

**SAMPLE TEMPLATE**  
**MEMORANDUM OF UNDERSTANDING**

BETWEEN

[            ]

AND

[            ]

\_\_\_\_\_  
**Individual designated by the Local Board  
 Chair to lead MOU negotiations**

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

\_\_\_\_\_  
**Impartial individual designated by the Local  
 Board Chair to lead annual budget  
 negotiations**

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

**1. REQUIRED PARTNERS**

- List the required partner providing services in the local area.
- List the partner agency providing services of each required partner.

*Note: Rather than collecting all chief elected official signatures, the name and signature of only the Regional Chief Elected Official (RCEO) is acceptable so long as the local area has a fully executed chief elected officials' agreement outlining this responsibility.*

PARTIES TO MOU	TYPED NAME
Local Workforce Development Board (WDB) Chair	
Regional Chief Elected Official (see note above)	
REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM TYPED NAME <sup>1</sup>
Title I: Adult, Dislocated Worker, Youth	
Title II: Adult Education and Literacy	
Title III: Employment Programs under Wagner-Peyser	
Title IV: Vocational Rehabilitation Services	
Perkins/Post-secondary Career & Technical Education	
Unemployment Insurance	
Job Counseling, Training, Placement Services for Veterans	
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	

<sup>1</sup> Insert only the name(s) of the program(s) in this space. The names of individual negotiators are not needed.

TANF			
Second Chance			
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM	
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Corps	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Youth Build	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM	

**2. PURPOSE AND SCOPE OF MOU**

- Describe the general purpose and scope of the MOU.
- Describe collective mission of Partners.

[ ]

**3. VISION FOR THE SYSTEM**

- Describe the shared vision and commitment of the Local WDB and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities).
- Describe which aspects of the vision are currently in place.
- Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place.

[ ]

**4. MOU DEVELOPMENT**

- Fully describe the process and efforts of the Local WDB and required partners to negotiate the MOU.
- Confirm whether all required partners participated in negotiations.
- Explain the process to be used if consensus on the MOU is not reached by partners.

[ ]

**5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S)**

- Provide the name and address of the comprehensive One-Stop Center(s) in the local service delivery system.
- Where applicable, list the designated affiliated site and/or specialized centers.
- Define any other operating titles that the local area assigns to each center.

[ ]

**6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES**

- Complete a **local service matrix** (the State-level service matrix provided is intended to serve as a reference for local negotiations) illustrating local methods of service delivery, which includes:
  - Career services to be provided by each required partner in each comprehensive one-stop center;
  - Other programs and activities to be provided by each required partner;
  - Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology).
- In the spaces provided below:
  - In the introductory paragraph of this section, describe the required partners’ combined commitment to integration and “manner in which the services will be coordinated and delivered through the system” (20 CFR 678.500(b)(1)).
  - In the spaces below designated for each required partner, describe each partner’s commitment to coordinated service delivery and explain how the services provided and the method of service delivery (as documented in the local service matrices) illustrate that commitment.
  - For each required partner below, describe the location(s) at which services of each required partner will be accessible.

[ ]

**Title I (Adult, Dislocated Worker and Youth) –**[ ]

**Title II (Adult Education and Literacy) –**[ ]

**Title III (Employment Services under Wager-Peyser) –**[ ]

**Title IV (Vocational Rehabilitation Services) –**[ ]

**Perkins/Post-Secondary Career and Technical Education –**[ ]

**Unemployment Insurance (UI) –**[ ]

**Job Counseling, Training and Placement Services for Veterans –**[ ]

**Trade Adjustment Assistance (TAA) –**[ ]

**Migrant & Seasonal Farmworkers (MSFW)** – [ ]

**National Farmworker Jobs Program (NFJP)** – [ ]

**Community Service Block Grant (CSBG)** – [ ]

**Senior Community Services Employment Program (SCSEP)** – [ ]

**DHS/TANF** – [ ]

**Second Chance** – [ ]

**HUD Employment and Training Activities** – [ ]

**Job Corps** – [ ]

**YouthBuild** – [ ]

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system.
- Where applicable, list the designated affiliated sites and/or specialized centers.
- Define any other operating titles that the local area assigns to each center.

[ ]

## **7. PROCUREMENT OF ONE-STOP OPERATOR**

- Name the procured one-stop operator.
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.
- Assure that the one-stop operator will not perform any of the proscribed functions (20 CFR 678.620(b)) to avoid a conflict of interest.

[ ]

**8. REFERRAL PROCESS**

In the spaces provided below, address all of the following:

- In the introductory paragraph of this section, describe local one-stop operator’s role and responsibilities for coordinating referrals among required partners (20 CFR 678.500(b)(3))
- In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each.
- Identify the method of tracking referrals

*Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs.*

[ ]

**TITLE I (ADULT, DISLOCATED WORKER AND YOUTH) – [ ]**

**TITLE II (ADULT EDUCATION AND FAMILY LITERACY) – [ ]**

**TITLE III (EMPLOYMENT SERVICES UNDER WAGER-PEYSER) – [ ]**

**TITLE IV (VOCATIONAL REHABILITATION SERVICES) – [ ]**

**PERKINS/POST-SECONDARY CAREER AND TECHNICAL EDUCATION – [ ]**

**UNEMPLOYMENT INSURANCE (UI) – [ ]**

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS – [ ]**

**TRADE ADJUSTMENT ASSISTANCE (TAA) – [ ]**

**MIGRANT & SEASONAL FARMWORKERS (MSFW) – [ ]**

**NATIONAL FARMWORKER JOBS PROGRAM (NFJP) – [ ]**

**COMMUNITY SERVICE BLOCK GRANT (CSBG) – [ ]**

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP) – [ ]**

**DHS/TANF – [ ]**

**SECOND CHANCE – [ ]**

**HUD EMPLOYMENT AND TRAINING ACTIVITIES – [ ]**

**JOB CORPS – [ ]**

**9. PHYSICAL ACCESSIBILITY**

Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- The comprehensive one-stop center’s layout supports a culture of inclusiveness;
- The location of the comprehensive one-stop center is recognizable in a high-traffic area;
- Access to public transportation is available within reasonable walking distance;
- The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities.

[ ]

**10. PROGRAMMATIC ACCESSIBILITY**

- Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant.
- Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services (20 CFR 678.500(b)(4))
- Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA.

*Note: Provide as much specificity as possible for each partner program.*

[ ]

**11. COSTS AND COST SHARING OF SERVICES**

In the space below, provide the following narrative:

1. Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.
2. Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective (e.g., July 1, 2019 through June 30, 2020).
3. Specify in the narrative whether the budget submitted represents an interim or final budget agreement.

4. Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.
5. Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.
  - a. For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner's shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner's programs.
6. Using the table provided below, include the following additional financial information for each required program partner:
  - a. Each required program partner's total cash contribution toward its proportionate share of infrastructure and local service delivery system costs for PY 2019; and
  - b. The dollar amount of a 20% variance from each partner's total cash contribution in the case that actual costs exceed budgeted costs.

		Partner's Total Cash Contribution	Dollar Amount of 20% Variance from Total Cash Contribution displayed as Partner's Total Cash Contribution
Commerce	Title IB - Adult, Youth, & Dis. Workers		
	TAA		
	CSBG		
DWD	Title III - Wagner-Peyser		
	Title III - MSFW		
	Veterans Services		
	UI Comp Programs		
DWD/DOE	Title II - Adult Education		
	Career & Tech Ed - Perkins		
FSSA	Title IV - Vocational Rehab		
	TANF - DHS		
Aging	SCSEP		
DOC	Second Chance		
HUD			
Title IC - Job Corp			
Title ID - National Farmworkers			
Title ID - YouthBuild			

<b>Other 1</b>		
<b>Other 2</b>		
<b>Other 3</b>		
<b>Other 4</b>		

**12. AMENDMENT PROCEDURES**

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- The amount of notice a partner agency must provide the other partners to make amendments;
- The procedures for informing other partners of the pending amendment;
- The circumstances under which the local partners agree the MOU must be amended;
- The procedures for amending the MOU to incorporate the final approved budget on an annual basis;
- The procedures for terminating the MOU or a specific partner’s participation in the MOU;
- The process for resolving any disputes that evolve after the agreement is reached.

*Note: Ensure the MOU reflects the most recent date as amendments are approved.*

[ ]

**13. RENEWAL PROVISIONS**

Provide the process and timeline in which MOU will be reviewed, including:

- Explain the renewal process, which must occur at a minimum of every three years.
- Describe the required renewal process if substantial changes occur before the MOU’s three-year expiration date.

*Note: Ensure the MOU reflects the most recent date as renewals are approved.*

[ ]

**14. ADDITIONAL REQUIRED OR LOCAL PROVISIONS**

- Examples of provisions that may be included in this section are: Indemnification, Governing Law, Non-Discrimination Clause<sup>2</sup>, Confidentiality, and Dispute Resolution, Data Sharing, etc.

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<sup>2</sup> Pursuant to WIOA section 188 and its implementing Regulations at 29 CFR 38.



**15. ADDITIONAL PARTNERS**

[ ]

**16. DURATION OF AGREEMENT**

- Provide the effective date of the MOU
- List the agreed upon expiration date (cannot exceed three years)

[ ]

**17. AUTHORITY AND SIGNATURES**

- Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.

*Note: Rather than collecting all chief elected official signatures, the name and signature of only the Regional Chief Elected Official (RCEO) is acceptable so long as the local area has a fully executed chief elected officials' agreement outlining this responsibility.*

**18. ATTACHMENTS**

**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

INCLUDES:

- STATE REQUIRED PARTNERS AND METHODS OF CAREER SERVICE DELIVERY AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES
- OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

**ONE-STOP OPERATING BUDGET SPREADSHEET FOR PY19 (EXCEL FILE)**

OTHER [ ]

## State Required Partners and Method(s) of Career Service Delivery

Basic Career Service	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy)	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
Eligibility for Title I-B Participants																	
Outreach, intake, and orientation																	
Skills and supportive service needs assessment																	
Labor Exchange services																	
Program coordination and referral																	
Labor market information																	
Training provider performance and cost information																	
Performance information for the local area as a whole																	
Information about the availability of supportive services																	

## State Required Partners and Method(s) of Career Service Delivery

Basic Career Service	Title I – WIOA (Adult, DW, Youth)	Title II (Adult Education & Literacy)	Wagner-Peyser	Migrant & Seasonal Farmworker Programs	UI	Indian and Native American Programs	Perkins/Post-secondary CTE Programs	JVSG	SCSEP	Second Chance Act Re-entry E.O.	TAA	TANF	CSBG E&T	Job Corps	VR	HUD	Youthbuild
and referral to these services																	
Information and assistance with UI claims																	
Assistance establishing eligibility for financial aid																	
Employment retention services																	
Follow-up services for Title I-B participants																	

**Service Methods:**

1. Onsite Staff Available at all times during regular business hours
2. Onsite Staff as needed
3. Technology
4. Onsite Service Provider

**Notes:**

*Service deemed by partner not applicable if shaded gray*

***This document serves as a sample only. If you have a similar grid that provides the information requested, please feel free to use what you have created, as well as to make adjustments to the list of partners.***

## Individualized and Follow-Up Career Services

Partner Providing Service												
Comprehensive and specialized assessments												
Development of individual employment plan												
Group counseling												
Individual counseling												
Career planning												
Short-term vocational services												
Internships and work experience												
Workforce preparation activities												
Financial literacy services												
Out-of-area job search assistance												
English language acquisition												
Follow-up services for participants in Adult and DW programs												

Other local career service (specify)												
Other (specify)												
Other (specify)												
Other (specify)												
Other (specify)												

**Note:** This document serves as a sample only. If you have a similar grid that provides the information requested, please feel free to use what you have created, as well as to make adjustments to the list of partners.

**OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

<b>REQUIRED PARTNER</b>	<b>OTHER PROGRAMS AND ACTIVITIES PROVIDED</b>
Title I (Adult, Dislocated Worker, Youth)	
Title II: Adult Education and Literacy	
Title III: Employment Programs under Wagner-Peyser	
Title IV: Vocational Rehabilitation Services	
Post-secondary Career and Technical Education under Perkins	
Unemployment Insurance	
Job Counseling, Training and Placement Services for Veterans	
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	
National Farmworker Jobs Program	
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
TANF	
Second Chance	
Housing and Urban Development Employment and Training Activities	
Job Corps	
YouthBuild	