



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

**DWS Operational Guidance Number: OG 23-2021**

**Date: August 20, 2021**

**Subject: NCWorks Career Center Memorandum of  
Understanding (MOU) and Partner Infrastructure  
Funding Agreement (IFA)**

**From:**

Chet Mottershead  
Assistant Secretary for Workforce

**Purpose:** To provide guidance on the required NCWorks Career Center MOU and IFA.

This Operational Guidance and the procedures contained herein supersedes all previous policy, procedures, and guidelines regarding the NCWorks Career Center MOU and IFA.

**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:** Local Area 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 1. 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. 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.

Local Area WDBs must submit fully executed copies of both documents electronically to their assigned Division of Workforce Solutions (DWS) Planner. The fully executed MOU should only be submitted at the end of the third program year unless it has been revised. The fully executed IFA for the current program year must be submitted no later than the close of business on October 30, 2021. Chief 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 Department of Employment Security (DES) once all other signatures have been secured. Local Area WDBs must send their IFA to their assigned Division 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 Memorandum of Understanding, Attachment 2 for Partner Infrastructure Funding Agreement (IFA), Attachment 3 for Infrastructure Funding Agreement Signatory Page, and Attachment 4 for Memorandum of Understanding and Infrastructure Funding Agreement Signatories

**Effective Date:**

Immediate

# EXPIRED

**Expiration:**

June 30, 2022

**Contact:**

DWS Planners

**Attachments:**

1. NCWorks Career Center Memorandum of Understanding
2. Partner Infrastructure Funding Agreement
3. Infrastructure Funding Agreement Signatory Page
4. Memorandum of Understanding and Infrastructure Funding Agreement Signatories