

Application Guide for Module 5

Setting Up Clear Agreements

Using this Guide

As you go through this training, you will see these icons which indicate a prompt for reflection. You can:



1. Pause the training and do the prompt, OR
2. Complete the training and then go through the guide.

You can then address specific questions through the Technical Assistance provided by WIOA subject matter experts.

Types of Agreements

CEO Agreement

- ✓ Do you have a CEO agreement (only necessary if your LWDA consists of more than one county)?
- ✓ How does your CEO agreement represent each of the *required* elements? *Recommended* elements?
- ✓ Is there a lead CEO? If so, does the agreement share the role and responsibilities of the lead?
- ✓ What is the plan for ensuring that the board is representative across the counties?
- ✓ How has your CEO agreement been working in the past? Are there areas in your CEO agreement that you can improve or clarify moving forward?

Fiscal Agreement

- ✓ Who is the local fiscal agent?
- ✓ Do you have a fiscal agreement? (**Note:** If your fiscal agent is the board, or board staff, the fiscal agreement *may* be combined with the LWDB agreement).
- ✓ Does your fiscal agreement include each of the required elements?
- ✓ How has your fiscal agreement been working in the past? Are there areas in your fiscal agreement that you can improve or clarify moving forward?



LWDB Agreement

- ✓ What is the purpose of a LWDB agreement, in your own words?
- ✓ Do you have a LWDB agreement?
- ✓ Do you have the *required* elements in your LWDB agreement?
- ✓ Do you have the *recommended* element, that is, communication and information sharing between LWDB and CEO?
- ✓ How has your LWDB agreement been working in the past? Are there areas in your LWDB agreement that you can improve or clarify moving forward?

MOUs and IFAs

- ✓ Describe the purpose of an MOU.
- ✓ Do you have an MOU enacted with each required and recommended One Stop partner (per NJ WIN WD-PY22-4)? If not, which are missing and how will you identify and connect with missing partners?
- ✓ Do you have an IFA enacted with each required and recommended One Stop partner (per NJ WIN WD-PY22-4)? If not, which are missing and how will you identify and connect with missing partners?
- ✓ What costs are included in your IFAs (e.g. infrastructure costs, additional potential costs, etc)?
- ✓ What is your process for determining the proportion of funding that each partner shall provide? How do you ensure that this is allowable, reasonable, necessary, and allocable?

Best Practices

- ✓ How do you promote collaboration with partners in your process of creating agreements?
- ✓ How do you make your agreements flexible?
- ✓ How often do you review your agreements?
- ✓ What does the agreement review process look like?
- ✓ How do you ensure that each agreement is signed, approved by the state, and executed properly?
- ✓ Who manages these agreements?


