

**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), **Marion 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 31<sup>st</sup>, 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

3/23/14  
Date

**Marion Housing Authority**



Signature

Cynthia Udolisa  
Printed Name

Family Self Sufficiency Coord.  
Title

3/22/17  
Date

## Exhibit A - WorkOne Centers / American Job Centers

<p><b>Adams County</b>                  251 W 850 N                  Decatur, IN 46733                  Phone: 260.724-2037                  Fax: 260.724-7513                  Hours: Monday &amp; Wednesday 8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>	<p><b>Allen County</b>                  201 E. Rudisill Blvd., Ste. 102                  Fort Wayne, IN 46806                  Phone 260.745.3555                  Fax 260.745.7757                  Hours: Monday, Tuesday, Wednesday &amp; Friday                  8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>
<p><b>DeKalb County</b>                  936 W. 15<sup>th</sup> Street                  Auburn, IN 46706                  Phone 260.925.0124                  Fax 260.925.5118                  Hours: Monday, Tuesday, Wednesday &amp; Friday                  8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>	<p><b>Grant County</b>                  850 N. Miller Avenue                  Marion, IN 46952                  Phone 765.668.8911                  Fax 765.662.7499                  Hours: Monday, Tuesday, Wednesday &amp; Friday                  8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>
<p><b>Huntington County</b>                  Huntington County Community Learning Center                  2201 N. Jefferson Street                  Huntington, IN 46750                  Phone: 260.356.2858                  Hours: Monday &amp; Wednesday 8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>	<p><b>LaGrange County</b>                  848 North Detroit Street                  LaGrange, IN 46761                  Phone 260.499.4835                  Fax 260.499.4836                  Hours: Monday &amp; Wednesday 8:30 am - 4:00 pm</p>
<p><b>Noble County</b>                  524 Fairview Blvd.                  Kendallville, IN 46755                  Phone 260.599.1000                  Fax 260.599.1001                  Hours: Monday &amp; Wednesday 8:00 am - 4:30 pm                  Thursday 10:00 am - 4:30 pm</p>	<p><b>Steuben County</b>                  Steuben Community Center                  317 S. Wayne Street, Ste. 1D                  Angola, IN 46703                  Phone 260.665.7541                  Fax 260.665.7160                  Hours: Tuesday &amp; Friday 8:00 am - 4:30 pm                  Thursday 10:00 - 4:30</p>
<p><b>Wabash County</b>                  1143 N. Cass St.                  Wabash, IN 46992                  Phone 260.563.8421                  Fax 260.563.8424                  Hours: Tuesday &amp; Friday 8:00 am - 4:30 pm</p>	<p><b>Wells County</b>                  Dutch Mill Plaza                  360 N. Main Street, Ste. B                  Bluffton, IN 46714                  Phone 260.824.0855                  Fax 260.824.0859                  Hours: Tuesday &amp; Friday 8:00 am - 4:30 pm</p>
<p><b>Whitley County</b>                  480 W. Plaza Drive                  Columbia City, IN 46725                  Phone 260.248.8611                  Fax 260.248.8318                  Hours: Tuesday &amp; 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	Farmworkers Job Corps
Comprehensive Center Activities O = Onsite Service R = Referral Service	Outreach/Intake/Orientation	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R	R
	Assessments	O	R	R	R	R	R	R	O	R	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	R
	Referrals to Services	O	R	R	R	R	R	R	O	R	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	R
	Supportive Services Information	O	R	R	R	R	R	R	O	R	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	R
	Financial Aid Information	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Supportive Services Information	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Follow-Up Services	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Development of Individual Employment Plan	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Career Planning & Counseling	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Short-term Vocational Services	O	R	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	R	O	R	R	R	R	R	R	R
	Out-of-area Job Search & Relocation Assistance	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
WIOA Career Services	Financial Literacy Information	O	R	R	R	R	R	R	O	R	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	R
	Workforce Preparation Activities	O	R	R	R	R	R	R	O	R	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	R
	On-the-job Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R	R
	Programs that Combine Workplace Training with Related Instruction	O	R	R	R	R	R	R	O	R	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	R
	Entrepreneurial Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R	R
	Customized Training	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R	R
	Rehabilitative Technology	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Job Site Modification	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Housing Assistance	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R
	Adult Basic Education	O	R	R	R	R	R	R	R	O	R	R	R	R	R	R	R