

**MEMORANDUM OF UNDERSTANDING AMONG  
WYOMING OFFICE OF THE GOVERNOR, WYOMING WORKFORCE  
DEVELOPMENT COUNCIL, WYOMING COMMUNITY COLLEGE COMMISSION,  
WYOMING DEPARTMENT OF WORKFORCE SERVICES, WYOMING  
DEPARTMENT OF EDUCATION, WYOMING DEPARTMENT OF HEALTH,  
WYOMING DEPARTMENT OF FAMILY SERVICES, AND ONE-STOP PARTNERS**

1. **Parties.** The parties to this Memorandum of Understanding (MOU) are the Wyoming Office of the Governor (Governor), whose address is: State Capitol, 200 West 24<sup>th</sup> Street, Cheyenne, Wyoming 82002; the Wyoming Workforce Development Council (WWDC), whose address is: 5221 Yellowstone Road, Cheyenne, Wyoming 82002; the Wyoming Community College Commission (WCCC), whose address is: 2300 Capitol Avenue, 5<sup>th</sup> Floor, Suite B, Cheyenne, Wyoming 82002; the Wyoming Department of Workforce Services (DWS), whose address is 5221 Yellowstone Road, Cheyenne, Wyoming 82002; the Wyoming Department of Education (WDE), whose address is: 122 West 25<sup>th</sup> Street, E200, Cheyenne, Wyoming, 82002; the Wyoming Department of Health (WDH), whose address is: 401 Hathaway Building, Cheyenne, Wyoming 82002; the Wyoming Department of Family Services (DFS), whose address is: 2300 Capitol Avenue, Cheyenne, Wyoming 82002; (collectively “Partner Agencies”, or individually “Partner Agency”); and required One-Stop Partners (collectively “Partners”, or individually “Partner”) as described in P.L. 113-128 § 121, listed in Attachment D.
2. **Purpose of MOU.** The purpose of this MOU is to comply with the Workforce Innovation and Opportunity Act (WIOA) (P.L. 113-128, 29 U.S.C. 3112) which requires the WWDC, with the agreement of the Governor, to develop and enter into a memorandum of understanding with the Partner Agencies and Partners defined in P.L. 113-128 § 121(b)(1)(B).
3. **Term of MOU.** This MOU shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to the MOU and shall remain in full force and effect until terminated. This MOU may be terminated:
  - (i) As to an individual Partner Agency, when that Partner Agency issues thirty (30) days’ notice to the other Partner Agencies;
  - (ii) As permitted by WIOA; or
  - (iii) As provided for in Section 6.K., and Section 7.U of this MOU.
4. **Payment.** Payment shall be made in accordance with the requirements contained in Attachment B, One-Stop Operating Budget and Infrastructure Funding Agreement.
5. **Responsibilities of Partner Agencies.** The Partner Agencies agree as follows:
  - A. They will perform the duties and responsibilities described in Attachments A through D, which are attached to and incorporated into this MOU by this reference.

- B. Unless otherwise specifically stated, DWS shall represent Adult, Dislocated Worker, and Youth programs defined in P.L. 113-128, 29 U.S.C. § 3112 (WIOA), Wagner-Peyser Act (29 U.S.C. § 49, as amended by P.L. 113-128), services provided under the Rehabilitation Act of 1973 (29 U.S.C. § 720, *et seq.* as amended by P.L. 113-128) (VR), activities authorized under Title V of the Older Americans Act of 1965, as applicable (42 U.S.C. § 3056, *et seq.*) (SCSEP), activities authorized under Title II, Chapter 2 of the Trade Act of 1974 (19 U.S.C. § 2271, *et seq.*) (TAA), activities authorized under 38 U.S.C. § 41, Job Counseling, Training, and Placement Service for Veterans (JSVG), services provided under P.L. 113-128, Sec. 167, and programs authorized under State unemployment compensation laws in accordance with applicable Federal law (UI). DWS shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.
- C. Unless otherwise specifically stated, WDE shall represent the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. § 2301, *et seq.*) (Perkins) as reauthorized by The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) and shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.
- D. Unless otherwise specifically stated, the WDH shall represent the Community Services Block Grant Act (42 U.S.C. § 9901, *et seq.*) (CSBG) and shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.
- E. Unless otherwise specifically stated, DFS shall represent programs authorized under Title IV, Part A of the Social Security Act (42 U.S.C. § 601, *et seq.*) (TANF), not to include POWER, and any funding received from the U.S. Department of Housing and Urban Development defined in P.L. 113-128, Sec. 121(b)(1)(B)(x) utilized for employment and training activities, and shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.
- F. Unless otherwise specifically stated, WCCC shall represent the Adult Education and Family Literacy Act authorized under Title II of WIOA and shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.
- G. The WWDC shall enter into Participating Addenda with Partners as more specifically set forth in Section 7 below.

6. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed by all parties to this MOU.

- (i) Upon notification, the WWDC Chairperson or designee shall ensure that discussions and negotiations related to the proposed modification take place with Partner Agencies and Partners in a timely manner, as appropriate. Depending upon the type of modification, negotiation can be accomplished through email communications which shall include Partner Agencies and Partners. If the proposed modification is extensive or is met with opposition, the WWDC Chairperson or designee may call a meeting of the Partner Agencies and Partners to ensure resolution.
  - (ii) If it is determined that any Partner Agency or Partner is unwilling to agree to the modification, the WWDC Chairperson or designee shall ensure that the procedure set forth in Attachment A, Section 17 is followed.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming without regard to conflicts of law principles. The terms “hereof”, “hereunder”, “herein”, or words of similar import are intended to refer to this MOU as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this MOU and the Partner Agencies. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Availability of Funds.** Each payment obligation of the WWDC is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the MOU, the MOU may be terminated by the WWDC at the end of the period for which the funds are available. The WWDC shall notify the DWS at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the WWDC in the event this provision is exercised, and the WWDC shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- D. Entirety of MOU.** This MOU, consisting of fifteen (15) pages; Attachment A, Federal Requirements, consisting of fifty (50) pages; Attachment B, One-Stop Operating Budget and Infrastructure Funding Agreement, consisting of seven (7) pages; Attachment C, Negotiated Performance Levels, consisting of two (2) pages; Attachment D, One-Stop Partner Participating Addendum, consisting of one (1) page; and all fully executed One-Stop Partner Participating Addenda, represent the entire and integrated MOU between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.
- E. Force Majeure.** No Partner Agency shall be liable for failure to perform under this MOU if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming Partner Agency. Such causes may

include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the Partner Agency failing to perform immediately notifies the other Partner Agencies of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- F. Indemnification.** Each Partner Agency to this MOU shall assume the risk of any liability arising from its own conduct. No Partner Agency shall insure, defend, or indemnify any other.
- G. Notices.** All notices arising out of, or from, the provisions of this MOU shall be in writing, either by regular mail or delivery in person, at the addresses provided under this MOU.
- H. Prior Approval.** This MOU shall not be binding upon Partner Agencies or Partners, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this MOU has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- I. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and the Partner Agencies may renegotiate the terms affected by the severance.
- J. Sovereign Immunity.** The State of Wyoming, the Governor, WWDC, WCCC, DWS, WDE, WDH, and DFS expressly reserve sovereign immunity by entering into this MOU and specifically retain all immunities and defenses available to them pursuant to Wyo. Stat. § 1-39-104(a) and all other state or federal law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The Partner Agencies agree that any ambiguity in this MOU shall not be strictly construed, either against or for any Partner Agency, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.
- K. Termination.** If at any time during the performance of this MOU, in the opinion of the Governor or WWDC, the work is not progressing satisfactorily or within the terms of this MOU, then, at the discretion of the Governor or WWDC and after written notice to the parties, the Governor or WWDC may terminate this MOU or any part of it.
- L. Third-Party Beneficiary Rights.** The Partner Agencies do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations

contained in this MOU shall operate only between the Partner Agencies of this MOU, and shall inure solely to the benefit of the Partner Agencies of this MOU. The provisions of this MOU are intended only to assist the Partner Agencies in determining and performing their obligations under this MOU.

- M. Time is of the Essence.** Time is of the essence in all provisions of this MOU.
- N. Titles Not Controlling.** Titles of paragraphs are for reference only, and shall not be used to construe the language in this MOU.
- O. Waiver.** The waiver of any breach of any term or condition in this MOU shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- P. Counterparts.** This MOU may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same MOU. Delivery by any Partner Agency of an originally signed counterpart of this MOU by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the WWDC.

**7. Special Provisions Applicable to Participating Addenda.**

The Partner Agencies authorize the WWDC to enter into separate One-Stop Partner Participating Addenda with required Partners pursuant to the terms set forth in this Section 7, in the form attached hereto as Attachment D. Each fully executed One-Stop Partner Participating Addendum shall be incorporated into this MOU by this reference, and shall require each Partner to agree to the terms and conditions contained in Sections 2, 3, and 4 of this MOU, and Attachments A, B, and D, as well as the following terms:

- A. Amendments.** No changes, modifications, revisions, or amendments to this Addendum shall be permitted without an amendment to the MOU, which shall be mutually agreed upon by the Partner Agencies, incorporated by written instrument, and executed by all Parties to this MOU.
  - (i)** Upon notification, the WWDC Chairperson or designee shall ensure that discussions and negotiations related to the proposed modification take place with Partner Agencies and Partners in a timely manner, as appropriate. Depending upon the type of modification, negotiation can be accomplished through email communications which shall include Partner Agencies and Partners. If the proposed modification is extensive or is met with opposition, the WWDC Chairperson or designee may call a meeting of the Partner Agencies and Partners to ensure resolution.

- (ii) If it is determined that any Partner Agency or Partner is unwilling to agree to the modification, the WWDC Chairperson or designee shall ensure that the procedure set forth in Attachment A, Section 16 is followed.

**B. Applicable Law, Rules of Construction, and Venue.**

- (i) If Partner is a private or governmental entity, the following provision applies: The construction, interpretation, and enforcement of this Addendum and the MOU, as between the Partner and WWDC, shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Addendum as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Addendum and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- (ii) If Partner is a tribal entity, the following provision applies: The construction, interpretation, and enforcement of this Addendum and the MOU, as between the Partner and WWDC, shall be governed and interpreted according to federal laws and regulations, and any other applicable laws and regulations. In the event a dispute arises under this Addendum, jurisdiction will be in a court of competent jurisdiction.

**C. Assignment Prohibited and Addendum Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Addendum without the prior written consent of the other party. The Partner shall not use this Addendum, or any portion thereof, for collateral for any financial obligation without the prior written permission of the WWDC.

**D. Audit and Access to Records.** The WWDC and its representatives shall have access to any books, documents, papers, electronic data, and records of the Partner which are pertinent to this Addendum.

**E. Related Work.** Work related to the MOU may be undertaken by Partner Agencies or other Partners. The Partner shall cooperate fully with Partner Agencies, other Partners, and the WWDC in all such cases.

**F. Compliance with Laws.** The Partner shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Addendum.

**G. Confidentiality of Information.**

- (i) If Partner is a private or tribal entity, the following provision applies: All documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Partner in the

performance of this Addendum shall be kept confidential by the Partner unless written permission is granted by the WWDC for its release. If and when Partner receives a request for information subject to this Addendum, Partner shall notify the WWDC within ten (10) days of such request and shall not release such information to a third party unless directed to do so by WWDC.

(ii) If Partner is a governmental entity, the following provision applies: Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Partner in the performance of this Addendum shall be kept confidential by the Partner unless written permission is granted by the WWDC for its release. If and when Partner receives a request for information subject to this Addendum, Partner shall notify WWDC within ten (10) days of such request and shall not release such information to a third party unless directed to do so by WWDC.

**H. Ethics.** Partner shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Partner's profession.

**I. Extensions.** Nothing in this Addendum shall be interpreted or deemed to create an expectation that this Addendum will be extended beyond the term described in the MOU.

**J. Force Majeure.** Neither party shall be liable for failure to perform under this Addendum if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

**K. Indemnification.**

(i) If Partner is a private entity, the following provision applies: The Partner shall release, indemnify, and hold harmless the State, the WWDC, and their officers, agents, and employees from any and all claims, suites, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the Partner's failure to perform any of their duties and obligations hereunder of in connection with the negligent performance of Partner's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorney's fees, and expenses arising out of the Partner's negligence or other tortious conduct.

(ii) If Partner is a governmental or tribal entity, the following provision applies: Each party to this Addendum shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

**L. Independent Contractor.** The Partner shall function as an independent contractor for the purposes of this Addendum and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Addendum, the Partner shall be free from control or direction over the details of the performance of services under this Addendum. The Partner shall assume sole responsibility for any debts or liabilities that may be incurred by the Partner in fulfilling the terms of this Addendum and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Addendum. Nothing in this Addendum shall be interpreted as authorizing the Partner or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Partner Agencies or to incur any obligation of any kind on behalf of the State of Wyoming or the Partner Agencies. The Partner agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Partner or the Partner's agents or employees as a result of this Addendum.

**M. Notices.** All notices arising out of, or from, the provisions of this Addendum shall be in writing either by regular mail or delivery in person at the addresses provided under this Addendum.

**N. Notice of Sale or Transfer.** The Partner shall provide the WWDC with notice of any sale, transfer, merger, or consolidation of the assets of the Partner. Such notice shall be provided in accordance with the notices provision of this Addendum and, when possible and lawful, in advance of the transaction. If the WWDC determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Partner's obligations under this Addendum, then the Partner may, at its discretion, terminate or renegotiate the Addendum.

**O. Patent or Copyright Protection.** The Partner recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Partner or its subcontractors will violate any such restriction. The Partner shall defend and indemnify the WWDC for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

**P. Insurance Requirements.**

(i) During the term of this Addendum, the Partner shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.

- (ii) All policies shall be primary over any insurance or self-insurance program carried by the Partner or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Partner or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The Partner shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a “claims made” policy instead of an “occurrence” policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- (iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the WWDC. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- (v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the WWDC may, at the WWDC’s option, obtain and maintain, at the expense of the Partner, such insurance in the name of the Partner, or subcontractor, as the WWDC may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Partner under this Addendum.
- (vi) All policies required by this Addendum shall be issued by an insurance company with an A.M. Best rating of A-VIII or better.
- (vii) The WWDC reserves the right to reject any policy issued by an insurance company that does not meet these requirements.
- (viii) If Partner is an agency or governmental entity protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.*, Partner shall certify that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, *et seq.*, and shall provide a letter verifying its participation in the WARM or LGLP to the WWDC. If such letter is provided, Partner shall not be required to obtain the coverage set forth below.

**Q. Insurance Coverage.** The Partner shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence;
- (b) \$1,000,000.00 personal injury and advertising injury;
- (c) \$2,000,000.00 general aggregate; and
- (d) \$2,000,000.00 products and completed operations.

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Addendum shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Partner's home state to perform work under this Addendum shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Partner shall provide the WWDC with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Addendum, if such coverage is required by law. If workers' compensation coverage is obtained by Partner through the Wyoming Department of Workforce Services' workers' compensation program, Partner shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Addendum, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

- (iii) Unemployment Insurance. The Partner shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Partner shall supply WWDC with a Certificate of Good Standing or other proof of unemployment insurance coverage.

- (iv) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Partner's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Addendum, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence; and
- (b) \$1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

(v) Cyber Liability Insurance. Cyber liability insurance which shall be sufficiently broad to cover all duties and obligations undertaken by Partner and shall include, but not be limited to, claims involving infringement of intellectual property, including, but not limited to, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security, with minimum limits as follows:

- (a) \$2,000,000.00 each occurrence; and
- (b) \$2,000,000.00 general aggregate.

Coverage shall include breach response costs, regulatory fines and penalties, and credit monitoring expenses, with limits sufficient to respond to these obligations.

**R. Severability.** Should any portion of this Addendum be judicially determined to be illegal or unenforceable, the remainder of the Addendum and the MOU shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

**S. Sovereign Immunity and Limitations.**

- (i) If Partner is a private entity, the following provision applies: Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and the WWDC expressly reserve sovereign immunity by entering into this Addendum and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Addendum shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.
- (ii) If Partner is a governmental entity, the following provision applies: The State of Wyoming, the WWDC, and the Partner expressly reserve sovereign or governmental immunity by entering into this Addendum and specifically retain all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-104(a) and all applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

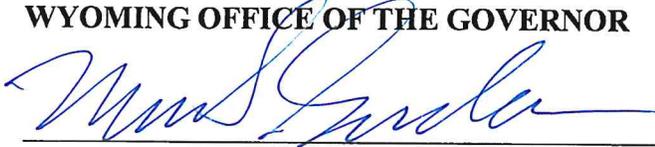
- (iii) If Partner is a tribal entity, the following provision applies:
- (a) The Tribe expressly reserves tribal sovereign immunity. The Tribe further reserves application of tribal sovereign immunity to all of its officials and employees acting pursuant to this Addendum and specifically retains immunity and all defenses available to it as a sovereign Indian tribe. The Tribal Agency is not authorized to waive the Tribe's immunity for any purpose at any time and no such waiver of immunity by the Tribal Agency is effective. The Tribe does not waive its immunity to suits against it or its Agency or any other tribal entity or instrumentality by any third-party for any claim.
  - (b) The State of Wyoming and the WWDC expressly reserve sovereign immunity under this Addendum and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all applicable law. WWDC is not authorized to waive the State's immunity for any purpose at any time and no such waiver of immunity by WWDC is effective. The State does not waive its immunity to suits against it or WWDC or any other State entity or instrumentality by any third-party for any claim.
  - (c) Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Addendum shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.
- T. Taxes.** Unless exempt, the Partner shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- U. Termination of Addendum.** This Addendum may be terminated, without cause, by the WWDC upon thirty (30) days written notice. This Addendum may be terminated by the WWDC immediately for cause if the Partner fails to perform in accordance with the terms of this Addendum.
- V. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Addendum shall not be construed so as to create such status. The rights, duties, and obligations contained in this Addendum shall operate only between the parties to this Addendum and shall inure solely to the benefit of the parties to this Addendum. The provisions of this Addendum are intended only to assist the parties in determining and performing their obligations under this Addendum.

- W. Time is of the Essence.** Time is of the essence in all provisions of this Addendum.
- X. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Addendum.
- Y. Waiver.** The waiver of any breach of any term or condition in this Addendum shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- Z. Counterparts.** This Addendum may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Addendum. Delivery by the Partner of an originally signed counterpart of this Addendum by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the WWDC.

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8. **Signatures.** By signing this MOU, the Partner Agencies certify that they have read and understood it, that they agree to be bound by the terms of the MOU, and that they have the authority to sign it. The Effective Date of this MOU is the date of the signature last affixed to these pages.

**WYOMING OFFICE OF THE GOVERNOR**



Mark Gordon, Governor

10 Nov 2021

Date

**WYOMING WORKFORCE DEVELOPMENT COUNCIL**



C. Fabian Lobera, Chairman

September 21, 2021

Date

**WYOMING COMMUNITY COLLEGE COMMISSION**

\_\_\_\_\_  
Sandra Caldwell, Executive Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Robin Sessions Cooley, Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF EDUCATION**

\_\_\_\_\_  
Jillian Balow, Superintendent

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF HEALTH**

\_\_\_\_\_  
Stefan Johansson, Interim Director

\_\_\_\_\_  
Date

8. **Signatures.** By signing this MOU, the Partner Agencies certify that they have read and understood it, that they agree to be bound by the terms of the MOU, and that they have the authority to sign it. The Effective Date of this MOU is the date of the signature last affixed to these pages.

**WYOMING OFFICE OF THE GOVERNOR**

\_\_\_\_\_  
Mark Gordon, Governor

\_\_\_\_\_  
Date

**WYOMING WORKFORCE DEVELOPMENT COUNCIL**



\_\_\_\_\_  
C. Fabian Lobera, Chairman

\_\_\_\_\_  
September 21, 2021  
Date

**WYOMING COMMUNITY COLLEGE COMMISSION**

\_\_\_\_\_  
Sandra Caldwell, Executive Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Robin Sessions Cooley, Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF EDUCATION**

\_\_\_\_\_  
Jillian Balow, Superintendent

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF HEALTH**

\_\_\_\_\_  
Stefan Johansson, Interim Director

\_\_\_\_\_  
Date

Memorandum of Understanding Among Wyoming Office of the Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, Wyoming Department of Health, and Wyoming Department of Family Services, and One-Stop Partners

8. **Signatures.** By signing this MOU, the Partner Agencies certify that they have read and understood it, that they agree to be bound by the terms of the MOU, and that they have the authority to sign it. The Effective Date of this MOU is the date of the signature last affixed to these pages.

**WYOMING OFFICE OF THE GOVERNOR**

\_\_\_\_\_  
Mark Gordon, Governor

\_\_\_\_\_  
Date

**WYOMING WORKFORCE DEVELOPMENT COUNCIL**

\_\_\_\_\_  
C. Fabian Lobera, Chairman

\_\_\_\_\_  
Date

**WYOMING COMMUNITY COLLEGE COMMISSION**

  
\_\_\_\_\_  
Sandra Caldwell, Executive Director

\_\_\_\_\_  
Date 10/7/21

**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Robin Sessions Cooley, Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF EDUCATION**

\_\_\_\_\_  
Jillian Balow, Superintendent

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF HEALTH**

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Mark Gordon, Governor \_\_\_\_\_  
Date

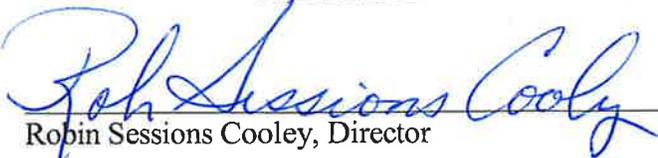
**WYOMING WORKFORCE DEVELOPMENT COUNCIL**

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C. Fabian Lobera, Chairman \_\_\_\_\_  
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**WYOMING COMMUNITY COLLEGE COMMISSION**

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Sandra Caldwell, Executive Director \_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

  
\_\_\_\_\_  
Robin Sessions Cooley, Director 9-14-21  
\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF EDUCATION**

\_\_\_\_\_  
Jillian Balow, Superintendent \_\_\_\_\_  
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Date

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C. Fabian Lobera, Chairman

\_\_\_\_\_  
Date

**WYOMING COMMUNITY COLLEGE COMMISSION**

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Sandra Caldwell, Executive Director

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Date

**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Robin Sessions Cooley, Director

\_\_\_\_\_  
Date

**WYOMING DEPARTMENT OF EDUCATION**

*J Balow*  
\_\_\_\_\_  
Jillian Balow, Superintendent

\_\_\_\_\_  
10 / 13 / 2021  
Date

**WYOMING DEPARTMENT OF HEALTH**

\_\_\_\_\_  
Stefan Johansson, Interim Director

\_\_\_\_\_  
Date

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**WYOMING WORKFORCE DEVELOPMENT COUNCIL**

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**WYOMING COMMUNITY COLLEGE COMMISSION**

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Sandra Caldwell, Executive Director

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**WYOMING DEPARTMENT OF WORKFORCE SERVICES**

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Robin Sessions Cooley, Director

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Date

**WYOMING DEPARTMENT OF EDUCATION**

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Jillian Balow, Superintendent

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Date

**WYOMING DEPARTMENT OF HEALTH**

  
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Stefan Johansson, Interim Director

9/30/21  
Date

Memorandum of Understanding Among Wyoming Office of the Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, Wyoming Department of Health, and Wyoming Department of Family Services, and One-Stop Partners

WYOMING DEPARTMENT OF FAMILY SERVICES

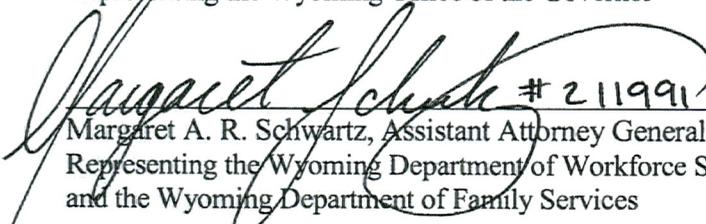
  
\_\_\_\_\_  
Korin Schmidt, Director

9.14.21  
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 #211991  
\_\_\_\_\_  
Tyler M. Renner, Senior Assistant Attorney General  
Representing the Wyoming Office of the Governor

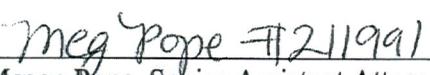
09-07-2021  
Date

 #211991  
\_\_\_\_\_  
Margaret A. R. Schwartz, Assistant Attorney General  
Representing the Wyoming Department of Workforce Services  
and the Wyoming Department of Family Services

9/7/21  
Date

 #211991  
\_\_\_\_\_  
Brandi Monger, Deputy Attorney General  
Representing the Wyoming Department of Health  
and the Wyoming Department of Education

9/7/21  
Date

 #211991  
\_\_\_\_\_  
Megan Pope, Senior Assistant Attorney General  
Representing the Wyoming Workforce Development Council

9/7/21  
Date

 #211991  
\_\_\_\_\_  
Alysia Goldman, Assistant Attorney General  
Representing the Wyoming Community College Commission

9/7/21  
Date

**WYOMING DEPARTMENT OF FAMILY SERVICES**

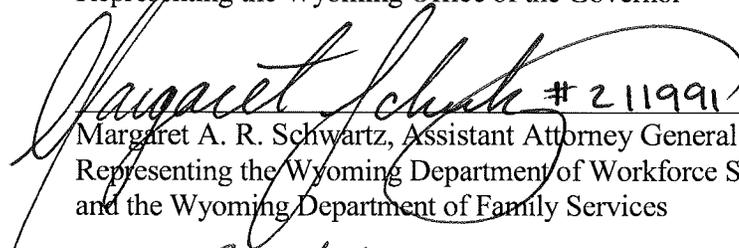
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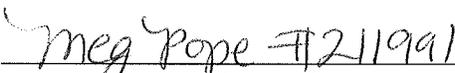
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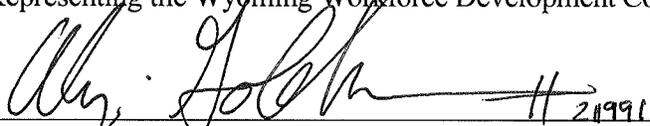
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Date

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Megan Pope, Senior Assistant Attorney General  
Representing the Wyoming Workforce Development Council

9/7/21  
Date

 #211991  
Alysia Goldman, Assistant Attorney General  
Representing the Wyoming Community College Commission

9/7/21  
Date

# **ATTACHMENT A FEDERAL REQUIREMENTS**

## **Section 1. Overview**

The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c)(1) requires the Wyoming Workforce Development Council (WWDC), with the agreement of the Governor, to develop and enter into a Memorandum of Understanding (MOU) between the WWDC and Partner Agencies and Partners consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system. This requirement is further described in the WIOA, Joint Rule for Unified State Plans, Performance Accountability, and the One-Stop System Joint Provisions, Final Rule at 20 CFR § 678.500, 34 CFR § 361.500 and 34 CFR § 463.500, and in federal guidance.

Additionally, the sharing and allocation of infrastructure costs among Partner Agencies and Partners is 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 Federal Awards (Uniform Guidance) at 2 CFR § 200.

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The Wyoming Workforce Development Council (WWDC) seeks to establish a system that stands in stark contrast to the historical transaction-based model, whereby each entity operates its own business and job seeker service functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by seamless collaboration and cooperation.

The purpose of this Attachment to the MOU is to define the parameters within which education, workforce, economic development, and other required Partner Agencies' and Partners' programs and entities operating in the State of Wyoming create seamless, customer-focused One-Stop Centers that align service delivery across the board and enhance access to program services. By realizing One-Stop opportunities together, Partner Agencies and Partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These Partner Agencies and Partners are to reduce administrative burden and costs and increase customer access and performance outcomes.

## **Section 2. Vision**

Develop a quality and diverse workforce to meet the needs of Wyoming employers.

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**Section 3. Mission**

Wyoming’s Workforce System fosters a vibrant Wyoming economy through collaborative, industry-led partnerships that provide diverse and comprehensive services to job seekers and employers.

**Section 4. One-Stop Centers**

Wyoming has multiple American Job Centers, also known as One-Stop Centers and Workforce Centers, which are designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act of 2014, the One-Stop Centers offer a comprehensive array of services designed to match talent with opportunities.

Comprehensive:

Casper Workforce Center	Phone: 307-234-4591
851 Werner Court, #120 Casper, WY 82602	<u>DWS-Casper-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Affiliate:

Cheyenne Workforce Center	Phone: 307-777-3700
5221 Yellowstone Road Cheyenne, WY 82002	<u>DWS-Cheyenne-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Cody Workforce Center	Phone: 307-587-4241
1026 Blackburn Ave., #1 Cody, WY 82414	<u>DWS-Cody-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Douglas Workforce Center	Phone: 307-358-2147
311 North Russell Ave., #B Douglas, WY 82633	<u>DWS-Douglas-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Gillette Workforce Center	Phone: 307-682-9313
551 Running W Drive, #100 Gillette, WY 82718	<u>DWS-Gillette-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

**ATTACHMENT A  
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Jackson Workforce Center	Phone: 307-733-4091
155 West Gill Ave. Jackson, WY 83001	<u>DWS-Jackson-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Lander Workforce Center	Phone: 307-335-9224
1295 12 <sup>th</sup> Street Lander, WY 82520	<u>DWS-Lander-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Laramie Workforce Center	Phone: 307-742-2153
3817 Beech Street, #100 Laramie, WY 82070	<u>DWS-Laramie-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Rawlins Workforce Center	Phone: 307-324-3485
1703 Edinburgh Street Rawlins, WY 82301	<u>DWS-Rawlins-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Rock Springs Workforce Center	Phone: 307-382-2747
2451 Foothill Blvd., #100 Rock Springs, WY 82901	<u>DWS-RockSprings-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Sheridan Workforce Center	Phone: 307-672-9775
247 Grinnell Plaza Sheridan, WY 82801	<u>DWS-Sheridan-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Torrington Workforce Center	Phone: 307-532-4171
1610 East M Street Torrington, WY 82240	<u>DWS-Torrington-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Wheatland Workforce Center	Phone: 307-322-4741
1958 W. Mariposa Parkway Wheatland, WY 82201	<u>DWS-Wheatland-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Worland Workforce Center	Phone: 307-347-8173
1200 Culbertson Ave., #F	<u>DWS-Worland-WC</u>

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Worland, WY 82401	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Afton Workforce Center	Phone: 307-886-9260
350 South Washington Street Afton, WY 83110	<u>DWS-Afton-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Evanston Workforce Center	Phone: 307-789-9802
98 Independence Drive Evanston, WY 82930	<u>DWS-Evanston-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Kemmerer Workforce Center	Phone: 307-877-5501
20 Adaville Road Diamondville, WY 83116	<u>DWS-Kemmerer-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Newcastle Workforce Center	Phone: 307-746-9690
22922 Hwy 85 Newcastle, WY 82701	<u>DWS-Newcastle-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Powell Workforce Center	Phone: 307-754-6436
Northwest College, Frisby Building North Cheyenne Street Powell, WY 82435	<u>DWS-Powell-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Riverton Workforce Center	Phone: 307-856-9231
422 East Fremont Avenue Riverton, WY 82501	<u>DWS-Riverton-WC</u>
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

**Hours of operation may vary based on need.**

Other:

*Adult Education:*

Casper College - Castellow Learning Center	Phone: 307-268-3036, Fax 307-268-3021
125 College Drive Casper, WY 82601	

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Hours of Operation: Business Hours: M-F 8:00 a.m.- 5:00 p.m. Student Hours: Mon & Wed 8:00 a.m.- 4:00 p.m.; Tue & Thur 8:00 a.m.-8:00 p.m.	<a href="http://www.caspercollege.com/alc">www.caspercollege.com/alc</a>
Central Wyoming College - College and Career Readiness Program	Phone: 307-855-2189, Fax: 307-855-2019
2660 Peck Avenue Riverton, WY 82501	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	<a href="http://www.cwc.edu">www.cwc.edu</a>
Outreach class sites:	Dubois, Ft. Washakie, Jackson, Thermopolis, and Lander
Eastern Wyoming College - College & Career Readiness Center	Phone: 307-532-8299, Fax: 307-532-8383
3200 West C Street Torrington, WY 82240	
Hours of Operation: Mon - Thurs 9:00 a.m.-4:00 p.m.	<a href="https://ewc.wy.edu/collge-and-career-readiness-center">https://ewc.wy.edu/collge-and-career-readiness-center</a>
Outreach site hours vary Outreach sites:	Douglas, Glenrock, Lusk, Moorcroft, Newcastle, Sundance, Upton, and Wheatland
Laramie County Community College - Adult Career and Education System (ACES) (Cheyenne)	Phone: 307-637-2450, Fax: 307-637-2450
Laramie County Community College - Teaching and Learning Center (TLC) - (Laramie)	Phone: 307-772-4257, Fax: 307-772-4266
1400 E. College Drive Cheyenne, WY 82007	
1125 Boulder Drive Laramie, WY	
Hours in Cheyenne Monday thru Thursday 8:00 am - 8 pm Friday 8:00 am - 4:00 pm	<a href="http://lccc.wy.edu/academics/services/adultEducation/index.aspx">http://lccc.wy.edu/academics/services/adultEducation/index.aspx</a>
Hours in Laramie: M-TH 8 am-8 pm & Fri 9-12	<a href="http://lccc.wy.edu/acc">http://lccc.wy.edu/acc</a>
Outreach site:	Pine Bluffs

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Northern WY Community College District - Center for College & Career Readiness (CCCR) Center: Northern Wyoming Community College District- Center for College & Career Readiness Program	307-674-6446, ext. 2703 (Sheridan) 307-686-0254, ext. 2703 (Gillette) 800-913-9139, ext. 2703 (toll free)  Fax: 307-674-3384
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Sheridan: 3059 Coffeen Ave. (P.O. Box 1500) Sheridan, WY 82801  Gillette: 300 W. Sinclair Gillette, WY 82718	
<u>Hours of Operation:</u> The program operates classes Monday – Thursday from 9 a.m.-8:30 p.m. Evening classes are held twice weekly during the fall and spring semester only. Class times vary per semester. Classes are held year-round.	<a href="http://www.sheridan.edu/about/sheridan">http://www.sheridan.edu/about/sheridan</a>
Outreach sites:	Gillette and Buffalo

Northwest College - Adult Education Program	Phone: 307-754-6280, Fax: 307-754-6129
231 West Sixth Street Powell, WY 82435	
Hours of Operation: Mon & Wed 9:00 am - 8:00 pm Tues & Thur 9:00 am - 6:00 pm Fri 10:00 am - 5:00 pm	<a href="http://www.nwc.edu/AdultEd">www.nwc.edu/AdultEd</a>
Outreach sites:	Basin, Cody, Greybull, Lovell, & Worland

Unita BOCES #1 Education Center	Phone: 307-789-6280, Fax: 307-789-7975
1013 W. Cheyenne Drive Evanston, WY 82930	
Hours of Operation: M-F 7:00 a.m.-8:00 p.m.	<a href="http://www.uintaeducation.org">www.uintaeducation.org</a>

Western Wyoming Community College - College & Career Readiness	Phone: 307-382-1825, Fax: 307-382-1823
2500 College Dr., P.O. Box 428 Rock Springs, WY 82902	

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Hours of Operation: M-TH 9:00 am - 8:30 pm Fri 8-12	<a href="http://www.westernwyoming.edu">www.westernwyoming.edu</a>
Outreach sites:	Afton, Big Piney, Mountain View, Green River, Kemmerer, Pinedale, Mountain View, and Star Valley. Also, Detention Center

Wyoming Department of Corrections - Correctional Education Programs	Phone: 307-382-1825, Fax: 307-777-7476
1934 Woyott Drive, Suite 100 Cheyenne, WY 82007	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	
Outreach sites:	Lusk, Rawlins, Newcastle, Torrington, & Riverton

**Each Adult Education office invites Workforce Center (One-Stop) staff to join them in their offices to meet with participants. Days and hours vary and customers are encouraged to reach out to their local office to determine when that availability exists.**

*Vocational Rehabilitation Outreach:*

Baggs Vocational Rehabilitation	Phone: 307-324-2238
350 Whipoorwill Drive Baggs, WY 82321	
Hours of Operation: By Appointment Only	<a href="http://wyomingworkforce.org">wyomingworkforce.org</a>

Basin Vocational Rehabilitation	Phone: 307-527-7174
890 South US Hwy 20 Basin, WY 82410	
Hours of Operation: By Appointment Only	<a href="http://wyomingworkforce.org">wyomingworkforce.org</a>

Cody Vocational Rehabilitation	Phone: 307-527-7174
1026 Blackburn St., #3 Cody, WY 82414	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	<a href="http://wyomingworkforce.org">wyomingworkforce.org</a>

Big Piney Vocational Rehabilitation	Phone - 307-276-3520
650 Piney Drive, High School Annex, #112 Big Piney, WY 83113	
Hours of Operation: By Appointment Only	<a href="http://wyomingworkforce.org">wyomingworkforce.org</a>

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Buffalo Vocational Rehabilitation	Phone: 307-674-7529
Uplift Office 830 W. Fetterman Buffalo, WY 82834	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Dubois Vocational Rehabilitation	Phone - 307-332-4465
712 Meckem Dubois, WY 82513	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Lusk Vocational Rehabilitation	Phone - 307-358-4688
619 West 5th Street Lusk, WY 82225	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Evanston Vocational Rehabilitation	Phone - 307-789-2766
350 City View Drive, #205 Evanston, WY 82930	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Glenrock Vocational Rehabilitation	Phone - 307-358-4688
925 West Birch Street, Glenrock, WY 82637	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Hanna Vocational Rehabilitation	Phone - 307-324-2238
301 S. Adams Hanna, WY 82327	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Lovell Vocational Rehabilitation	Phone - 307-527-7174
355 E. 5th Lovell, WY 82431	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Lyman/Mountain View Vocational Rehabilitation	Phone - 307-789-2766
1050 N. Hwy 414 Mountain View, WY 82939	
Hours of Operation: By Appointment Only	wyomingworkforce.org

**ATTACHMENT A  
FEDERAL REQUIREMENTS**

Powell Vocational Rehabilitation	Phone - 307-754-6411
North Beckman Street & 7th Street Powell, WY 82435	
Hours of Operation: Wednesday & Friday 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Riverton Vocational Rehabilitation	Phone - 307-856-2393
609 East Madison Ave., #3 Riverton, WY 82501	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

Saratoga Vocational Rehabilitation	Phone - 307-324-2238
1110 E. Spring Ave. Saratoga, WY 82331	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Sundance Vocational Rehabilitation	Phone - 307-682-2672
5th & Cleveland/DFS office	
Hours of Operation: By Appointment Only	wyomingworkforce.org

Thermopolis Vocational Rehabilitation	Phone - 307-864-2147
148 East Arapahoe Street Thermopolis, WY 82443	
Hours of Operation: M-F 8:00 a.m.-5:00 p.m.	wyomingworkforce.org

**Section 5. One-Stop Operator**

The WWDC selected the One-Stop Operator, DWS, through the bid waiver (sole source) process as set forth in Wyo. Stat. § 9-2-1016 as allowed by the Uniform Guidance, and 29 C.F.R. § 678.610. The One-Stop Operator will be reviewed and reselected once every three (3) years.

**Section 6. Wyoming Department of Workforce Services - Role as the Provider of Adult, Dislocated Worker, and Youth Services**

The WWDC has selected the DWS as the provider of Adult, Dislocated Worker, and Youth Services. As the primary provider of these services, DWS shall provide the services to Adults, Dislocated Workers and Youth in accordance with P.L. 113-128, all applicable Rules and Regulations, and other formal guidance from the U.S. Department of Labor, including but not limited to:

- Primary provider of services within the One-Stop Centers;
- Ensure basic services to job seekers and employers are being met such as access to job listings, labor market information, employment workshops, and mediated services;

## **ATTACHMENT A FEDERAL REQUIREMENTS**

- Provide the following career services:
  - Outreach, intake, and orientation;
  - Initial assessment;
  - Eligibility for services;
  - Referrals to programs;
  - Performance and cost information;
  - Information on Unemployment Insurance (UI);
  - Financial aid information;
  - Follow-up services;
  - Provide the Program Strategy Team all legally releasable data requested;
  - Provide eligibility determinations and access to training services; and
  - Report all other Partner Agencies and Partners and innovative projects to the WWDC.

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**Section 7. Required Partner Agencies and Partners**

<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>	<b>Authorization/Category</b>	<b>Core/Required</b>
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services	WIOA Title I, Subtitle B	Core
Job Corps – Outreach Activities	Alternative Prospective Inc. or its subgrantee Management & Training Corporation	WIOA Title I, Subtitle C	Required
Job Corps – Wind River Job Corps Center	Alternative Prospective Inc. or its subgrantee Management & Training Corporation	WIOA Title I, Subtitle C	Required
Native American programs	Northern Arapaho Tribe	Indian and Native American Programs (INA), WIOA § 166, 29 U.S.C. § 3221	Required
Native American programs	Eastern Shoshone Tribe	Indian and Native American Programs (INA), WIOA § 166, 29 U.S.C. § 3221	Required
Migrant and seasonal farmworker programs	Motivation Education & Training, Inc.	National Farmworker Jobs Program (NFJP), WIOA § 167	Required
Wagner-Peyser Act	Wyoming Department of Workforce Services	Wagner-Peyser Employment Services program, authorized under the Wagner-Peyser Act (29 U.S.C. § 49, <i>et seq.</i> ), as amended by Title II of WIOA, also providing the state’s public labor exchange.	Core
Adult Education and Family Literacy Act	Wyoming Community College Commission	WIOA Title II and Adult Education and Family Literacy Act (AEFLA) Program	Core
Vocational Rehabilitation	Wyoming Department of Workforce Services	State Vocational Rehabilitation (VR) program, authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. § 720, <i>et seq.</i> ), as amended by title IV of WIOA.	Core

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Senior Community Service Employment Program (SCSEP) (State)	Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)	Senior Community Service Employment Program, authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. § 3056, <i>et seq.</i> )	Required
Senior Community Service Employment Program (SCSEP) (Federal)	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP)	Senior Community Service Employment Program, authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. § 3056, <i>et seq.</i> )	Required
Career and Technical Education Programs (Perkins V)	Wyoming Department of Education	Career and technical education (CTE programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. § 2301, <i>et seq.</i> ) as reauthorized by the Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins V)	Required
Trade Adjustment Assistance (TAA)	Wyoming Department of Workforce Services	Trade Adjustment Assistance, authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. § 49, <i>et seq.</i> )	Required
Jobs for Veterans State Grants (JVSG)	Wyoming Department of Workforce Services	Jobs for Veterans State Grants, authorized under 38 U.S.C. § 41, <i>et seq.</i>	Required
Community Services Block Grant (CSBG)	Wyoming Department of Health, Public Health	Employment and training activities carried out under the Community Service Block Grant Act (CSBG) (42 U.S.C. § 17532) and WIOA Section 169	Required
Housing and Urban Development (HUD)	Various Providers	Employment and training activities carried out by the Department of Housing and Urban Development (WIOA Section 121(b)(1)(B)(x))	Required
Unemployment Insurance (UI)	Wyoming Department of Workforce Services	Programs authorized under state unemployment compensation laws (in accordance with applicable Federal law) P.L. § 121(b)(1)(B)(xi). Pursuant to 29 C.F.R. § 678.400	Required
Temporary Assistance for Needy Families (TANF) -	Wyoming Department of Family Services	Temporary Assistance for Needy Families, authorized under part A of title IV of the Social Security Act (19 USC § 2271, <i>et seq.</i> ) P.L. 121(b)(1)(B)(vii).	Required

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**Section 8. Partner Agencies and Partners**

<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Casper Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
Senior Community Services Employment Program	Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
<b>Not Physically Collocated at the Casper Workforce Center*</b>	
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP)
Adult Education and Family Literacy	Wyoming Community College Commission; Casper College Castellow Learning Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Community Services Block Grant	Wyoming Department of Health
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers and UI direct linkage access phones with priority queue available in the One-Stop Centers.	

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\*\*The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.

<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Cheyenne Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
<b>Not Physically Collocated at the Cheyenne Workforce Center*</b>	
Adult Education and Family Literacy	Wyoming Community College Commission; Laramie County Community College
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers and UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Cody Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
<b>Not Physically Collocated at the Cody Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Northwest College – Adult Education
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Douglas Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
<b>Not Physically Collocated at the Douglas Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Eastern Wyoming College-College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Gillette Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Gillette Workforce Center*</b>	
Adult Education and Family Literacy	Wyoming Community College Commission; Northern Wyoming Community College District, Gillette College, College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Community Services Block Grant	Wyoming Department of Health
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Jackson Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
<b>Not Physically Collocated at the Jackson Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Management and Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Central Wyoming College-College & Career Readiness
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Lander Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
<b>Not Physically Collocated at the Lander Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission; Central Wyoming College-College & Career Readiness
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Laramie Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Laramie Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission; Laramie County Community College-Teaching & Learning Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Temporary Assistance for Needy Families	Wyoming Department of Family Services
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Rawlins Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services contract with DWS
<b>Not Physically Collocated at the Rawlins Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Management and Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Western Wyoming Community College-College & Career Readiness
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Rock Springs Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Rock Springs Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Western Wyoming Community College-College & Career Readiness
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Sheridan Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Sheridan Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Northern Wyoming Community College District, Sheridan College-College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Torrington Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Torrington Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Management and Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Eastern Wyoming College-College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

**Attachment A to Memorandum of Understanding Among  
Wyoming Office of The Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, Wyoming Department of Health, Wyoming Department of Family Services, and One-Stop Partners**

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Wheatland Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Wheatland Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Management and Training Corporation
Vocational Rehabilitation	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission; Eastern Wyoming College-College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
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FEDERAL REQUIREMENTS**

<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Worland Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Worland Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Northwest College-Adult Education
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Afton Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Afton Workforce Center*</b>	
Vocational Rehabilitation	Wyoming Department of Workforce Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission; Western Wyoming College-College & Career Readiness
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Evanston Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Evanston Workforce Center*</b>	
Vocational Rehabilitation	Vocational Rehabilitation
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Adult Education and Family Literacy	Wyoming Community College Commission: Uinta BOCES #1
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Kemmerer Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
Vocational Rehabilitation	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Kemmerer Workforce Center*</b>	
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
Adult Education and Family Literacy	Wyoming Community College Commission-Western Wyoming College-College & Career Readiness
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Newcastle Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
<b>Not Physically Collocated at the Newcastle Workforce Center*</b>	
Vocational Rehabilitation	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission, Eastern Wyoming College-College & Career Readiness Center
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Career and Technical Education (Perkins)
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
<p>*These Partner Agencies and Partners are aligned virtually through online service access to a program staff member via One-Stop Center resource rooms and through cross-trained front desk staff and other, physically collocated, Partner Agency and Partner staff who can provide information and referrals. An individual may also file an Unemployment Insurance claim in person using one of the resource computers an UI direct linkage access phones with priority queue available in the One-Stop Centers.</p> <p>**The Wyoming Department of Corrections does not receive funding from the Second Chance Act of 2007, however, the One-Stop Centers work with the Wyoming Department of Corrections to provide transitional ex-offender employment opportunities where applicable.</p>	

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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Powell Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth - By appointment via Cody One Stop	Wyoming Department of Workforce Services
Trade Adjustment Act - By appointment via Cody One Stop	Wyoming Department of Workforce Services
TANF work program/POWER - By appointment via Cody One Stop	Wyoming Department of Family Services
Vocational Rehabilitation - By appointment via Cody VR	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Powell Workforce Center*</b>	
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Jobs for Veterans State Grant - By appointment via Riverton One Stop	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission, Northwest College-Adult Education
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Senior Community Services Employment Program - By appointment via Cody SCSEP	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Community Services Block Grant	Wyoming Department of Health
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
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<b>Partner Agencies and Partners Program</b>	<b>Partner Agencies and Partners Organization</b>
<b>Physically Collocated at the Riverton Workforce Center</b>	
Wagner-Peyser	Wyoming Department of Workforce Services
Adult, Dislocated Worker, Youth	Wyoming Department of Workforce Services
Trade Adjustment Act	Wyoming Department of Workforce Services
TANF work program/POWER	Wyoming Department of Family Services
Job Corps	Alternative Prospective Inc. or its subgrantee Management & Training Corporation
Jobs for Veterans State Grant	Wyoming Department of Workforce Services
<b>Not Physically Collocated at the Riverton Workforce Center*</b>	
Vocational Rehabilitation	Wyoming Department of Workforce Services
Adult Education and Family Literacy	Wyoming Community College Commission, Central Wyoming College-College & Career Readiness Center
Unemployment Insurance	Wyoming Department of Workforce Services
Native American Programs	Indian and Native American Programs (INA)
HUD Employment & Training Activities	Various
Career and Technical Education (Perkins)	Wyoming Department of Education
Community Services Block Grant	Wyoming Department of Health
Senior Community Services Employment Program	National Older Worker Career Center (NOWCC) through its subgrantee AARP Foundation (AARP) or the Wyoming Department of Workforce Services through its subgrantee Center for Workforce Inclusion, Inc. (CWI)
Migrant and Seasonal Farmworker Program and/or National Farmworker Jobs Program (NFJP)	Motivation Education & Training, Inc. (MET)
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**Section 9. Partner Agencies' and Partners' Services**

At a minimum, Partner Agencies and Partners will make the below services available, as applicable, consistent with and coordinated via the One-Stop Center network system. Additional services may be provided on a case by case basis and with the approval of the Governor or his designee and the WWDC.

<b>BUSINESS SERVICES</b>		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and assistance related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, or incumbent worker contracts
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Organize and conduct job fairs	Develop training opportunities to meet specific employer and/or industry cluster needs
Use of One-Stop Center facilities for recruiting and interviewing job applicants	Consult on human resource issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry sector partnerships

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<b>JOB SEEKER SERVICES</b>		
<b>Basic Career Services</b>	<b>Individualized Career Services</b>	<b>Training</b>
Outreach, intake and orientation to the information, services, programs, tools and resources available through the State's workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs) and Integrated Education and Training (IET) and Integrated English Literacy & Civics Education (IELCE) models
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), may be provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and nontraditional employment)	Referral to training services	OJT
Access to employment opportunities and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the State workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individuals in and out of area job search,	Skill upgrading and retraining

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	referral and placement assistance	
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, pre-apprenticeship, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner Agencies and Partners services, programs, and referrals	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support (This is not an individualized career services, but listed here for completeness)	Other training services as determined by the workforce Partner Agencies and Partners' governing rules

<b>YOUTH SERVICES</b>	
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 postsecondary credential	Alternative secondary school services, or dropout recovery services, as appropriate to include Adult Education services.
Paid and unpaid work experience that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. (IET & IELCE)	Leadership development opportunities, which may include community service and peer-centered activities encouraging

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	responsibility and other positive social and civic behaviors, as appropriate
Supportive services	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
Follow-up services for not less than 12 months after the completion of participation, as appropriate	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
Financial literacy education	Entrepreneurial skills training
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	Activities that help youth prepare for and transition to postsecondary education and training

To include all activities as required by P.L. 113-128, sec. 126 – 129.

**Section 10. Partner Agencies and Partners On-Site Representation Schedule**

Partner Agencies and Partners on-site representation shall be determined by the One-Stop Operator and Partner Agencies and Partners program(s) unless agreement cannot be reached. If agreement cannot be reached, the One-Stop Operator, Partner Agencies, and Partners program(s) may contact the WWDC for guidance.

**Section 11. Roles and Responsibilities of Partner Agencies and Partners**

**All Partner Agencies and Partners**

All Partner Agencies and Partners to this MOU shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 C.F.R. § 38; Final Rule, published December 2, 2016);
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- Section 504 for the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990 (Public Law 101-336);
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
- 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 Section 188;
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR 99);
- General Education Provision Act (GEPA) (Section 427)

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- Confidentiality requirements governing the protection and use of personal information held by the Vocational Rehabilitation agency (34 C.F.R. § 361.38);
- The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance agency (20 C.F.R. § 603);
- All amendments to each; and
- 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.

Additionally, all Partner Agencies and Partners shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Agencies and Partners Services section above;
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Partner Agencies and Partners relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers; and
- Agree that all equipment and furniture purchased by any Partner Agencies and Partners for purposes described herein shall remain the property of the purchaser after the termination of the MOU/Addendum.

### **Governor or Designee**

The Governor of Wyoming or his designee shall, at a minimum:

- In partnership with the WWDC and other applicable Partner Agencies and Partners, develop and submit a State Plan that includes a description of the activities that shall be undertaken by WWDC and its Partner Agencies and Partners;
- Approve the WWDC's budget and cost allocation plan for the State;
- Approve the selection of the One-Stop Operator following the competitive procurement process; and
- Coordinate with the WWDC to oversee the operations of DWS as the One-Stop Operator.

### **Wyoming Workforce Development Council**

The WWDC ensures the workforce-related needs of employers, workers, and job seekers in the state are met, to the maximum extent possible with available resources. The WWDC, at a minimum:

- In partnership with the Governor or his designee and other applicable Partner Agencies and Partners within the state, develop and submit a State Plan to include a description of the activities that shall be undertaken by the WWDC and its Partner

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Agencies and Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the economy;

- In collaboration with Partner Agencies and Partners develop the strategic vision, goals, objectives, and workforce-related policies;
- In cooperation with the Governor or his designee, design and approve the One-Stop Center network structure. This includes, but is not limited to:
  - Adequate, sufficient, and accessible One-Stop Center locations and facilities;
  - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting adults in need of adult education and literacy activities);
  - A holistic system of supporting services; and
  - Selection of a One-Stop Operator for the State.
- In collaboration with the Governor or his designee, select, oversee, monitor, implement corrective action, and, if applicable, terminate the One-Stop Operator.
- Determine the role of the One-Stop Operator;
- Approve annual budget allocations for operation of the One-Stop network;
- Help the One-Stop Operator recruit operational Partner Agencies and Partners and negotiate MOU/Addendum with new Partner Agencies and Partners;
- Leverage additional funding for the One-Stop Center network to operate and expand One-Stop customer activities and resources;
- Review and evaluate performance of One-Stop Operator; and

### **WWDC Staff**

Specific responsibilities include, at a minimum:

- Assist the Governor or his designee and the WWDC with the development and submission of the State Plan;
- Support the WWDC with the implementation and execution of the vision, mission, goals, objectives, and workforce-related policies, including all the duties outlined above;
- Provide operational and grant-specific guidance to the One-Stop Operator;
- Investigate and resolve elevated customer complaints and grievance issues;
- Prepare regular reports and recommendations to the WWDC;
- Oversee negotiations and maintenance of MOU/Addendum with One-Stop Partner Agencies and Partners. Provide administrative support to the Governor's WWDC and committees;

### **One-Stop Operator**

DWS has been selected as the One-Stop Operator in Wyoming and shall be referred to as the One-Stop Operator as appropriate. DWS will employ individuals to act as One-Stop leadership and oversee the operation of each One-Stop Center detailed above. Formal leadership, supervision, and performance responsibilities will remain with each staff member's employer of record. The One-Stop Operator, through the One-Stop Center Managers will, at a minimum:

## ATTACHMENT A FEDERAL REQUIREMENTS

- Manage all day to day operations that support quality service delivery to participants, including, but not limited to:
  - Managing and coordinating Partner responsibilities, as defined in this MOU;
  - Managing hours of operation;
  - Coordinating daily work schedules and work flow based upon operational needs; and
  - Coordinating staff vacations/unscheduled absences with the formal leader to ensure services coverage by center staff.
  
- Integrate systems and coordinate services for the One-Stop Center and its Partner Agencies and Partners, placing priority on customer service.
  - Integrated workforce service delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program's authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
  - Functional alignment includes having One-Stop Center staff who perform similar tasks, serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
  - Service integration that focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams (consistent with the purpose, scope, and requirements of each program).
  - The services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
  
- Oversee and coordinate Partner Agencies' and Partners' programs and the One-Stop Center network performance. This includes, but is not limited to:
  - Providing and/or contributing to reports of center activities, as requested by the WWDC;
  - Providing input to the formal leader (Partner Agencies and Partners program official) on the work performance of staff under their purview;
  - Notifying the formal leader immediately of any lack of coverage of for a program;
  - Identifying and facilitating the timely resolution of complaints, problems, and other issues;
  - Collaborating with the WWDC on efforts designed to ensure the meeting of program performance measures, including data sharing procedures, to ensure effective data matching, timely data entry into the Management Information System(s), and coordinating data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 C.F.R. § 361.38, and 20 C.F.R. § 603);
  - Ensuring open communication with the formal leaders in order to facilitate efficient and effective center operations;

## ATTACHMENT A FEDERAL REQUIREMENTS

- Evaluating customer satisfaction data and propose service strategy changes to the WWDC based on findings; and
- Managing fiscal responsibilities and records for the workforce centers. This includes assisting the WWDC with cost allocations and the maintenance and reconciliation of the One-Stop Center operation budgets.
  
- Assist the WWDC in establishing and maintaining the One-Stop Center network structure. This includes, but is not limited to:
  - Ensuring State requirements for center certification are met and maintained;
  - Ensuring career services outlined in WIOA Section 134(c)(2) are available and accessible;
  - Ensuring WWDC policies are implemented and adhered to;
  - Adhering to the provisions contained in the MOU/Addendum;
  - Reinforcing strategic objectives of the WWDC to Partner Agencies and Partners; and
  - Ensuring staff are properly cross trained by their formal leadership organizations and provided technical assistance, as needed.

The One-Stop Operator should provide insight and information for the State Plan, but will not assist with the writing, preparation and submission of the State Plan. They cannot manage or assist in competitive processes for selecting operators or select or terminate One-Stop Operators, career services providers, or Youth providers unless allowed under 20 C.F.R. § 678.620(b)(2). The operator may provide input and insight, but is not able to negotiate performance accountability measures or develop and submit budgets for activities of the WWDC. The WWDC is responsible for the negotiated performance measures, strategic planning, budgets, and One-Stop Operator oversight (including monitoring).

### **Partner Agencies and Partners**

Each Partner Agency and Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. Partner Agencies and Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop Operator;
- Joint planning, policy development, and system design processes;
- Commitment to the joint mission, vision, goals, strategies, and performance measures;
- The design and use of common intake, assessment, referral, and case management processes;
- The use of common and/or linked data management systems and data sharing methods, as appropriate;
- Leveraging of resources, including other public agency and non-profit organization services;

## **ATTACHMENT A FEDERAL REQUIREMENTS**

- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction;
- Participation in regularly scheduled Partner Agencies and Partner meetings to exchange information in support of the above and encourage program and staff integration;
- Utilization of a portion of funds available for the program and activities to maintain the One-Stop System, including payment of the infrastructure costs of the One-Stop Centers in accordance with law; and
- Participation in the operation of the One-Stop System.

### **Section 12. Data Sharing**

Partner Agencies and Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service through customer's interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partner Agencies and Partners further agree that the collection, use, and disclosure of customer's Personally Identifiable Information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partner Agencies and Partners acknowledge that the execution of this MOU/Addendum, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partner Agencies and Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the law and/or WWDC's policies and procedures regarding the safeguarding of PII;
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws;
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 C.F.R. § 603;
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 C.F.R. § 361.38;
- Customer data may be shared with other programs, for those programs' purposes, within the One-Stop Center network only after the informed written consent of the individual has been obtained, where required;
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations; and
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)).

## **ATTACHMENT A FEDERAL REQUIREMENTS**

All One-Stop Center, Partner Agencies, Partners, and staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

### **Section 13. Confidentiality**

All Partner Agencies and Partners expressly agree to abide by all applicable Federal and State laws and regulations regarding confidential information, including PII from educational records, such as, but not limited to 20 C.F.R. § 603, 45 C.F.R. § 205.50, 20 U.S.C. § 1232(g) and 34 C.F.R. § 361.38, as well as any applicable State laws and regulations. In addition, in carrying out their respective responsibilities, each Partner Agency and Partner shall respect and abide by the confidentiality policies and legal requirements of all other Partner Agencies and Partners.

Each Partner Agency and Partner will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this Attachment and will comply with applicable law.

Each Partner Agency and Partner will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Partner Agency and Partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Partner Agencies and Partners for performance of obligations under this Attachment, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 C.F.R. § 603, including, but not limited to, the requirements for an agreement consistent with 20 C.F.R. § 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232(g) and 34 C.F.R. § 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 C.F.R. § 361.38.

### **Section 14. Referrals**

## **ATTACHMENT A FEDERAL REQUIREMENTS**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. The purpose of a referral system is to identify and help individuals overcome barriers to employment that may impede successful completion of a program. In order to facilitate such a system, Partner Agencies and Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partner Agencies and Partners programs represented in the Wyoming One-Stop Center network;
- Develop materials summarizing their program requirements and make them available for Partner Agencies, Partners and customers;
- Develop and utilize common intake, eligibility determination, assessment, and registration forms;
- Provide substantive referrals – in accordance with appropriate referral policies – to customers who are eligible for supplemental and complementary services and benefits under Partner Agencies and Partners programs;
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
- Commit to robust and ongoing communication required for an effective referral process; and
- Commit to actively follow-up on the results of referrals and assure that Partner Agencies' and Partners' resources are being leveraged at an optimal level.

### **Section 15. Accessibility**

Accessibility to the services provided by the One-Stop Centers and all Partner Agencies and Partners is essential to meeting the requirements and goals of the WWDC's One-Stop Center network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under Federal or State law.

#### Physical Accessibility

One-Stop Centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

One-Stop Centers shall comply with WIOA Section 188, 29 C.F.R. § 38 and the Americans with Disabilities Act (ADA).

#### Virtual Accessibility

## **ATTACHMENT A FEDERAL REQUIREMENTS**

The WWDC will work with the One-Stop Operator to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partner Agencies and Partners will comply with the Plain Writing Act of 2010, the law that requires that federal agencies use “clear Government communication that the public can understand and use” and all information kept virtually will be updated regularly to ensure dissemination of correct information.

### Communication Accessibility

Communication access, for purposes of this Attachment, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partner Agencies and Partners agree that they will provide accommodations for individuals who have communication challenges, including, but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

### Programmatic Accessibility

All Partner Agencies and Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under Federal or State law. Partner Agencies and Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partner Agencies and Partners further assure that they are currently in compliance with all applicable Federal and State laws and regulations regarding these issues. All Partner Agencies and Partners will cooperate with compliance monitoring to ensure that all One-Stop Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the One-Stop Center network.

### **Section 16. Outreach**

The WWDC and the Partner Agencies and Partners will develop a strategic outreach plan that will include, at a minimum:

- Specific steps to be taken by each Partner Agency and Partner;
- An outreach plan to the State’s human resources professionals;
- An outreach and recruitment plan to the region’s job seekers, including targeted efforts for populations most at-risk or most in need;
- An outreach and recruitment plan for out-of-school youth;
- Sector strategies and career pathways;

## **ATTACHMENT A FEDERAL REQUIREMENTS**

- Connections to registered apprenticeship;
- A plan for messaging to internal audiences;
- An outreach tool kit for Partner Agencies and Partners;
- Regular use of social media;
- Clear objectives and expected outcomes; and
- Leveraging of any statewide outreach materials relevant to the region.

### **Section 17. Dispute Resolution**

The following details the dispute resolution process designed for use by the Partner Agencies and Partners when unable to successfully reach an agreement necessary to execute the MOU/Addendum. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU/Addendum that is not easily coming to a point of resolution. It is the responsibility of the WWDC Chairperson or designee to coordinate the MOU/Addendum dispute resolution to ensure issues are being resolved appropriately. Any Partner Agency and Partner to the MOU/Addendum may seek resolution under this process.

- All Partner Agencies and Partners are advised to actively participate in negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the WWDC Chairperson or designee regarding the conflict within ten (10) business days.
- The WWDC Chairperson or designee shall place the dispute on the agenda of a special meeting of the WWDC's Executive Committee.
- The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a quorum vote consent of the Executive Committee members present.
- The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable Federal or State laws or regulations governing the Partner Agency and Partner.
- The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- The Executive Committee must provide a written response and dated summary of the proposed resolution to all Partner Agencies and Partners to the MOU/Addendum.
- The WWDC Chairperson or designee will contact the petitioner and the appropriate Partner Agencies and Partners to verify that all agree with the proposed resolution.

### **Section 18. Monitoring**

## **ATTACHMENT A FEDERAL REQUIREMENTS**

The WWDC or its designated staff, officials from the State administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
- Those laws, regulations, and policies are enforced properly;
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- All MOU/Addendum terms and conditions are fulfilled.

All Partner Agencies and Partners to the MOU/Addendum should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

### **Section 19. Nondiscrimination and Equal Opportunity**

All Partner Agencies and Partners to the MOU/Addendum certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Partner Agencies and Partners specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (20 C.F.R § 38; Final Rule December 2, 2016), and the Americans with Disabilities Act (42 U.S.C. § 12101, *et seq.*), the Non-traditional Employment for Women Act of 1991, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, Title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to resolutions implementing those laws, including, but not limited to 29 C.F.R. §§ 37 and 38.

### **Section 20. Indemnification**

Indemnification terms shall be specifically delineated in the MOU in accordance with Wyoming State law.

## **ATTACHMENT A FEDERAL REQUIREMENTS**

### **Section 21. Severability**

Severability terms shall be specifically delineated in the MOU in accordance with Wyoming State law.

### **Section 22. Drug and Alcohol-Free Workplace**

All Partner Agencies and Partners certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. § 702, *et seq.*, and 2 C.F.R. § 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The Partner Agencies and Partners must notify the awarding office if an employee of the Partner Agency or Partner is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 C.F.R. § 180, as adopted by the U.S. Department of Education at 2 C.F.R. § 3485, and the U.S. Department of Labor regulations at 29 C.F.R. § 94 or in accordance with Wyoming State law.

### **Section 23. Certification Regarding Lobbying**

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

### **Section 24. Debarment and Suspension**

All Partner Agencies and Partners shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 C.F.R. § 180 and as adopted by the U.S. Department of Labor at 29 C.F.R. § 2998 and by the U.S. Department of Education at 2 C.F.R. § 3485.

### **Section 25. Priority of Service**

All Partner Agencies and Partners 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. Partner Agencies and Partners will target recruitment of special populations that receive a focus for service under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

### **Section 26. Buy American Provision**

Each Partner Agency and Partner 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 Section 8301 through 8303 of Title 41 of the U.S.C. (commonly known as the “Buy American Act”) and

## **ATTACHMENT A FEDERAL REQUIREMENTS**

as referenced in WIOA Section 502 and 20 C.F.R. § 683.200(f) and to comply with 41 U.S.C. § 1902.

### **Section 27. Salary Compensation and Bonus Limitations**

Each Partner Agency and Partner certifies that, when operating grants by the U.S. Department of Labor and/or the U.S. Department of Education, it complies with all applicable laws, regulations and guidance, 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 rate in excess of the Federal Office of Personnel Management Executive Level II.

### **Section 28. Non-Assignment**

Non-Assignment terms shall be specifically delineated in the MOU in accordance with Wyoming State law.

### **Section 29. Applicable Law**

Applicable Law terms shall be specifically delineated in the MOU in accordance with Wyoming State law.

### **Section 30. Modification Process**

Modification shall be delineated in the MOU in accordance with Wyoming State law.

### **Section 31. Termination**

Termination shall be delineated in the MOU in accordance with Wyoming State law.

### **Section 32. Effective Period**

The Effective Period shall be delineated in the MOU in accordance with Wyoming State law.

### **Section 33. Infrastructure Funding Agreement**

An Infrastructure Funding Agreement is contained in Attachment B.

### **Section 34. Steps to Reach Consensus**

The WWDC Chairperson or designee must notify all Partner Agencies and Partners in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents as applicable.

## **ATTACHMENT A FEDERAL REQUIREMENTS**

The WWDC Chairperson or designee will then begin negotiations with Partner Agencies and Partners once all relevant documents are submitted to the WWDC Chairperson or designee to assist with redrafting of the MOU, if necessary. During this time additional correspondence or meetings may be needed.

If it is necessary to redraft the MOU the WWDC Chairperson or designee will email a complete draft of the MOU and attachments to all Partner Agencies and Partners.

All Partner Agencies and Partners must review and provide feedback to the WWDC Chairperson or designee within a reasonable amount of time. Feedback provided may be incorporated into the final redrafted MOU if it complies with the requirements of WIOA.

A final redrafted MOU will be provided to all Partner Agencies and Partners once all changes are incorporated.

**ATTACHMENT B**  
**ONE-STOP OPERATING BUDGET AND**  
**INFRASTRUCTURE FUNDING AGREEMENT**

**1. One-Stop Operating Budget**

The purpose of this Attachment is to establish a financial plan, including terms and conditions, to fund the services provided by One-Stop Centers. The parties to the MOU and Addendum agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the One-Stop delivery system at a level that meets the needs of the job seekers and businesses in the state;
- reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partner Agencies and Partners (thereby improving each program's effectiveness);
- reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs; and
- ensures costs are appropriately shared by all Partner Agencies and Partners by determining contributions based on the proportionate use of the One-Stop Centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partner Agencies and Partners consider this One-Stop Operating Budget the master budget necessary to maintain the One-Stop Centers. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure Costs
- Career Services

All costs set forth herein are allocated according to Partner Agency's or Partner's proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The One-Stop Operating Budget is expected to be transparent and negotiated among Partner Agencies and Partners on an equitable basis to ensure costs are shared appropriately. All Partner Agencies and Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

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ONE-STOP OPERATING BUDGET AND  
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**2. Cost Allocation Methodology**

Some Partner Agencies and Partners in the One-Stop system are physically co-located in the One-Stop Centers as outlined in the Partner On-Site Representation Schedule in Attachment A, Section 9.

Partner Agencies and Partners are linked through a referral process from the Partner Agencies and Partners to the One-Stop Centers to ensure co-enrollment. These Partner Agencies and Partners have access to resource rooms, training rooms, conference rooms, and other common areas at the One-Stop Centers should they need it. Partner Agencies and Partners provide referrals and information as a means to contribute to the infrastructure and career services costs for the One-Stop Centers. All participants of all Partner Agencies and Partners have access to the following services:

- Access to resource rooms to file Unemployment Insurance claims, conduct work searches, and communicate with off-site program staff;
- Access to resource room staff assistance for the above services and for general information;
- Access to other resource room equipment such as copiers, scanners, fax machines, or assistive technology for individuals with disabilities;
- Obtaining labor market information;
- Attending reemployment workshops; and
- File grievances or appeals, etc.

The One-Stop system has identified current allocation bases as outlined in the Allocation Bases per Cost Item section below to determine overall Partner Agency and Partner contributions.

Allocation bases are outlined in the Wyoming Department of Workforce Services' Cost Allocation Methodology Plan. The current allocation bases will be updated if federal guidance is given that requires such modification.

**3. Cost Reconciliation & Allocation Base Update**

All Partner Agencies and Partners agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

Partner Agencies and Partners will provide the Wyoming Department of Workforce Services, as the fiscal agent for the Wyoming Workforce Development Council, with the following information no later than fifteen (15) days after the end of each quarter, as applicable:

**ATTACHMENT B**  
**ONE-STOP OPERATING BUDGET AND**  
**INFRASTRUCTURE FUNDING AGREEMENT**

- Actual customer participation numbers (as of the last day of the first month of each quarter);
- Actual customer participation numbers (as of the last day of the last month of each quarter);
- Actual referral data to the One-Stop, (as of the last day of the first month of each quarter); and
- Actual referral data to the One-Stop, (as of the last day of the last month of each quarter).

Upon the receipt of the above information, Wyoming Department of Workforce Services as the fiscal agent to the Wyoming Workforce Development Council will:

- Update the allocation bases, and
- Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner via an updated referral requirement.
- Submit invoices to the Partner Agencies and Partners with the actual costs allocable to each Partner Agency and Partner for the quarter that are contributing a reimbursement of costs (not via a referral process).
- Update the budget to all parties no later than forty-five (45) days after the end of each quarter.

The Partner Agencies and Partners understand that the timeliness of the Wyoming Department of Workforce Services, as the fiscal agent for the Wyoming Workforce Development Council's preparation and submission of the invoices and adjusted budgets is contingent upon the timeliness of each Partner Agency and Partner in providing the necessary cost information. No Agency Partner or Partners shall advance funds to the Wyoming Department of Workforce Services until an invoice is received.

Upon receipt of the invoice and the adjusted budget, the applicable Partner Agency and Partner will review both documents and will submit payment to the Wyoming Department of Workforce Services no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partner Agencies and Partners that meet the infrastructure funding requirement through a referral, an invoice reconciling the data provided by the Partner Agency or Partner and the data captured by the One-Stop Center will be provided to the Partner Agency or Partner. When discrepancies are identified, Partner Agencies and Partners agree to work with the local One-Stop Center to resolve disagreements in data.

Partner Agencies and Partners will communicate any disputes with costs in the invoice or the adjusted budget to the Wyoming Workforce Development Council and Wyoming Department of Workforce Services in writing. The Wyoming Department of Workforce Services, as the fiscal agent for the Wyoming Workforce Development Council, will review the disputed cost items and respond accordingly to the Partner Agency or Partner and the Wyoming Workforce Development

**ATTACHMENT B**  
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Council within ten (10) days of receipt of notice of the disputed costs. The Wyoming Department of Workforce Services, as the fiscal agent for the Wyoming Workforce Development Council will revise the invoice and the adjusted budget upon resolution of the dispute.

**4. Infrastructure Funding Agreement**

One-Stop infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the One-Stop Centers, including, but not limited to: Rental of facilities; Utilities & Maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and Technology to facilitate access to the One-Stop Center, including technology used for the center's planning and outreach activities.

Each Partner Agency's and Partner's contributions to costs may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

- A. Cost Allocation Methodology.** All Partner Agencies and Partners agree that the cost allocation methodology for this Infrastructure Funding Agreement will be the same as described in the Cost Allocation Methodology in Section 2 of this Attachment.
- B. Cost Reconciliation and Allocation Base Update.** All Partner Agencies and Partners agree that the cost reconciliation and allocation base update for this Infrastructure Funding Agreement will be the same as described in the Cost Reconciliation and Allocation Base Update, Section 3, of this Attachment.
- C. Steps to Reach Consensus.** All Partner Agencies and Partners agree that the steps to reach consensus for this Infrastructure Funding Agreement will be the same as described in the Steps to Reach Consensus Section 33 of Attachment A. Partner Agencies and Partners will make a concerted effort to negotiate the Infrastructure Funding Agreement along with the remainder of the MOU, including the overall operating budget, for the One-Stop Centers.
- D. Dispute Resolution.** All Partner Agencies and Partners will actively participate in Infrastructure Funding Agreement negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the Dispute Resolution, Section 16 of Attachment A must be followed.
- E. Amendment or Modification Process.** All Partner Agencies and Partners agree to abide by the process for modification, as outlined in the Amendments section of the MOU.
- F. Effective Period.** This Infrastructure Funding Agreement is entered into and effective upon execution of the MOU/Addendum.

## Attachment B - Allocation Bases per Cost Item

The following cost items are allocated at local levels based upon allocation methodologies that demonstrate proportionate use and relative benefits received by the partners through the use of individual timesheets at each office.

Cost Category	Cost Pool	Cost Item	Allocation Base
Career Services	Case Management	Basic/Individualized/Follow-Up	Actual Usage Through Usage Codes
Career Services	Center Management	Center Managers	Actual Usage Through Usage Codes
Career Services	Office Support	Front Desk Staffing	Actual Usage Through Usage Codes
Career Services	Office Support	Intake and Triage Staff	Actual Usage Through Usage Codes
Career Services	Office Support	Resource Room Staffing	Actual Usage Through Usage Codes
Infrastructure Costs	Equipment	Equipment Leases	Actual Time Spent
Infrastructure Costs	Equipment	Equipment Purchases	Actual Time Spent
Infrastructure Costs	Equipment	Furniture	Actual Time Spent
Infrastructure Costs	Facilities	Moving Costs (Offices/Buildings)/ Moving Services	Actual Time Spent
Infrastructure Costs	Facilities	Property Lease/Rental Costs	Actual Time Spent, by Square Footage
Infrastructure Costs	Facilities	Public Access/Resource Room/Intake Office Signage	Actual Time Spent
Infrastructure Costs	General Office Expense	Internet Connections - Common/Shared Areas	Actual Time Spent
Infrastructure Costs	General Office Expense	Internet Connections - Office Areas	Actual Time Spent
Infrastructure Costs	General Office Expense	Office Supplies	Actual Time Spent
Infrastructure Costs	General Office Expense	Postage & Freight	Actual Time Spent
Infrastructure Costs	General Office Expense	Subscriptions	Actual Time Spent
Infrastructure Costs	General Office Expense	Telephone Lines - Common/Shared Areas	Actual Time Spent
Infrastructure Costs	General Office Expense	Telephone Lines - Office Areas	Actual Time Spent
Infrastructure Costs	Training Costs	Education/Instruction Supplies	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Building Repairs/Grounds Repairs	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Building Supplies/Grounds Supplies/Items	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Electricity	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Equipment Repairs/Maintenance	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Gas	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Janitorial Services/Cleaning Services	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Motor Vehicle Repairs	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Pest Control	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Printing/Copiers	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Sanitation	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Security Alarms/Panic Buttons	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Sewage	Actual Time Spent
Infrastructure Costs	Utilities & Maintenance	Water (not drinking water)	Actual Time Spent

**Attachment B - One-Stop Operating Budget**

This table shows how much each Partner will contribute each year (July 1-June 30) broken down by allocation base and cost category to the cost of operating the One-Stops in Wyoming.

Cost Category	Cost Pool	Cost Item	Afton	Casper	Cheyenne	Cody	Douglas	Evanston	Gillette	Jackson	Kemmerer	Lander	Laramie	Newcastle	Powell	Rawlins	Riverton	Rock Springs	Sheridan	Torrington	Wheatland	Worland	Total
Career Services*	Case Management*	Basic/Individualized/Follow-Up*	60,426.44	696,055.15	659,249.50	429,360.35	127,902.78	158,863.37	391,253.06	296,728.71	120,631.48	145,754.75	317,033.04	50,848.61	36,077.27	133,161.25	307,981.35	433,616.01	483,021.43	184,005.25	65,177.41	131,900.34	5,229,047.54
Career Services*	Center Management*	Center Managers*	33,570.25	386,697.31	366,249.72	238,533.53	71,057.10	88,257.43	217,362.81	164,849.29	67,017.49	80,974.86	176,129.47	28,249.23	20,042.93	73,978.47	171,100.75	240,897.79	268,345.24	102,225.14	36,209.67	73,277.97	2,905,026.41
Career Services*	Office Support*	Front Desk Staffing*	13,428.10	154,678.92	146,499.89	95,413.41	28,422.84	35,302.97	86,945.12	65,939.71	26,807.00	32,389.95	70,451.79	11,299.69	8,017.17	29,591.39	68,440.30	96,359.11	107,338.10	40,890.06	14,483.87	29,311.19	1,162,010.56
Career Services*	Office Support*	Intake & Triage Staffing*	13,428.10	154,678.92	146,499.89	95,413.41	28,422.84	35,302.97	86,945.12	65,939.71	26,807.00	32,389.95	70,451.79	11,299.69	8,017.17	29,591.39	68,440.30	96,359.11	107,338.10	40,890.06	14,483.87	29,311.19	1,162,010.56
Career Services*	Office Support*	Resource Room Staffing*	13,428.10	154,678.92	146,499.89	95,413.41	28,422.84	35,302.97	86,945.12	65,939.71	26,807.00	32,389.95	70,451.79	11,299.69	8,017.17	29,591.39	68,440.30	96,359.11	107,338.10	40,890.06	14,483.87	29,311.19	1,162,010.56
Infrastructure Cost	Equipment	Equipment Leases	1,251.84	4,550.20	4,337.79	3,437.95	1,346.01	4,507.11	4,253.09	3,592.54	4,479.38	2,370.94	3,984.37	1,177.34	1,077.27	1,826.69	2,370.94	3,375.33	3,400.33	3,384.20	943.88	3,219.30	58,886.50
Infrastructure Cost	Equipment	Equipment Purchases	-	-	379.98	927.18	-	-	157.82	-	30.19	-	549.73	40.53	-	803.84	-	103.64	1,026.16	85.74	152.23	-	4,257.04
Infrastructure Cost	Equipment	Furniture	-	-	92,821.60	108.83	679.98	1,328.99	1,011.98	928.62	179.99	1,154.71	630.00	-	-	109.55	-	907.66	1,699.92	579.73	-	152.54	102,294.10
Infrastructure Cost	Facilities	Moving Costs (Offices/Buildings)/ Moving Services	-	-	19,797.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	Facilities	Property Lease/Rental Costs	14,072.66	232,100.31	98,140.93	29,671.74	80,039.00	17,738.02	154,474.67	34,165.55	31,920.88	104,756.81	199,738.22	16,662.75	29,671.74	25,547.15	-	83,473.05	121,024.34	38,718.45	42,045.57	25,198.39	1,379,160.23
Infrastructure Cost	Facilities	Public Access/Resource Room, Intake Office Signage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	General Office Expense	Internet Connections - Common/Shared Areas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	General Office Expense	Internet Connections - Office Areas	73.75	633,898.95	-	105.28	98.67	174.23	238.00	111.37	57.79	122.06	475.69	52.56	-	78.60	239.66	213.74	490.40	539.76	38.84	38.61	637,047.96
Infrastructure Cost	General Office Expense	Office Supplies	28.63	42,094.82	8,072.31	4,386.84	356.10	2,823.70	6,231.75	2,300.68	537.35	1,196.16	2,353.05	177.58	1,271.17	(5,865.41)	3,313.33	3,365.90	4,718.24	1,969.76	557.12	1,589.22	81,478.30
Infrastructure Cost	General Office Expense	Postage & Freight	421.69	188,518.12	3,753.79	1,680.71	530.00	1,732.73	2,601.52	772.20	670.19	514.69	1,204.75	-	-	922.22	540.49	3,072.94	1,686.75	747.83	17.19	1,635.14	211,022.95
Infrastructure Cost	General Office Expense	Subscriptions & Books	36.56	519.81	423.63	50.00	-	61.12	374.67	2.03	-	-	170.34	45.50	-	4.00	65.00	197.82	754.61	-	52.73	-	2,757.82
Infrastructure Cost	General Office Expense	Telephone Lines - Common/Shared Areas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	General Office Expense	Telephone Lines - Office Areas	4,205.41	38,418.49	17,589.24	15,634.70	4,951.84	278,979.43	7,915.50	10,048.31	10,237.49	7,518.62	7,138.54	11,247.43	260.06	20,725.92	11,863.46	16,552.53	12,917.81	5,389.53	5,924.25	32,534.25	520,052.81
Infrastructure Cost	Training Costs	Education/Instruction Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	Utilities and Maintenance	Building Repairs/Grounds Repairs	-	-	-	-	-	-	64.61	-	-	-	-	-	-	-	-	-	-	-	127.50	-	35.65
Infrastructure Cost	Utilities and Maintenance	Building Supplies/Grounds Supplies/Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	Utilities and Maintenance	Electricity	-	31,406.07	9,412.42	-	-	414.57	-	1,526.78	-	-	-	-	-	-	-	-	-	-	-	-	42,759.84
Infrastructure Cost	Utilities and Maintenance	Equipment Repairs/Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35.41
Infrastructure Cost	Utilities and Maintenance	Gas	-	-	1,244.36	-	-	858.45	-	1,714.57	-	-	-	-	-	-	-	-	-	-	-	-	3,817.38
Infrastructure Cost	Utilities and Maintenance	Janitorial Services/Cleaning Services	-	714.27	11,695.57	-	-	9,705.18	-	8,029.44	-	-	-	-	-	7,542.40	-	-	-	-	-	-	37,686.86
Infrastructure Cost	Utilities and Maintenance	Landscaping/Groundskeeping	-	-	1,770.31	-	-	2,603.21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,373.52
Infrastructure Cost	Utilities and Maintenance	Motor Vehicle Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	Utilities and Maintenance	Pest Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure Cost	Utilities and Maintenance	Printing/Copiers	106.70	5,146.89	7,981.28	1,134.53	843.03	1,184.95	3,642.55	682.31	824.10	431.40	2,331.95	258.01	73.11	797.22	368.77	2,339.52	2,867.17	4,661.87	279.06	625.45	36,579.87
Infrastructure Cost	Utilities and Maintenance	Sanitation	-	9,581.36	5,326.03	-	-	475.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,382.44
Infrastructure Cost	Utilities and Maintenance	Security Alarms/Panic Buttons	197.71	-	604.01	335.68	194.48	609.76	714.46	231.65	355.80	335.91	181.05	195.61	100.92	233.13	327.30	299.88	791.19	298.29	139.94	279.40	6,426.17
Infrastructure Cost	Utilities and Maintenance	Sewage	-	766.03	277.50	-	-	251.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,294.61
Infrastructure Cost	Utilities and Maintenance	Water (not drinking water)	-	-	214.41	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	214.41
		<b>Career Services Subtotal</b>	<b>134,280.98</b>	<b>1,546,789.23</b>	<b>1,464,998.88</b>	<b>954,134.10</b>	<b>284,228.40</b>	<b>353,029.72</b>	<b>869,451.24</b>	<b>659,397.14</b>	<b>268,069.95</b>	<b>323,899.45</b>	<b>704,517.86</b>	<b>112,996.90</b>	<b>80,171.70</b>	<b>295,913.89</b>	<b>684,402.99</b>	<b>963,591.14</b>	<b>1,073,380.96</b>	<b>408,900.56</b>	<b>144,838.69</b>	<b>293,111.86</b>	<b>11,620,105.64</b>
		<b>Infrastructure Cost Subtotal</b>	<b>20,394.95</b>	<b>1,187,715.32</b>	<b>283,843.11</b>	<b>57,473.44</b>	<b>89,039.11</b>	<b>323,447.58</b>	<b>181,680.62</b>	<b>64,106.05</b>	<b>49,293.16</b>	<b>118,401.30</b>	<b>218,757.69</b>	<b>29,857.31</b>	<b>32,454.27</b>	<b>52,725.31</b>	<b>19,088.95</b>	<b>114,064.92</b>	<b>151,376.92</b>	<b>56,410.81</b>	<b>50,371.79</b>	<b>65,272.30</b>	<b>3,165,774.91</b>
		<b>TOTAL</b>	<b>154,675.93</b>	<b>2,734,504.55</b>	<b>1,748,841.99</b>	<b>1,011,607.54</b>	<b>373,267.51</b>	<b>676,477.30</b>	<b>1,051,131.86</b>	<b>723,503.19</b>	<b>317,363.11</b>	<b>442,300.75</b>	<b>923,275.55</b>	<b>142,854.21</b>	<b>112,625.97</b>	<b>348,639.20</b>	<b>793,491.94</b>	<b>1,077,656.06</b>	<b>1,224,757.88</b>	<b>465,311.37</b>	<b>195,210.48</b>	<b>358,384.16</b>	<b>14,785,880.55</b>

Infrastructure Funding Agreement	Afton	Casper	Cheyenne	Cody	Douglas	Evanston	Gillette	Jackson	Kemmerer	Lander	Laramie	Newcastle	Powell	Rawlins	Riverton	Rock Springs	Sheridan	Torrington	Wheatland	Worland	Total	
Adult, Dislocated Worker, and Youth Programs	7,548.46	325,287.50	85,845.90	4,155.27	24,719.76	53,024.97	70,771.60	17,085.75	8,120.54	28,377.66	76,983.83	6,265.20	2,346.41	19,956.27	1,586.00	38,315.09	64,640.27	13,344.68	15,451.42	18,222.93	882,049.51	
Jobs for Veterans State Grants (JVSG)	-	40,605.12	6,690.88	-	-	71,047.79	1,610.82	-	-	-	901.43	-	-	-	3,143.65	4,213.91	7,789.33	-	-	-	136,002.93	
POWER (TANF)*	3,614.12	27,232.29	25,066.28	439.98	7,707.82	10,496.92	6,199.02	2,327.09	570.46	572.56	5,063.26	4,988.83	248.45	2,771.99	431.27	3,323.67	6,417.78	3,821.64	1,249.18	524.13	113,066.74	
Unemployment Insurance (UI)	-	24,780.10	10,933.06	-	-	72,449.69	2,279.26	7,314.77	254.26	150.81	7,828.64	-	6,173.71	-	2,932.45	10,806.53	-	178.53	-	-	146,081.81	
Vocational Rehabilitation (VR)	7,500.53	458,991.92	112,122.30	20,180.66	27,557.59	301.36	69,961.99	20,540.66	23,848.63	40,293.13	69,325.46	7,263.76	11,395.68	14,881.22	376.96	44,885.18	53,645.32	17,700.10	-	39,187.48	1,039,959.93	
TAA	-	-	102.67	-	-	-	-	-	-	-	-	-	-	-	56.98	-	-	-	-	-	-	818.60
Wagner-Peyser	1,731.84	335,598.49	29,234.98	21,764.47	29,053.94	116,126.86	30,857.93	16,837.78	16,499.27	49,007.14	58,655.07	11,339.52	12,290.02	15,115.83	10,561.64	12,520.54	18,225.27	21,365.86	33,671.19	7,337.76	847,795.40	
	<b>20,394.95</b>	<b>1,187,715.32</b>	<b>283,843.11</b>	<b>57,473.44</b>	<b>89,039.11</b>	<b>323,447.58</b>	<b>181,680.62</b>	<b>64,106.05</b>	<b>49,293.16</b>	<b>118,401.30</b>	<b>218,757.69</b>	<b>29,857.31</b>	<b>32,454.27</b>	<b>52,725.31</b>	<b>19,088.95</b>	<b>114,064.92</b>	<b>151,376.92</b>	<b>56,410.81</b>	<b>50,371.79</b>	<b>65,272.30</b>	<b>3,165,774.91</b>	

The Infrastructure Funding Agreement has been developed for partners that are physically located in the One Stop and will be charged based on actual

**Attachment B - One-Stop Operating Budget**

This table shows how much each Partner will contribute each year (July 1-June 30) broken down by allocation base and cost category to the cost of operating the One-Stops in Wyoming.  
provided for transparency.

**ATTACHMENT C  
NEGOTIATED PERFORMANCE LEVELS**

Federal entities oversee grant funds provided to Wyoming’s programs and require negotiated performance levels be met. Below are the performance levels for each program based upon those negotiations with the U.S. Department of Labor or the U.S. Department of Education, respectively. As noted below some programs will be establishing baseline data.

**Employment (Second Quarter After Exit)**

Program	PY 2020 Performance Level	PY 2021 Performance Level
Adult	80.0%	80.0%
Dislocated Worker	84.1%	84.1%
Youth	65.1%	65.1%
Adult Education	44.7%	45.0%
Wagner-Peyser	64.5%	64.5%
Vocational Rehabilitation	Baseline	Baseline

The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is participants in education, or training activities or employment in the 2<sup>nd</sup> quarter after exit).

**Employment (Fourth Quarter After Exit)**

Program	PY 2020 Performance Level	PY 2021 Performance Level
Adult	75.5%	75.5%
Dislocated Worker	78.0%	78.0%
Youth	70.0%	70.0%
Adult Education	43.0%	43.5%
Wagner-Peyser	67.8%	67.8%
Vocational Rehabilitation	Baseline	Baseline

The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is participants in education, or training activities or employment in the 4<sup>th</sup> quarter after exit).

**Median Earnings (Second Quarter After Exit)**

Program	PY 2020 Performance Level	PY 2021 Performance Level
Adult	\$6,900.00	\$6,900.00
Dislocated Worker	\$7,450.00	\$7,450.00
Youth	\$2,821.00	\$2,821.00
Adult Education	\$3,566.00	\$3,570.00
Wagner-Peyser	\$5,251.00	\$5,251.00
Vocational Rehabilitation	Baseline	Baseline

The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

### Credential Attainment Rate

Program	PY 2020 Performance Level	PY 2020 Performance Level
Adult	60.0%	60.0%
Dislocated Worker	57.0%	57.0%
Youth	51.5%	51.5%
Adult Education	41.0%	41.5%
Wagner-Peyser	N/A	N/A
Vocational Rehabilitation	Baseline	Baseline

The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within one (1) year after exit from the program.

### Measurable Skill Gains

Program	PY 2020 Performance Level	PY 2021 Performance Level
Adult	76.7%	76.7%
Dislocated Worker	78.0%	78.0%
Youth	70.3%	70.3%
Adult Education	47.0%	48.0%
Wagner-Peyser	N/A	N/A
Vocational Rehabilitation	35.0%	40.0%

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

### Effectiveness In Serving Employers

Program	PY 2020 Performance Level	PY 2021 Performance Level
Adult	N/A	N/A
Dislocated Worker	N/A	N/A
Youth	N/A	N/A
Adult Education	N/A	N/A
Wagner-Peyser	N/A	N/A
Vocational Rehabilitation	N/A	N/A

Effectiveness of the core programs in serving employers. This is a new measure for all programs.

PY = Federal Program Year – July 1–June 30

**Attachment D**  
**One-Stop Partner Participating Addendum**

1. **Contact Information:** Please complete the information below

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone Number

2. By signing this Addendum, Partner agrees to be bound by the terms and conditions contained herein and detailed in Sections 2, 3, 4 and 7 of, and Attachments A, B, and D to, the MOU among the Wyoming Office of the Governor, Wyoming Workforce Development Council, Wyoming Community College Commission, Wyoming Department of Workforce Services, Wyoming Department of Education, Wyoming Department of Health, Wyoming Department of Family Services, and One-Stop Partners. Partner shall advise any subrecipients/sub awardees/subgrantees, and enforce the requirements, of this MOU.

**AGENCY:**

Wyoming Workforce Development Council:

\_\_\_\_\_  
Fabian Lobera, Chairman

\_\_\_\_\_  
Date

**ONE-STOP PARTNER:**

\_\_\_\_\_  
*Signature of Authorized Signatory for One-Stop Partner*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Name and Title of Authorized Signatory for One-Stop Partner*