

Application Guide for Module 8: An Introduction to Memoranda of Understanding and Infrastructure Funding 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.

Memoranda of Understanding


How can an effective MOU enhance collaboration among partner programs?

What are some other benefits of an MOU?

How can the LWDB leverage MOUs as functional tools for visionary planning to create a unified service delivery system that best meets the needs of shared customers?

Using the table below, examine your most recent Memorandum of Understanding and the NJ DOL Template for planning. For each required element identify existing strengths as well as any opportunities for improvement. Lastly, identify if there are any questions that have been left unanswered that would assist in creating an overall effective MOU.

MOU Required Element	Existing Strengths	Opportunities to Grow	Questions to Address
Services			
One-Stop Operating Budget			
Infrastructure Funding Agreement			
Partners			



Access			
Duration			
Modification Process			
Assurances			
Signatures			
Appeal Process			

How can the Board play an active role in establishing MOUs? How can the Board become or strengthen their role as a strategic leader of the local workforce system?

What partners have signed the most recent MOU? Are all the mandatory and relevant partners part of the agreement? What partners could be added to enhance services?

Are the right people identified to be at the negotiating table? Who has the signatory authority?


How can you expand partnerships to include more entities that contribute to the local workforce system?

Infrastructure Funding Agreements

How can an Infrastructure Funding Agreement best support your established service delivery model that addresses shared resources and cost?

One of the hallmarks of WIOA is an increased emphasis on local control. How can the LWBD initiate negotiations via a local funding mechanism to allow for decision making to be kept at the local level?

Using the table below, examine your most recent Infrastructure Funding Agreement. For each required element identify existing strengths as well as any opportunities for improvement. Lastly, identify if there are any questions that have been left unanswered that would assist in creating an overall effective IFA?



IFA Required Element	Existing Strengths	Opportunities to Grow	Questions to Address
Duration			
Infrastructure Costs Budget			
Allocation Method			
Partners			
Modification Process			
Consensus Process			
Appeal Process			
Signatures			

What schedule is your LWDB using to keep negotiations on track and manage deadlines for feedback and approval?

New Jersey's Umbrella MOU

How can using a customer-centric approach support the LWDB in strategic planning that is responsive to labor market conditions and results in economic prosperity for all customers?

Selecting the most appropriate program designs to address your labor market and create an integrated network of services and community resources can help LWDBs implement data-driven strategies to attain a return on investment for federal funding, assets and staff resources you employ. What are some current customer trends being seen in your local area? What modifications to your existing MOU need to be made to address those changes and remain customer centric?

What new techniques are you, as a workforce leader, employing to advance workforce development goals in your community? How are you finding new ways to lead?

