

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.

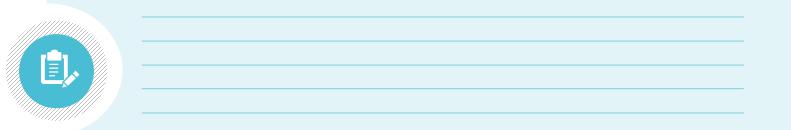
Types of Agreements

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?

