

Attachment D  
Massachusetts Rehabilitation Commission  
Individual WIOA Partner ISA Summaries

Funding provided through this ISA shall be used in the following manner:

- A. Funds will be distributed to each Local Area using a methodology based upon the proportion of shared customers between MRC and each Local Area as identified through MRC's Case Management System. These amounts will be negotiated with each Local Area. Funds will be utilized consistent with WIOA infrastructure funding requirements for WIOA mandated OSCC partners and to implement the requirements of this ISA, including the use of funds for cubicle space usage and to update/enhance assistive technology and accommodations available to MRC consumers seeking services at the MassHire Career Centers (MCCs). The table below shows the proportions and distribution of infrastructure costs by local area:

MassHire Workforce Area	Proportion of Shared Customers	FY19 Proportionated Cost
*Central	14.8%	30,805.18
Greater Lowell	10.0%	14,020.88
Hampden	10.0%	14,020.88
South Shore	8.7%	12,211.74
Bristol	8.4%	11,759.45
Metro North	8.0%	11,307.16
Franklin/Hampshire	7.4%	10,402.59
Berkshire	6.8%	9,498.02
Greater New Bedford	6.8%	9,498.02
North Shore	4.5%	6,332.01
Metro South/West	3.9%	5,427.44
North Central	3.9%	5,427.44
Boston	2.3%	3,166.01
Merrimack Valley	2.3%	3,166.01
Cape	1.6%	2,261.43
Brockton	1.0%	1,356.86
<b>TOTAL</b>	<b>100.00%</b>	<b>150,661.12</b>

\*This amount reflects an additional \$10,000 is allocated to MassHire South Bridge Career Center to provide dedicated office space for MRC staff that are co-located 4 days/week.

B. Responsibilities of State Partners MDCS and MRC):

MRC and MDCS will jointly review any proposed amendments to each local area Memorandum of Understanding (MOU) and provide feedback in order to ensure alignment with the purpose, goals and expected outcomes of this ISA.

MRC will require individual Infrastructure Funding Agreements/MOUs with each Local Area as part of this ISA.

Responsibilities of MDCS

Distribute and manage funds provided under this ISA to each local area based on the amounts specified for each local area to support the coordinated efforts at the MCCs to ensure job-driven career and service pathways for shared MRC and MDCS customers, as well as the general operation of the MCCs consistent with WIOA sec. 121(h), sec. 121(i), WIOA Regulations 20 CFR 678, and Subpart E 20 CFR 700-760 which requires that OSCC partners contribute jointly to fund infrastructure costs, and use a portion of the funds available to support the programs, activities and services operated through a local comprehensive OSCC.

Responsibilities of MRC

- MRC will provide infrastructure funds to MDCS under this ISA to be distributed to each local area as required by WIOA sec. 121(h), sec. 121(i), WIOA Regulations 20 CFR 678, and Subpart E 20 CFR 700-760.
- Ensure infrastructure funds are in accordance with Federal costs principles and uniform guidance and are allowable, reasonable, necessary, and allocable.
- MRC infrastructure funds will be reviewed periodically and reconciled against actual costs incurred and adjusted as needed.
- MRC will contribute infrastructure funds for updates/enhancements of accommodations to provide access to MCCs services for individuals with disabilities.
- MRC will conduct a quarterly monitoring review to examine the utilization and accuracy of expenditures accrued under this ISA at each local area. The review will also include a programmatic review of the quality of services provided with VR funds and a report will be generated and reviewed by MRC leadership.

C. Responsibilities of Regional/Local Partners (MCCs and Regional Offices):

- Work together to implement the local area MOU for each region effective July 1, 2017.
- Support the partnership between MRC regional offices and MCCs (roles, responsibilities, customer referrals, mutual joint programming at both Partners' sites, etc.).
- Articulate the "career pathway" models for MRC consumers, based on available resources that can be supported by the WIOA funded partners in the region (e.g. MRC, MCC, adult education, etc.) included in the above-referenced WIOA umbrella MOU.
- Provide services, materials, and programming in languages other than English, and in alternative and accessible formats, as needed.
- Design targeted job support and search programs for MRC consumers containing customized elements and services subject to available resources, including but not limited to recruitment office consumers, cohort models, career pathway maps/service flowcharts, skills assessment, support, coaching, job placement and post placement support.
- Work jointly to identify and address MRC client barriers to accessing MCC resources, such as transportation, accessible workstations, childcare and/or other issues identified by the client.
- Provide MRC with a quarterly fiscal and programmatic report for each Local Area on the usage of the funding and related services provided under the ISA.

D. Responsibilities of MassHire Career Centers (MCCs)

- Provide the integrated service delivery for MRC consumers as described in the local area umbrella MOU.
- Provide training to MRC staff regarding services and resources offered by the MCC and its community partners, as needed.
- Provide training to MRC staff on eligibility, employment outcomes and other requirements of MCCs programs, as needed.
- Refer appropriate MCC customers to the local MRC offices following mutually agreed upon referral protocols.

E. Responsibilities of MRC Regional Offices

- Identify a MRC regional employee to be the primary point of contact for the local MCC.
- Provide training to MCC staff regarding services and resources offered by MRC and its community partners, as needed.
- Provide training to MCC staff on eligibility, employment outcomes and other requirements of MRC's programs, as needed.
- Assess current assistive technology at MCCs and make recommendations for improvements or replacements. Provide MCC staff instruction in the use of assistive technologies with MRC consumers and other individuals with disabilities.
- Assess comprehensive MCCs for accessibility and make recommendations for improvements or replacements.
- Provide MCC staff instruction and training on accessibility with MRC consumers.
- Refer appropriate MRC consumers to the local MCC following mutually agreed upon referral protocols.
- Assist the MCC in developing targeted accessible programming and conducting accessible workshops and assessments for MRC consumers.