

## Attachment C – MOU Development – Parts I & II

**LWDB:** \_\_\_\_\_

The tables below outline the minimum content for Part I and Part II of the MOU development process. The left column lists the provisions that each MOU must contain, as required by WIOA. The right column lists what corresponding information needs to be included in order to address each provision.

<b>Part I Service Coordination</b>	
<b>MOU Provisions Required under WIOA Section 121(c)</b>	<b>Corresponding Information Needed In the MOU</b>
<p>Services provided through the One-Stop delivery system</p> <p>WIOA sec. 121(c)(2)(A)(i)</p> <p>Describe the services to be provided through the One-Stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such a system.</p>	<ul style="list-style-type: none"> <li>▪ Define the purpose, mission, values and goals of the one-stop delivery system in the Local Area.</li> <li>▪ Identify the Required One-Stop Partner(s) included in the MOU.</li> <li>▪ Identify the One-Stop Centers covered by the MOU, indicating comprehensive one-stop centers and any affiliated sites and attach a map with the locations noted.</li> <li>▪ Identify the One-Stop Center(s) in the Local Area covered by the WSO Operational Standards.</li> <li>▪ Describe the One-Stop Center services that are applicable to each partner, including career services.</li> <li>▪ Identify the One-Stop Center system customers and describe shared customers.</li> <li>▪ Describe the responsibilities of the Required One-Stop Center Partner(s), including joint planning, and staff development/professional development.</li> </ul>
<p>Methods for Referring Customers</p> <p>WIOA sec. 121(c)(2)(A)(iii)</p> <p>Describe methods of referral of individuals between the One-Stop operator and the One-Stop partners for appropriate services and activities.</p>	<ul style="list-style-type: none"> <li>▪ Describe the referral process within and between One-Stop Centers.</li> <li>▪ Describe commitment to ensuring a high quality customer service and customer-centered focus.</li> </ul>
<p>Access to Services</p> <p>WIOA sec. 121(c)(2)(A)(iv)</p> <p>Describe methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop delivery system.</p>	<ul style="list-style-type: none"> <li>▪ Identify how the One-Stop Center(s) will provide access to partner services, including direct linkage through real-time technology.</li> <li>▪ Define how priority of service is ensured, including priority for veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the Local Area in accordance with WIOA sec. 134(c)(3)(E).</li> <li>▪ Describe how the One-Stop Center(s) will ensure access to services for individuals with barriers to employment (WIOA sec. 3(24)).</li> <li>▪ Describe how the One-Stop Center(s) will</li> </ul>

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	<p>provide measures to promote nondiscrimination and equal opportunity.</p> <ul style="list-style-type: none"> <li>▪ Describe the One-Stop Center grievance procedures.</li> <li>▪ Include a commitment that the Required One-Stop Center Partner(s) and locations will comply with ADA physical and programmatic access requirements.</li> </ul>
<p>Duration of MOU</p> <p>WIOA sec. 121(c)(2)(A)(v)</p> <p>Describe the duration of the MOU and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once in every 3-year period to ensure appropriate funding and delivery of services.</p>	<ul style="list-style-type: none"> <li>▪ Identify the effective dates of the MOU.</li> <li>▪ Include an assurance to review the MOU at least every three years.</li> <li>▪ Describe the procedures established to revise and modify the MOU.</li> <li>▪ Describe the procedures established to terminate the MOU.</li> <li>▪ <b>MOU must be signed by all Required One-Stop Partners.</b></li> </ul>

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<b>Part II Shared Resources and Costs</b>	
<b>MOU Provisions Required under WIOA Section 121(c)</b>	<b>Corresponding Information Needed In the MOU</b>
<p>Funding of Services and Operating Costs</p> <p>WIOA Section 121(c)(2)(A)(ii)</p> <p>Describe how the costs of such services and the operating costs of such system will be funded, including the following:</p> <p>(I) Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing One-Stop delivery system operations.</p> <p>(II) Funding of the infrastructure costs of One-Stop centers in accordance with subsection (h).</p>	<p><u>Infrastructure Costs</u></p> <ul style="list-style-type: none"> <li>▪ A budget clearly identifying the infrastructure costs for each One-Stop Center or network of Centers in the Local Area with a detailed description of what specific costs are included in each line item.</li> <li>▪ The cost allocation methodology chosen to charge each partner in proportion to its use of the One-Stop Center(s) and benefit received, in accordance with Uniform Guidance.</li> <li>▪ The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</li> <li>▪ For any identified non-cash or in-kind contributions, the method by which the value of the contribution was or will be fairly evaluated, in accordance with Uniform Guidance Section 200.306.</li> </ul> <p><u>Other Shared Costs</u></p> <ul style="list-style-type: none"> <li>▪ A budget clearly identifying other shared costs for each One-Stop Center or network of Centers in the Local Area with a detailed description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the Required One-Stop Center Partners.</li> <li>▪ The cost allocation methodology agreed to by all partners to charge other system costs according to if benefit is received and their proportionate use in accordance with Uniform Guidance.</li> <li>▪ The initial proportionate share of other system costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</li> <li>▪ For any identified non-cash or in-kind</li> </ul>

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	<p>contributions, the method by which the value of the contribution was or will be fairly evaluated, in accordance with Uniform Guidance.</p>
	<p><u>Process and Development</u></p> <ul style="list-style-type: none"> <li>▪ The period of time in which the Infrastructure Funding Agreement (IFA) and other shared costs agreement is effective.</li> <li>▪ Identification of all Required One-Stop Center Partners, Chief Elected Official(s) (CEO), and the Local WDB participating in the infrastructure and other shared costs funding agreements.</li> <li>▪ The Infrastructure Funding Agreement (IFA) and other shared costs agreement must be signed by all parties to each agreement.</li> <li>▪ Steps the Local WDB, CEO, and Required One-Stop Center Partners used to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.</li> <li>▪ A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.</li> <li>▪ A description of the periodic modification and review process that will be used to ensure all Required One-Stop Center Partners continue to contribute their fair and equitable fair share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.</li> </ul>

Recommended MOU Provision	Optional Sections to include in the MOU
Administration and Operations Management	<ul style="list-style-type: none"> <li>▪ Describe management operations, including site supervision and day to day operations.</li> <li>▪ Describe how the one-stop delivery system will handle dispute resolution.</li> </ul>