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Office of Adult Education Memorandum 20.4.20

DATE: April 20, 2020

TO: Adult Education Program Administrators

FROM: Dr. Cayanna Good, Assistant Commissioner of Adult Education

RE: One-Stop Memorandum of Understanding (MOU) Negotiations

PURPOSE

As you may know, one-stop delivery systems are currently renegotiating their Memorandums of Understanding (MOUs) with required one-stop partners, including Title-II funded adult education programs. The purpose of this memorandum is to provide local adult education providers guidance on one-stop delivery system MOU negotiations. Please note this memorandum is organized into three sections: (a) [General Information about One-Stop Delivery System MOUs](#), (b) [Information Adult Education Providers Need to Know about Renegotiating One-Stop MOUs](#), and (c) [Appendices](#). For your reference, we have also included an overview that summarizes the key takeaways from the memo.

OVERVIEW

- Local Workforce Development Areas (LWDA) are in the process of renegotiating their one-stop Memorandum of Understandings (MOUs) with required one-stop partners.
- The Adult Education Program funded by Title II of the Workforce Innovation & Opportunity Act (WIOA) is a required one-stop partner ([34 CFR § 463.400](#)).
- OAE has delegated its roles and responsibilities as the required one-stop partner to designated adult education providers in each Local Workforce Development Area (LWDA). ([34 CFR § 463.415](#))
- If your adult education program was designated to pay one-stop costs in Fiscal Year 2018, your program should continue to do so.
- OAE will not sign the one-stop MOUs on behalf of adult education providers as it did in FY18. A representative from the adult education program (program administrator, agency head, or their designee) that is paying the one-stop costs will sign the MOU.
- Each Local Workforce Development Board (LWDB) is required to have a representative from a Title II-funded adult education provider in their area ([20 CFR § 679.320](#)). Per OAE policy, the LWDB adult education representative is responsible for representing all of its region's adult education programs and providing information about the LWDB and its plans to the other adult education program administrators in their region

- If you do not sit on a LWDB, you are still required to attend (either in person or virtually) the LWDB meetings of the LWDBs in your region (OAE Policy).
- If you do not pay one-stop infrastructure costs, you are still required to provide “a direct linkage” to your program’s services. You must also attend one-stop partner meetings (OAE Policy).
- If you are having challenges collaborating with a LWDB or one-stop in your region, please contact Rebecca Ellis, Director of Accountability at rellis@tcsge.edu or 404.576.9797.

GENERAL INFORMATION ABOUT ONE-STOP DELIVERY SYSTEM

MEMORANDUMS OF UNDERSTANDING

1. What is a one-stop delivery system?

Per WIOA Section 121 and [34 CFR § 463.300](#), a **one-stop delivery system** allows individuals to seamlessly access multiple workforce development services, such as adult and postsecondary education, training, and workplace preparation activities, that improve long-term employment outcomes. One-stop delivery systems must include at least one comprehensive physical center, (**comprehensive one-stop center**) in each Local Workforce Development Area (LWDA). These [comprehensive one-stop centers](#) provide access to required one-stop partners, including adult education programs funded under WIOA Title II ([34 CFR § 463.305](#)). In addition, LWDA’s can have [affiliate one stop centers](#) that provide more limited services ([34 CFR § 463.310](#)).

2. What is a one-stop delivery system MOU?

Per [34 CFR § 463.500](#), the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Workforce Development Board (LWDB) and the one-stop partners, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area.

3. What should be in a one-stop MOU?

Per [34 CFR § 463.500](#), the MOU must include:

- (1) A description of services to be provided through the one-stop delivery system, including the manner in which the services will be coordinated and delivered through the system;
- (2) Agreement on funding the costs of the services and the operating costs of the system, including:
 - i. Funding of infrastructure costs of one-stop centers in accordance with [§§ 463.700 through 463.755](#); and
 - ii. Funding of the shared services and operating costs of the one-stop delivery system described in [§ 463.760](#).

- (3) Methods for referring individuals between the one-stop operators and partners for appropriate services and activities;
- (4) Methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system;
- (5) The duration of the MOU and procedures for amending it; and
- (6) Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

INFORMATION ADULT EDUCATION PROVIDERS NEED TO KNOW ABOUT RENEGOTIATING ONE-STOP MOUS

4. Is adult education a required one-stop partner?

Yes, per [34 CFR § 463.400](#) and [34 CFR § 463.415](#), the state agency that administers the Adult Education and Family Literacy Act (AEFLA) program is the required one-stop partner. Per [34 CFR § 463.415](#), the state can delegate its one-stop partner responsibilities to local programs.

5. What do you mean the state can delegate its one-stop partner responsibilities? What does that mean for me as a local program? As a required one-stop partner, what are my roles and responsibilities?

When the state delegates its one-stop partner responsibilities, it asks that the designated local program fulfill those responsibilities, such as negotiating one-stop MOUs and paying infrastructure and other shared costs. The chart in Appendix A details the one-stop partner responsibilities as detailed in [34 CFR § 463.420](#), as well as which programs in a given LWDA are responsible for fulfilling those roles and responsibilities.

6. In Fiscal Year 2018 (FY18), the Office of Adult Education (OAE) facilitated the one-stop MOU negotiations and signed the MOU on behalf of the local programs. The state also paid the infrastructure and other shared costs for FY18. Will this process remain the same this year?

No, the process will not remain the same this year. For the upcoming one-stop MOU negotiations, OAE would like local programs to take the lead in renegotiating the one-stop MOUs. This change means that the program administrator or the college president/agency head or their designee should sign the MOU on behalf of their respective adult education program. In addition, local programs will be responsible for paying the one-stop infrastructure and other shared costs for their respective one-stop centers.

7. In FY18, the arrangement for my region was that one adult education provider would pay one-stop infrastructure and other shared costs. Should that arrangement remain the same for the renegotiations?

Yes. OAE recommends that the adult education program that was designated to pay one-stop costs for your region in FY18 lead the MOU negotiation process and continue to pay the one-stop costs. The list of programs that have been paying infrastructure costs is available in Appendix B.

8. In my region, all of the adult education programs actually contribute to infrastructure and others shared costs. Can we continue that arrangement?

If your region's current agreement is that all adult education providers in that region contribute to infrastructure costs, you can continue that arrangement. However, please note that amount each program is contributing to one-stop costs must be based on a "reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received" ([34 CFR § 463.420](#)). For example, if one program holds class at the one-stop and has a staff person on site four days per week, and another program only has a staff person on site one time per week, the programs should not pay the same amount of infrastructure costs.

9. If I am paying one-stop infrastructure and other shared costs, what do I need to ensure before signing the MOU?

Prior to signing the MOU, you should ensure:

- It contains the elements outlined in [34 CFR § 463.500](#) (also listed in question three of this document).
- That, per [34 CFR § 463.715](#), the **infrastructure costs** are calculated based on a reasonable cost allocation methodology whereby infrastructure costs are charged to each partner in proportion to its use of the one-stop center, relative to the benefits received. For example, a MOU might use a square-footage allocation methodology where partners pay their share of infrastructure costs based on the square footage they use.
- The MOU may also include a calculation for "other shared costs," such as career services. Similar to infrastructure costs, these costs must be allocated in proportion to the benefit each partner received. For example, the MOU may allocate "other shared costs" based on how much a partner utilizes a particular service.

10. If I am paying one-stop costs, which budget should I pay those out of?

Please pay one-stop infrastructure costs out of your federal 231 administrative budget. ([34 CFR § 463.720](#)). Per [34 CFR § 463.26](#), one-stop infrastructure costs are considered administrative and subject to the 5% administrative cost limit.

11. If my program is not paying one-stop costs and is not on the one-stop MOU, do I still have to be involved with the one-stop?

Yes, per the grant award assurances:

Each program should ensure that its services have a “direct linkage” to the one-stop centers in its assigned area. A “direct linkage” means that an interested student who learns of adult education through a one-stop center will be contacted directly (by phone call, web-based communication, etc.), within a reasonable time frame, by a program staff member who can provide information about its services. Please note that exclusively providing a phone number, website, information, a pamphlet, or materials does not constitute a “direct linkage.”

In addition, all adult education providers should make every effort to attend the one-stop partner meetings for the one-stop(s) in their region.

12. As an adult education provider, am I required to sit on the Local Workforce Development Board?

Per [20 CFR § 679.320](#), Local Workforce Development Boards must include “at least one eligible training provider administering adult education and literacy activities under WIOA title II.” This regulation means that each LWDB should have at least one adult education representative. This representative may be a Program Administrator or other representative from one of the Title II-funded adult education programs in the region. Per OAE policy, the program administrators or adult education representatives that sit on the board are responsible for ensuring they provide any relevant information and represent all of the adult education programs in their region.

13. If I am not on the Local Workforce Development Board, do I still have to attend the meetings?

Yes. If you are not the adult education representative on the LWDB, you should still attend, either in person or virtually, the LWDB meetings for the boards in your region. You should keep evidence of your attendance, such as meeting minutes, in the event OAE monitors your program.

14. I have experienced challenges collaborating with my Local Workforce Development Board and/or one-stop. I am worried I will not be able to meet the requirements outlined in Appendix A. What should I do?

If you have had challenges collaborating with any of the LWDBs and/or one-stops in your region, please contact Rebecca Ellis, Director of Accountability, rellis@tcsge.edu to further discuss these plans.

APPENDIX A: ADULT EDUCATION PROGRAM ROLES & RESPONSIBILITIES

| Citation | Role/Responsibility | Programs Responsible Within a Given LWDA |
|----------------------------------|--|--|
| 34 CFR § 463.420 | Provide access to its programs or activities through the one-stop delivery system, in addition to any other appropriate locations. | All adult education providers in the LWDA |
| 34 CFR § 463.420 | <p>Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with Federal cost principles in 2 CFR parts 200 and 3474 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable), to:</p> <ol style="list-style-type: none"> 1. Provide applicable career services; and 2. Work collaboratively with the State and Local WDBs to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure through partner contributions that are based upon: <ol style="list-style-type: none"> a. A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received; b. Federal cost principles; and c. Any local administrative cost requirements in the Federal law authorizing the partner's program. (This is further described in § 463.700.) | <p>The adult education provider(s) in the LWDA designated to pay one-stop infrastructure costs.</p> <p><i>Please note: In FY18, OAE designated a provider in each LWDA to pay infrastructure costs. OAE recommends that that provider continue to pay the infrastructure costs. The chart in Appendix A shows which programs have been paying infrastructure costs in each LWDA.</i></p> |
| 34 CFR § 463.420 | Enter into an MOU with the Local WDB relating to the operation of the one-stop delivery system that meets the requirements of § 463.500(b). | |
| 34 CFR § 463.420 | Provide representation on the State and Local WDBs as required and participate in Board committees as needed. | <p>The adult education program administrator or other representative from the adult education program designated to sit on the board in that LWDA.</p> <p><i>Please note: In most instances, the program that pays one-stop infrastructure costs also sits on the Local Workforce Development Board. The chart in Appendix A shows which programs sit on which LWDBs. Program administrators that do not sit on a LWDB are still required to attend the LWDB meetings and one-stop partner meetings.</i></p> |

APPENDIX B: ONE-STOP MOU NEGOTIATIONS LOCAL PROGRAM CONTACT LIST

| Local WorkSource Area | Adult Education Programs in WorkSource Area | Program(s) that Has/Have Been Paying One-Stop Infrastructure Costs | Primary Contact For One-Stop MOU Negotiations | One-Stop Contact Person Email |
|--|--|--|--|-------------------------------|
| WorkSource Northwest Georgia (Area 1) | Chattahoochee Technical College, Cobb County Schools, Georgia Northwestern Technical College, North Georgia Technical College, Northwest Georgia Housing Authority, West Georgia Technical College | Georgia Northwestern Technical College | Lisa Shaw, Vice President for Adult Education | mshaw@gntc.edu |
| WorkSource Georgia Mountains (Area 2) | Athens Technical College, Lanier Technical College, North Georgia Technical College | Athens Technical College | Dr. Andrea Daniel, President | adaniel@athenstech.edu |
| | | Lanier Technical College | Shannon Cole, Dean of Adult Education | scole@laniertech.edu |
| | | North Georgia Technical College | Shelby Ward, Dean of Adult Education | sward@northgatech.edu |
| WorkSource Atlanta (Area 3) | Atlanta Public Schools, Atlanta Technical College, Literacy Action | Atlanta Public Schools | Dr. Albenny Price, Program Administrator for Adult Education | aprice@atlanta.k12.ga.us |
| WorkSource Cobb (Area 4) | Catholic Charities, Center for Pan Asian Community Services, Cobb County Schools | Cobb County Schools | Ms. Francia Browne, Director of Adult Education | Francia.browne@cobbk12.org |
| WorkSource DeKalb (Area 5) | Catholic Charities, Center for Pan Asian Community Services, Georgia Piedmont Technical College, International Rescue, Literacy Action | Georgia Piedmont Technical College | Dr. Tavarez Holston, President | holstont@gptc.edu |
| | | | Dr. Meghan R. McBride, Dean of Adult Education | mcbridem@gptc.edu |

| Local WorkSource Area | Adult Education Programs in WorkSource Area | Program(s) that Has Been Paying One-Stop Infrastructure Costs | Primary Contact For One-Stop MOU Negotiations | One-Stop Contact Person Email |
|---|--|---|---|--------------------------------|
| WorkSource Fulton (Area 6) | Atlanta Public Schools, Atlanta Technical College, Center for Pan Asian Community Services, Gwinnett Technical College | Gwinnett Technical College | Dr. Julie Post, Vice President of Student Affairs | jpost@gwinnettech.edu |
| WorkSource Atlanta Regional (Area 7) | Atlanta Technical College, Catholic Charities, Chattahoochee Technical College, Center for Pan Asian Community Services, Clayton County Schools, Georgia Piedmont Technical College, Gwinnett Technical College, Southern Crescent Technical College, West Georgia Technical College | Gwinnett Technical College | Stephanie Rooks | SRooks@gwinnettech.edu |
| WorkSource Three Rivers (Area 8) | Southern Crescent Technical College, West Georgia Technical College | Southern Crescent Technical College | Dr. Murray Williams | murray.williams@sctech.edu |
| WorkSource Northeast Georgia (Area 9) | Athens Technical College, Georgia Piedmont Technical College, Lanier Technical College, Southern Crescent Technical College | Athens Technical College | Dr. Andrea Daniel, President | adaniel@athenstech.edu |
| WorkSource Macon-Bibb (Area 10) | Central Georgia Technical College | Central Georgia Technical College | Brenda Brown, Vice President of Adult Education | bbrown@centralgatech.edu |
| WorkSource Middle Georgia (Area 11) | Central Georgia Technical College, Oconee Fall Line Technical College | Central Georgia Technical College | Brenda Brown, Vice President of Adult Education | bbrown@centralgatech.edu |
| WorkSource Central Savannah River Area (Area 12) | Augusta Technical College, Oconee Fall Line Technical College, Southeastern Technical College | Augusta Technical College | Angela Moseley, Dean of Adult Education | angela.moseley@augustatech.edu |

| Local WorkSource Area | Adult Education Programs in WorkSource Area | Program(s) that Has Been Paying One-Stop Infrastructure Costs | Primary Contact For One-Stop MOU Negotiations | One-Stop Contact Person Email |
|--|--|---|---|--------------------------------|
| WorkSource East Central Georgia (Area 13) | Athens Technical College, Augusta Technical College, Oconee Fall Line Technical College | Augusta Technical College | Angela Moseley, Dean of Adult Education | angela.moseley@augustatech.edu |
| WorkSource Lower Chattahoochee (Area 14) | Albany Technical College, Columbus Technical College | Columbus Technical College | Martha Ann Todd, President | mtodd@columbustech.edu |
| | | | April Hopson, Vice President of Adult Education | ahopson@columbustech.edu |
| WorkSource Middle Flint (Area 15) | Central Georgia Technical College, South Georgia Technical College | South Georgia Technical College | Dr. John Watford, President | jwatford@southgatech.edu |
| | | | Lillie Ann Winn, Dean of Adult Education | lawinn@southgatech.edu |
| WorkSource Heart of Georgia (Area 16) | Coastal Pines Technical College, Oconee Fall Line Technical College, Ogeechee Technical College, Southeastern Technical College, Wiregrass Georgia Technical College | Oconee Fall Line Technical College | Demme McManus, Dean of Adult Education | dmcmanus@oftc.edu |
| WorkSource Southwest Georgia (Area 17) | Albany Technical College, Southern Regional Technical College | Albany Technical College | Dr. Anthony Parker, President | aparker@albanytech.edu |
| | | | Linda Coston, Vice President of Adult Education | lcoston@albanytech.edu |
| WorkSource Southern Georgia (Area 18) | Coastal Pines Tech, Wiregrass Georgia Technical College, Southern Regional Technical College | Wiregrass Technical College | Dr. Tina Anderson, President | tina.anderson@wiregrass.edu |
| | | | Kelly Peacock, Executive Director for Adult Education | Kelly.Peacock@wiregrass.edu |

| Local WorkSource Area | Adult Education Programs in WorkSource Area | Program(s) that Has/Have Been Paying One-Stop Infrastructure Costs | Primary Contact For One-Stop MOU Negotiations | One-Stop Contact Person Email |
|---|---|--|--|-------------------------------|
| WorkSource Coastal Georgia (Area 19) | Coastal Pines Technical College, Ogeechee Technical College, Savannah Technical College | Savannah Technical College | Dr. Thomas Bullock, Dean of Adult Education | tbullock@savannahtech.edu |