
	<b>NORTH CAROLINA DEPARTMENT OF COMMERCE DIVISION OF WORKFORCE SOLUTIONS</b>
	<b>DWS Operational Guidance Number: OG 05-2025</b>
	<b>Date: August 26, 2025</b>
	<b>Subject: NCWorks Career Center Memorandum of Understanding and Partner Infrastructure Funding Agreement</b>
	<b>From:</b>  <b>Andrea L. DeSantis</b> <b>Assistant Secretary for Workforce</b>

**Purpose:** To provide guidance on the required NCWorks Career Center Memorandum of Understanding (MOU) and Partner Infrastructure Funding Agreement (IFA).

This Operational Guidance rescinds Operational Guidance OG 05-2024.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires each Local Area Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), to develop and enter into an MOU between the Local Area WDB and the One-Stop partners, consistent with WIOA Section 121(c)(2), concerning the operation of the One-Stop delivery system in a local workforce area. This requirement is further described in the WIOA Joint Rule for Unified and Combined 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 One-Stop partners is governed by WIOA Section 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 part 200.

**Action:** The WDBs must use the attached MOU and IFA templates, as both contain all required elements. The MOU and IFA documents take effect on the first day of the program year: July 1. The MOU is valid for three (3)

program years, while the IFA is valid for one (1) program year. As such, a new IFA must be prepared and submitted each program year. Local Area WDBs are not required to resubmit their MOUs prior to the end of the third program year unless it is revised. Revisions must be submitted for review and approval as soon as practicable.

The WDBs must electronically submit copies of both documents (signed by all parties except the Department of Commerce) to the assigned Division of Workforce Solutions (DWS) Planner. The IFA for the current program year must be submitted no later than the close of business on October 31, 2025. The CLEOs and the WDB Chairs will be notified if the IFA is not submitted to the DWS by the due date.

Department of Commerce (Commerce) leadership will sign for both the DWS and the Division of Employment Security (DES) once all other signatures have been secured. Regional Operations Directors and other DWS staff members cannot sign MOUs or IFAs. The WDBs must send their MOU and IFA to their planner after all other parties have signed them, at which point, the MOU and IFA will be circulated within Commerce for verification and signature.

**Effective Date:** Immediately

**Expiration:** June 30, 2026

**Contact:** DWS Planner

**Attachments:**

1. NCWorks Career Center MOU
2. Partner Infrastructure Funding Agreement
3. Infrastructure Funding Agreement Signatory Page
4. NC WIOA One-Stop Required Partners MOU and IFA Designated Signatories