

Memorandum of Understanding and Infrastructure Funding Agreement Overview

What is a Memorandum of Understanding?

A Memorandum of Understanding (MOU) is the agreement between the Maricopa County Workforce Development Board (MCWDB) and One-Stop partners that identify the roles of each partner, and the methods or means of providing customers access to partner program services. It outlines the operation of the one-stop delivery system.

- Product of local discussion and negotiation
- The Local Workforce Development Board (LWDB), with the agreement of the CEO, develops and enters into a signed MOU with the one-stop partners
- The LWDB will provide high-level oversight and guidance to partners on development, including core values, mission statements, and goals
- The LWDB will also ensure alignment with the Local Plan and Local Budget



The One-Stop partners must provide access to their programs in the comprehensive centers and contribute to the infrastructure costs of those centers.

Key Elements of an MOU:

- Description of services to be provided through the one-stop delivery system
- Manner of service coordination and delivery
- Methods for referring individuals between the one-stop operators and partners
- Methods to ensure that the needs of workers, youth, and individuals with barriers to employment are addressed in providing access to services
- Agreement on funding the costs of the services and the operating costs of the system
- Duration of the MOU
- Amendment Procedures
- Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every three years

What is an Infrastructure Funding Agreement?

The Infrastructure Funding Agreement (IFA) is the Financial plan to fund the one-stop delivery system's services and operational costs.

Joint funding is an essential foundation for an integrated service delivery system and is necessary to develop and maintain high standards of services. The IFA requires the active participation and good faith effort of all partners. All partners are **required** to pay their proportionate share of infrastructure costs.

Key Elements of the IFA:

- Effective Time Period
- One-Stop Operational Costs
- Identification of all One-Stop partners, CEO(s), Sites, and the local workforce development board
- Modification and Review Timeline
- Reconciliation Procedures
- Estimated Partner Contributions
- Resolution Procedures

Have more questions? Reach out to the MCWDB Executive Director, Steve Clark, at Steve.Clark@maricopa.gov | 602-377-3844.