

# An Introduction to Memoranda of Understanding and Infrastructure Funding Agreements

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Module 8 of GSETA's Local Governance Policy Training Series

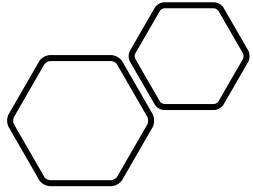


# Training Series

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Number	Topic
<b>Module 6</b>	Budgeting
<b>Module 7</b>	Monitoring I
<b>Module 8</b>	MOUs and IFAs
<b>Module 9</b>	Monitoring II
<b>Module 10</b>	Budgeting II





# Application 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.



# Agenda

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Introduction

Memoranda of Understanding

Infrastructure Funding Agreement

New Jersey's Umbrella MOU

Wrap Up

# Objectives

- ✓ Describe the purpose and benefits of Memoranda of Understanding.
- ✓ Summarize the role of the LWDB in establishing Memoranda of Understanding.
- ✓ Describe the purpose and benefits of Infrastructure Funding Agreements.
- ✓ Summarize the role of the LWDB in negotiating Infrastructure Funding Agreements.
- ✓ Explain how Memoranda of Understanding and Infrastructure Funding Agreements support a customer-centric approach to service delivery.

# Memoranda of Understanding

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# Review of 14 Governance Responsibilities

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Leading local and regional planning

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Analyzing labor market information

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Convening, brokering, and leveraging stakeholders

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Engaging with employers

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Developing career pathways

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Identifying proven and promising practices for dual customers

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Using technology to maximize accessibility and effectiveness

# Review of 14 Governance Responsibilities

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Conducting program oversight

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Setting local performance accountability measures

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Negotiating with stakeholders on infrastructure costs

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Selecting One Stop Operators and Career and Youth Services Providers

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Coordinating with education providers

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Developing and administering the budget

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Evaluating accessibility for individuals with disabilities



# Review of 14 Governance Responsibilities

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Convening, brokering, and leveraging stakeholders

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Negotiating with stakeholders on infrastructure costs



# MOUs: *Purpose*

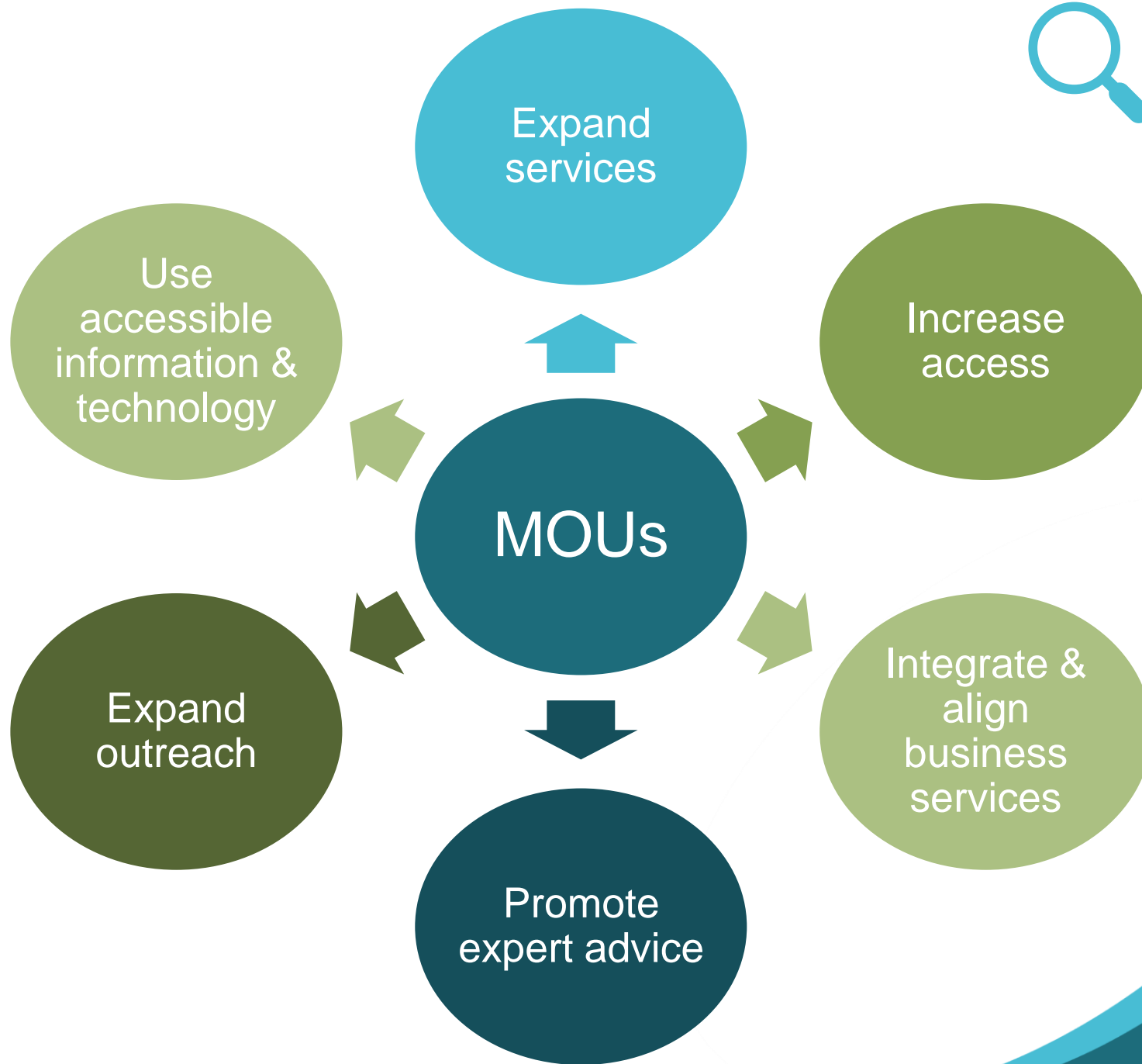
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## Memoranda of Understanding (MOUs)

Purpose is to establish how partners collaborate to deliver a set of integrated services for customers, including detailing co-enrollment, referral, and cross-training mechanisms.

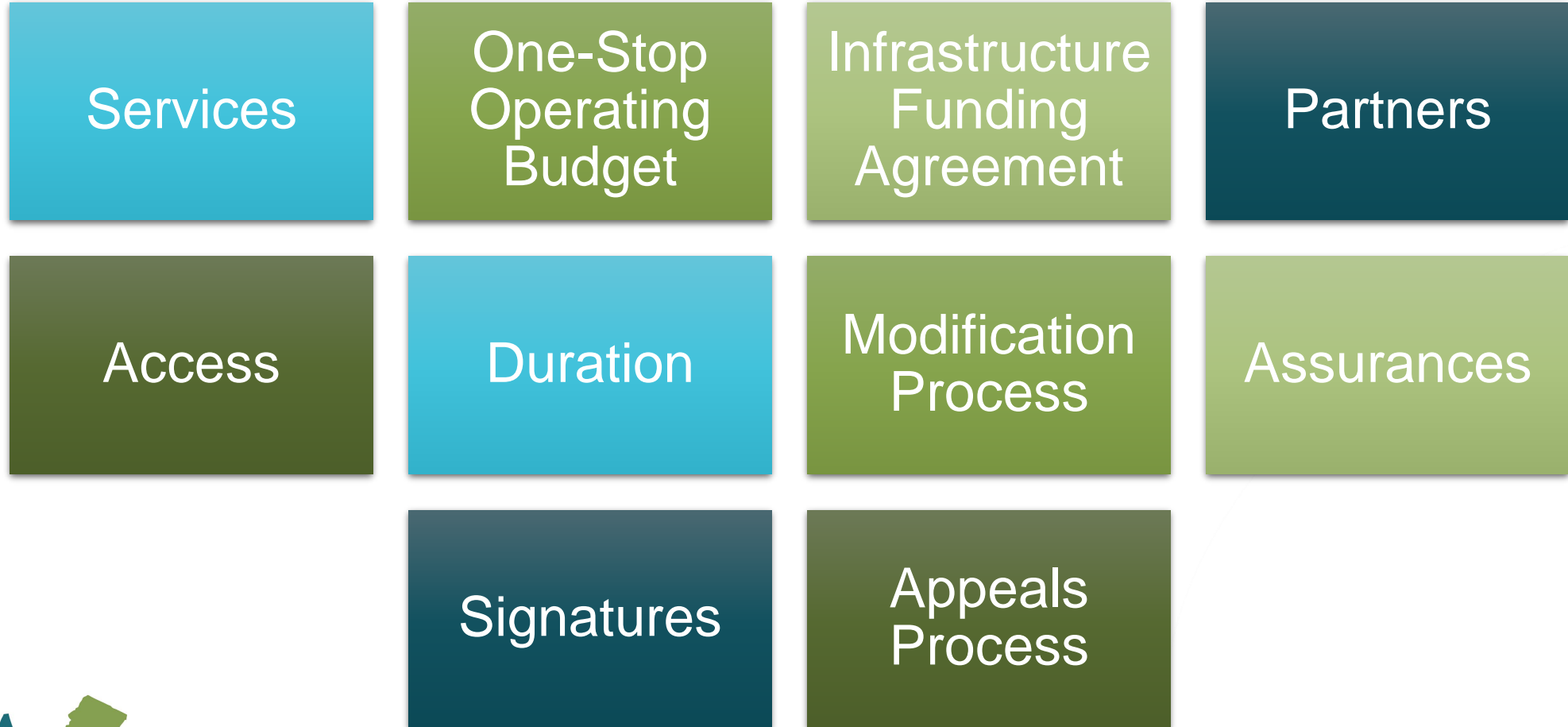


# MOUs: *Benefits*





# MOUs: *Content*





# Role of the LWDB

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Strategic leader and  
convener of the local  
workforce system  
stakeholders.



# Best Practices for Establishing an MOU

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Communication  
Plan



Conflict Resolution  
Plan



Consensus  
Plan





# Application Guide

At this point, for **Memoranda of Understanding**, you can:

1. Pause the training and do the prompts, OR
2. Complete the training and then go through all the prompts.

# Infrastructure Funding Agreements





# IFAs: *Purpose*

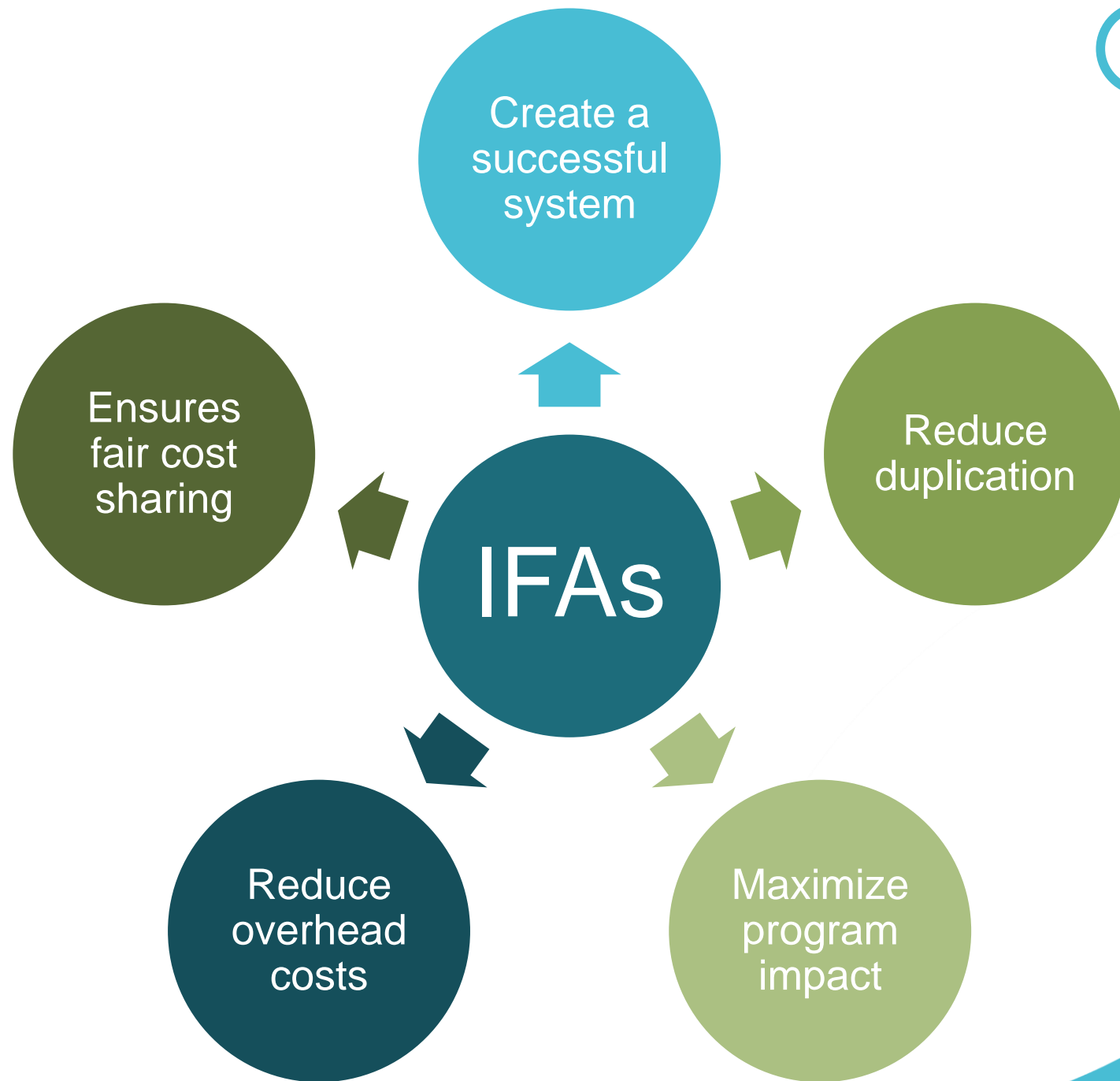
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## Infrastructure Funding Agreements (IFAs)

Purpose is to detail how all One Stop partners will contribute to infrastructure and additional One-Stop related costs.



# IFAs: *Benefits*





# IFAs: *Content*

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Duration

Infrastructure  
Costs Budget

Allocation  
Method

Partners

Modification  
Process

Consensus  
Process

Appeals  
Process

Signatures



# Role of the LWDB

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Convene partners and lead negotiations

Oversee reconciliation and modification processes

Provide final IFA and reconciliation documentation to NJDOL

Inform NJDOL if a consensus is not reached

# Best Practices for Negotiating an IFA

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Internal Stakeholders



Allocation Method



Cost Reconciliation Process



Collected Documentation



Method of Payment



# Application Guide

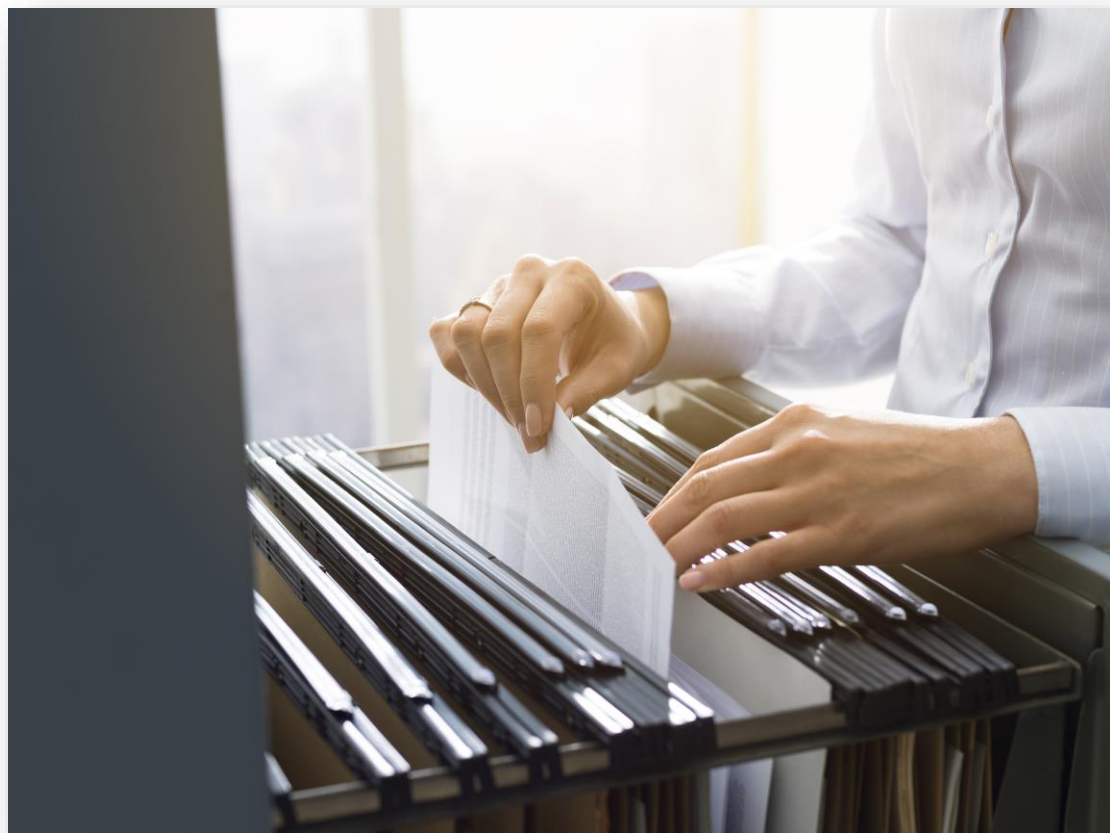
At this point, for **Infrastructure Funding Agreements**, you can:

1. Pause the training and do the prompts, OR
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# New Jersey's Umbrella MOU

# MOU & IFA Template

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Guidance for Preparing  
Memorandum of  
Understanding Including  
Infrastructure Funding  
Agreement for the One  
Stop Delivery System

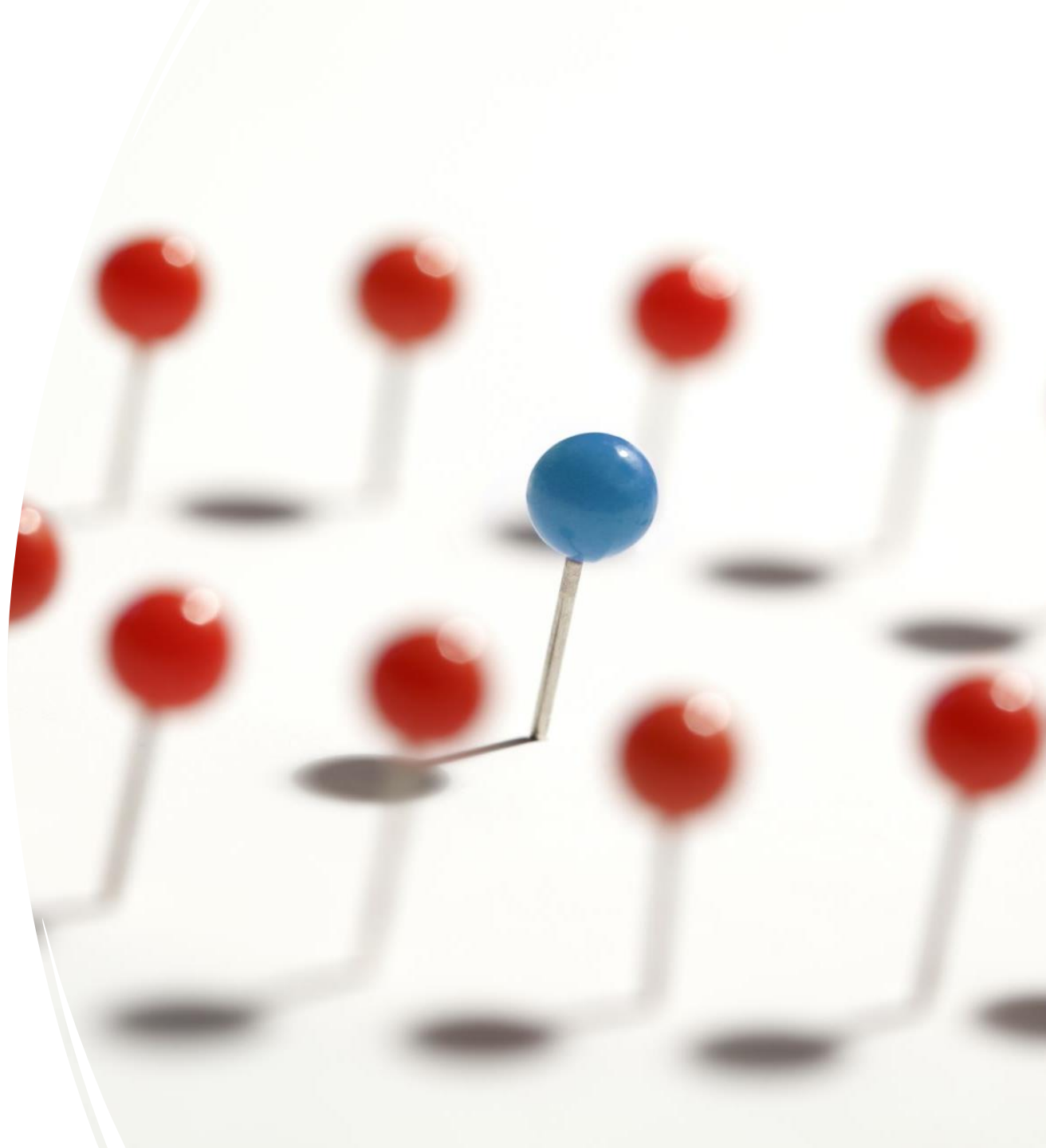
New Jersey MOU and  
IFA Template



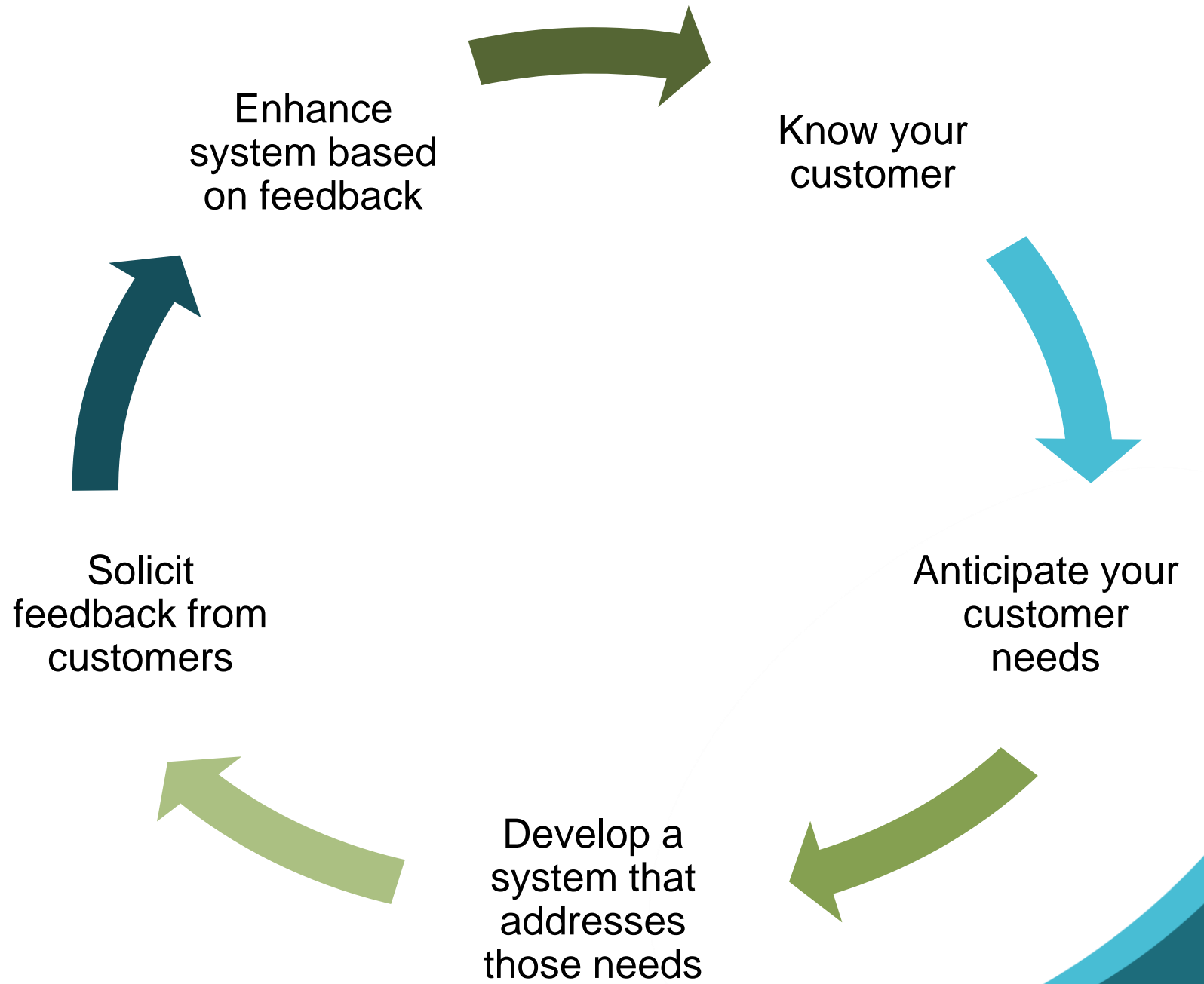
# What is Customer- Centricity?

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An approach to think about service delivery from the customer's perspective, ensuring that the customer is the focal point of all decisions related to service delivery.

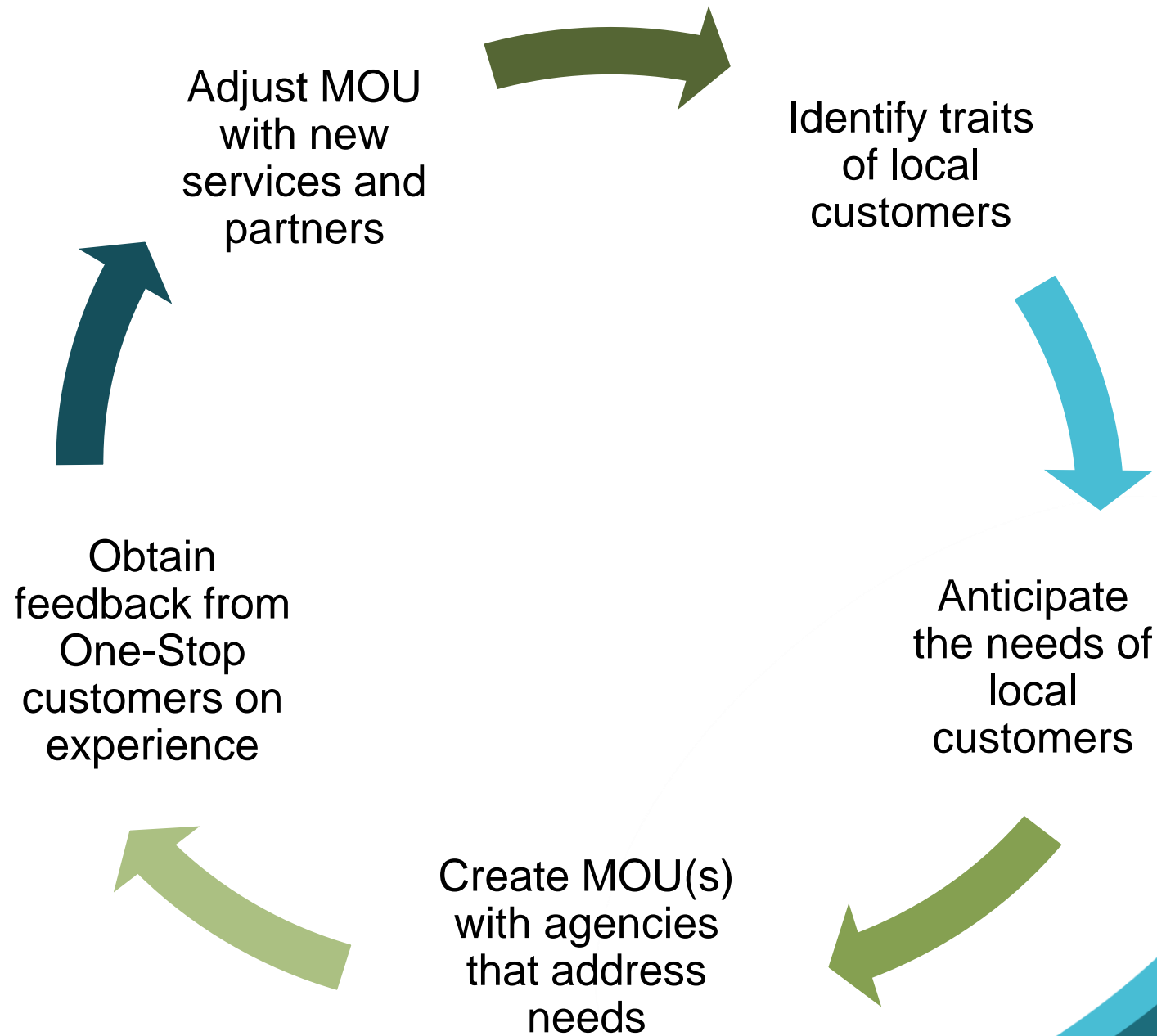


# Using a Customer-Centric Approach





# Establishing Customer- Centric MOUs



# Key Takeaways

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MOUs serve as a vehicle to design and administer a cohesive workforce system in which both customer's, job seekers and employers, needs can be met.

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The LWDB acts as the strategic leader and convener of all relevant parties when establishing MOUs.

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IFAs detail how all One Stop partners will contribute to infrastructure and additional One-Stop related costs.

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The LWDB acts as the liaison between the partners when negotiating IFAs.

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Using a customer-centric approach to establish MOUs and IFAs allows for a more effective and relevant service delivery system.

# What's Next?

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Use the prompts for reflection in your application guide



Look for more modules on budgeting and monitoring.

# Policy References

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[NJ WIN WD-PY21-6](#)

[TEGL 17-16](#)

[TEGL 17-16 Attachment  
II](#)

[NJ WIN WD-PY22-3](#)

[NJ WIN WD-PY22-4.2](#)

[20 CFR Part 678.500](#)

[20 CFR 678.700](#)

[Guidance for Preparing  
Memorandum of  
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[New Jersey MOU and  
IFA Template](#)

# GSETA

Garden State Employment  
and Training Association



# Thank You!