



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

DWS Operational Guidance Number: OG 05-2022

Date: September 1, 2022

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

From:

Chet Mottershead
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 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 Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), 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: Workforce Development Boards 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 1st. 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. Workforce Development Boards 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.

Workforce Development Boards must submit fully signed copies of both documents electronically 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 30, 2022. Chief Local Elected Officials and the WDB Chairs will be notified if the IFA is not submitted to the Division of Workforce Solutions (DWS) by the due date.

Department of Commerce (Commerce) leadership will sign for both 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. Workforce Development Boards 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: Indefinite

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