

**ONE-STOP PARTNERS
MEMORANDUM OF UNDERSTANDING
UNDER
THE WORKFORCE INNOVATION & OPPORTUNITIES ACT**

I. Parties to the MOU

This Memorandum of Understanding (MOU) is entered into by and between the **Northeast Indiana Works** hereinafter referred to as **NEINW**, the one-stop operator and Workforce Investment Board for the Northeast Indiana Workforce Investment Area and the following organization(s), **Fort Wayne Housing Authority**, representing the **Department of Housing & Urban Development**.

II. Duration of Agreement

The term of this Memorandum of Understanding shall begin July 1, 2017 and must be reviewed no later than June 31st, 2020.

III. One-Stop System Overview

- a. NEINW's vision is to empower the current and future northeast Indiana workforce with targeted training opportunities that prepare participant for high-demand, high-wage jobs.
- b. NEINW's mission is to develop strategy that establishes and directs a results oriented workforce development and business service system for northeast Indiana through:
 - i. Gathering and utilizing labor market information
 - ii. Designing a regional workforce system that meets the needs of business
 - iii. Partnerships with economic development and education
 - iv. Assisting workers to transition from one industry to another and into new careers
 - v. Assisting workers with barriers to employment
- c. Attached (Exhibit A) is a list of the American Job Center locations.
- d. The parties to this MOU agree to provide a description of the services provided for the one stop system.

IV. One-Stop Performance Requirements and Goals

The parties to this Memorandum of Understanding agree to work toward the below listed goals:

- To work with regional business, education, and economic development partners to identify and meet central Indiana's workforce needs.
- To develop and disseminate relevant and timely information about central Indiana's workforce and economy so business and educators make good decisions about workforce issues.
- To reorganize the One-Stop centers so they are more responsive to business and job seeker needs.
- To seek out funds to supplement restrictive government funds and to allow NEINW and partners to pursue innovative programming.
- To partner with appropriate groups to advance skills of individuals who face significant barriers to economic self-sufficiency.

V. Provision of Services

The attached chart (Exhibit C) identifies the services provided by each partner through the one-stop delivery system.

The partners entering into this MOU agree to continue to work with NEINW to develop new access or improve upon existing access to their services through the one-stop system. Each partner will work with NEINW to analyze available services and identify areas where access to services through the one-stop system could be improved. The partners agree to work with NEINW on continuous improvement of the one-stop system.

VI. Referral Arrangements

- a. Each party to this MOU agrees to be responsible for their own clients and to refer individuals eligible for each other's programs as may best meet the needs of the customer.
- b. Individuals shall be offered access to all programs as may be available electronically regardless of whether the client enters the one stop system through a full services physical location, express sites, or electronically.
- c. The parties agree to share information about their customers in the best interest of the customers and to the extent allowed by law and agreed to by the individual customers.

VII. Cost Allocation and Resource Sharing

The one-stop system will be funded primarily through local Workforce Innovation and Opportunities Act funds, and funds allocated to Workforce Development programs (i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act). As other partners elect to negotiate with the workforce investment board to locate staff in WorkOne offices, financial agreements with those individual partners may be negotiated and included in the attached resource sharing (Exhibit B).

In accordance with the Workforce Innovation and Opportunities Act the parties agree that the service costs and system operating costs must be shared in a manner proportionate to the usage of the one-stop.

VIII. Dispute Resolution

The parties hereto shall first attempt to resolve all disputes informally at the lowest level starting with the site supervisor and staff. If dispute resolution is not accomplished, any party may call a meeting of the parties to formally discuss and resolve all disputes. Should the parties fail to resolve the dispute, the dispute shall be referred to the President/CEO of NEINW who shall place the dispute on the agenda of a regular or special meeting of the Board's Executive Committee. The Executive Committee shall mediate the dispute and shall have final authority to resolve the issue.

IX. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect.

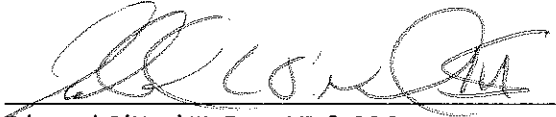
X. Modification

This MOU constitutes the entire agreement between the parties hereto. A partner may submit a written request to the Workforce Investment Board for an amendment to this Memorandum of Understanding at any time. Such amendments will require the signatures of all partners and NEINW indicating agreement with the proposed changes on an amended MOU document.

XI. Signatures

IN WITNESS WHEREOF, the parties hereto execute this Memorandum of Understanding by their duly authorized representatives.

Northeast Indiana Works




Edmond O'Neal III, Exec. VP & COO

1/23/17

Date

Fort Wayne Housing Authority



Signature

George Guy

Printed Name

CEO / Executive Director

Title

1/20/17

Date

Exhibit A - WorkOne Centers / American Job Centers

<p>Adams County 251 W 850 N Decatur, IN 46733 Phone: 260.724-2037 Fax: 260.724-7513 Hours: Monday & Wednesday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>	<p>Allen County 201 E. Rudisill Blvd., Ste. 102 Fort Wayne, IN 46806 Phone 260.745.3555 Fax 260.745.7757 Hours: Monday, Tuesday, Wednesday & Friday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>
<p>DeKalb County 936 W. 15th Street Auburn, IN 46706 Phone 260.925.0124 Fax 260.925.5118 Hours: Monday, Tuesday, Wednesday & Friday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>	<p>Grant County 850 N. Miller Avenue Marion, IN 46952 Phone 765.668.8911 Fax 765.662.7499 Hours: Monday, Tuesday, Wednesday & Friday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>
<p>Huntington County Huntington County Community Learning Center 2201 N. Jefferson Street Huntington, IN 46750 Phone: 260.356.2858 Hours: Monday & Wednesday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>	<p>LaGrange County 848 North Detroit Street LaGrange, IN 46761 Phone 260.499.4835 Fax 260.499.4836 Hours: Monday & Wednesday 8:30 am - 4:00 pm</p>
<p>Noble County 524 Fairview Blvd. Kendallville, IN 46755 Phone 260.599.1000 Fax 260.599.1001 Hours: Monday & Wednesday 8:00 am - 4:30 pm Thursday 10:00 am - 4:30 pm</p>	<p>Steuben County Steuben Community Center 317 S. Wayne Street, Ste. 1D Angola, IN 46703 Phone 260.665.7541 Fax 260.665.7160 Hours: Tuesday & Friday 8:00 am - 4:30 pm Thursday 10:00 - 4:30</p>
<p>Wabash County 1143 N. Cass St. Wabash, IN 46992 Phone 260.563.8421 Fax 260.563.8424 Hours: Tuesday & Friday 8:00 am - 4:30 pm</p>	<p>Wells County Dutch Mill Plaza 360 N. Main Street, Ste. B Bluffton, IN 46714 Phone 260.824.0855 Fax 260.824.0859 Hours: Tuesday & Friday 8:00 am - 4:30 pm</p>
<p>Whitley County 480 W. Plaza Drive Columbia City, IN 46725 Phone 260.248.8611 Fax 260.248.8318 Hours: Tuesday & Friday 8:00 am - 4:30 pm</p>	

Exhibit B

As the regulations become finalized, DWD will provide further guidance regarding the negotiation of these funding agreements for PY 2017 and develop a state funding mechanism in the event a local area fails to reach an agreement. Any in kind contributions should be listed in the funding agreement.

Workforce Development Region 3
WIOA One-Stop Partner Service Matrix

One-Stop Activity	WorkOne System	Fort Wayne Community Schools	Impact Institute	Learn More Center	Literacy Alliance	Marion Community Schools	IPFW	Ivy Tech Community College	SCAN	Brightpoint	Community & Family Services	Indiana Community Action Program (JobSource)	Area V Agency on Aging & Community Services	Fort Wayne Housing Authority	Marion Housing Authority	Catholic Charities
Comprehensive Center Activities O = Onsite Service R = Referral Service	Outreach/Intake/Orientation	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Assessments	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Labor Exchange Services	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Referral to Services	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Labor Market Information	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Supportive Services Information	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Information on UI	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Financial Aid Information	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Supportive Services Information	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Follow-Up Services	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
WIOA Career Services	Development of Individual Employment Plan	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Career Planning & Counseling	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Short-term Preoccupational Services	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Internships and Work Experience	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Out-of-area Job Search & Relocation Assistance	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Financial Literacy Information	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	English Language Acquisition, Integrated Education/Training Programs	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Workforce Preparation Activities	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Occupational Skills Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	On-the-Job Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
WIOA Training Services	Programs that Combine Workplace Training with Related Instruction	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Skill Upgrading and Retraining	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Entrepreneurial Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Customized Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
Other Services	Rehabilitative Technology	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Job Site Modification	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	Housing Assistance	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	Adult Basic Education	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R