



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

DWS POLICY STATEMENT NUMBER: PS 11-2018

Date: October 19, 2018

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

From:

Daniel L. Giddens

**Daniel L. Giddens
Assistant Secretary for Workforce**

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

Background: The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires each Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local workforce area. This requirement is further described in the Workforce Innovation and Opportunity Act; 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.

It is important to note that the local information contained in the attached sample MOU and cost allocation analyses is hypothetical and should be modified to meet the particular circumstances in the local workforce area. Use of the local hypothetical language in this document does not ensure compliance with WIOA and cannot substitute for developing these documents based on careful review of WIOA, its implementing regulations and guidance, and local conditions.

Action: Local Workforce Development Boards must use the attached sample MOU and IFA templates as it contains all required elements. MOU and IFA documents are effective July 1 of each Program Year.

Local Workforce Development Boards must submit, through WISE, their completed NCWorks Career Center Memorandum of Understanding and Partner Infrastructure Funding Agreement addendum to include all partner signatures by November 30, 2018 for Program Year 2018. Effective July 1, 2019 and beyond, Infrastructure Funding Agreement addendums will be due July 1.

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

Effective Date: Immediately

Expiration: Indefinite

Contact: Division Planners

Attachment 1: NCWorks Career Center MOU

Attachment 2: Partner Infrastructure Funding Agreement and Chief Elected Official Signatory Page

Attachment 3: MOU Designated Signatories