



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER: PS 09-2020**

**Date: July 2, 2020**

**Subject: NCWorks Career Center Memorandum of  
Understanding and Partner Infrastructure Funding  
Agreement**

**From:**

  
Jessica England  
Assistant Secretary for Workforce

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

This policy statement rescinds PS 09-2019, Change 1.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires each Local Workforce Development Board (WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the Local 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:** Local WDBs must use the attached MOU and IFA templates as both contain all required elements. MOU and IFA documents take effect on the first day of the program year: July 1st. The MOU is valid for three program years, while the IFA is valid for one year. As such, a new IFA must be prepared and submitted each program year. 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.

WDBs must submit fully executed copies of both documents electronically using the Workforce Information System Enterprise (WISE). The fully executed IFA for the current program year must be submitted no later than the close of business on September 30, 2020. Local elected officials and the WDB Chairs will be notified if the IFA is not submitted to DWS by the due date.

Commerce leadership will sign for both DWS and DES once all other signatures have been secured. Regional Operations Directors and other DWS staff members can no longer sign MOUs or IFAs. WDBs must send their IFA to their planner after all other parties have signed it; at which point, the IFA will be circulated within Commerce for verification and signature.

Please reference Attachment 1 for NCWorks Career Center MOU, Attachment 2 for Infrastructure Funding Agreement, Attachment 3 CEO Signatory Page, Attachment 4 MOU and IFA Designated Signatories.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** Division Planners

**Attachments:**

1. NCWorks Career Center MOU
2. Partner Infrastructure Funding Agreement
3. Infrastructure Funding Agreement Signatory Page
4. MOU and IFA Designated Signatories

**RESCINDED**