		PROCEDURES		PROCEDURES NUMBER 300-2
Title:	Memorandum of Understanding			
Effective:	July 1, 2024	Revised:	N/A	
Supersedes:	N/A	Version:	1	

I. PURPOSE

This SOP establishes the proper steps for staff to draft and submit for approval Memorandums of Understanding (MOU) with partnering agencies to include regular MOUs, required partners with Infrastructure Funding Agreements (IFA), non-required partners with Cost Sharing Agreements (CSA) and.

II. BACKGROUND

A memorandum of understanding (MOU) is an agreement between two parties that is not legally binding, but which outlines the responsibilities of each of the parties to the agreement. CareerSource South Florida (CSSF) utilizes three types of MOUs: regular, non-legally binding, required partner MOU with IFAs and non-required partners with CSAs.


CSSF may execute an MOU with an agency in an effort to provide expanded workforce services to the Local Workforce Region. These MOUs are often for information sharing or referral purposes only. As such, they are simple non-legally binding agreements.

The Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards (LWDB), with the agreement of the chief elected official, to develop and execute MOUs with required partners on the operation of the one-stop delivery system in the local workforce area (LWA). Each LWDB must include an IFA in the MOU with required partners. The IFA details how infrastructure costs for the one-stop delivery system will be funded in the local area.

For non-required partners, CSSF utilizes a similar concept of a Cost Sharing Agreement to detail the associated cost with operating a career center and detailing what percent of that cost the non-required partner will be required to pay.

III. OVERVIEW

This procedure will outline the basic steps to generating a MOU, the required elements of the MOU and the approval process.

Approved By: Rick Beasley, Executive Director	Signed by: 	1/16/2025
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IV. ACRONYMS

1. MOU Shell – the base portion of the MOU that has been legally approved.
2. IFA – the Infrastructure Funding Agreement which is a requisite part of all required partner MOUs. It is the financial portion of the MOU.
3. CSA – similar to an IFA, the cost sharing agreement details how much a non-required partner will pay to utilize space in a career center.
4. SOW – Statement of Work, this describes what each party will be responsible for in or what activities each party will be required to conduct.
5. CLEO – Chief Elected Official, the Mayor of Miami Dade County

V. PROCEDURES

1. The Programs Unit will generally initiate the MOU process. They will provide the contracts unit with the name of the partnering agency and the contact information. Programs is also responsible for drafting the SOW.
2. The timeframe of the MOU is also determined by programs, CSSF standard is three years for regular partners and 1 year for special projects unless determine otherwise by higher authority.
3. The information provided is put into the MOU shell along with the SOW and any associated attachments such as referral forms, etc.
4. If the MOU has an IFA or CSA, then it must also include the Laws and Regulations addendum.
5. Once the MOU is complete it should be submitted to the Assistant Director of Programs to ensure it meets the desire intention.
6. If any part of the MOU shell, IFA shell or CSA shell is altered, it must be re-submitted to the legal department to be reviewed for legal sufficiency. Adding the financial numbers to the IFA or CSA does not require legal approval.
7. All IFAs and CSAs must be approved by the Assistant Director of Finance prior to being submitted for legal sufficiency.
8. Once the MOU has been approved by legal (if necessary), it is submitted to the Executive Director along with a copy of the legal sufficiency approval e-mail.
9. Once approved by the Executive Director, the Executive Assistant will obtain the signature of the South Florida Workforce (SFWIB) Board Chairman on the MOU.
10. Once approved by the chairman, the MOU will be submitted for signature by the CLEO.
11. **All** MOUs must be signed by the Executive Director, Board Chairman and CLEO to be considered fully executed.

***NOTE: the IFA portion of the MOU also requires the signatures of the Executive Director, Board Chairman and CLEO. CSA only require the signature of the Executive Director.**

VI. LIMITATIONS/PROHIBITIONS

All MOUs that have an IFA or CSA should be treated as a contract and **must** include the Laws and Regulations Addendum. All required affidavits and attachments must be received from the partner prior to submitting the MOU for final approval.

VII. RESPONSIBILITIES

It is the responsibility of the contracts staff along with the Office of Continuous Improvement to ensure the individual that is executing the MOU for the partner agency has the authority to do so. A check of the Sunbiz registration is required and/or board resolution if the MOU has an IFA or CSA.

VIII. EXCEPTIONS

Exceptions to this procedure, or any part thereof, must be approved in writing by the SFWIB Executive Director.

IX. REVISION HISTORY

There are no revisions to these procedures.