

# MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding between Rapides Parish Workforce  
Development Board, The Chief Elected Official and the Workforce System  
Partners of Local Workforce Development Area # 61

Rapides American Job  
Center

5610-B Coliseum Blvd

Alexandria, LA 71303

July 1, 2023

# Table of Contents

- Legal Authority .....3
- Memorandum of Understanding .....4
- Introduction.....6
  - Vision .....6
  - Mission .....6
- System Structure .....7
  - American Job Centers.....7
  - One-Stop Operator.....7
  - Partners .....8
- Terms and Conditions .....12
  - Partner Services.....12
  - Roles and Responsibilities of Partners .....15
  - Data Sharing .....17
  - Confidentiality .....18
  - Referrals .....19
  - Accessibility .....19
  - Dispute Resolution .....21
  - Monitoring.....21
  - Non-Discrimination and Equal Opportunity.....22
  - Indemnification .....22
  - Severability .....22
  - Drug and Alcohol-free Workplace .....22
  - Certification Regarding Lobbying .....22
  - Debarment and Suspension .....23
  - Priority of Service .....23
  - Buy American Provision.....23
  - Salary Compensation and Bonus Limitations.....23
  - Non-Assignment.....23

**Addendum A**

Governing Law.....23

Modification Process.....23

Termination .....24

Effective Period .....25

Infrastructure Funding .....25

Authority and Signature .....28

Partner Services Addendum – \_\_\_\_\_.....36

Referral Form.....38



## Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.



## Memorandum of Understanding

WIOA is designed to help jobseekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA has six main purposes:

- Increase access to, and opportunities for, the employment, education, training, and support services that individuals, particularly those with barriers to employment, need to succeed in the labor market;
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system;
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts;
- Promote improvement in the structure and delivery of services;
- Increase the prosperity of workers and employers, the economic growth of communities, regions and states, and the global competitiveness of the United States, and
- Provide workforce investment activities, through workforce development systems, that increase employment, retention, earnings of participants and that increase post-secondary credential attainment and, as a result, improve the quality of the workforce, reduce public assistance dependency, increase economic self-sufficiency, meet skills requirements of employers, and enhance productivity and competitiveness of the nation.

This MOU is executed between the Local Workforce Development Board (Rapides WDB), the American Job Center network Partners (Partners), and the Chief Elected Official (CEO), President of the Rapides Parish Police Jury. They are collectively referred to as the "Parties" to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the Rapides Job Center in the Local Workforce Development Area 61. The Rapides WDB provides local oversight of workforce programming for the Local Workforce Development Area 61.

The Rapides WDB, with the agreement of the CEO, has (competitively) selected the One-Stop Operator for the Local Workforce Development Area, as further outlined in the One-Stop Operator section.

The Rapides Job Center's Operating Budget establishes a financial plan, including terms and conditions, to fund the services and operating costs of the Local Workforce Development Area 61. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Local Workforce Development Area 61's high-standard American Job Center network.

**Addendum A**

The Vision, Mission, System Structure, Terms and Conditions, and Rapides Job Center's Operating Budget outlined herein reflect the commitment of the Parties to their jobseeker and business customers, as well as to all Rapides Parish.

## Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and jobseekers.

The Rapides WDB seeks to establish a system that stands in stark contrast to the “traditional”/ historical transaction-based model, whereby each agency operates its own business and jobseeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective jobseekers and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this MOU is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Local Workforce Development Area create a seamless, customer-focused American Job Center network that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

## Vision

Empower Rapides Parish employers, individuals, and communities to prosper and grow the region’s economy through a workforce development system that is inherently customer-centered, seamless, and effective.

## Mission

To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.



## System Structure

### American Job Centers

The Workforce Development Area 61 has one comprehensive American Job Center (One-Stop Center), also known as the Rapides Job Center, designed to provide a full range of assistance to jobseekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act, the Center offers a broad array of services designed to match talent with opportunities.



#### Rapides American Job Center (Comprehensive)

Sharon Neal, Director	318-767-6038
5610-B Coliseum Blvd., Alexandria, LA 71303	sneal@cenlaworks.org
8-4:30 Monday – Friday	www.rppj.com

### One-Stop Operator

The Rapides WDB selected the One-Stop Operator, Louisiana State University at Alexandria, through a competitive process in accordance with the Uniform Guidance<sup>1</sup>, WIOA and its implementing regulations, and local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the Rapides WDB website at <http://www.rppj.com/office-economic-workforce-development>. Louisiana requires the One-Stop Operator is re-competed at least every three years and no later than every four years. Functional details are outlined in the Roles and Responsibilities of partners section, under One-Stop Operator.

---

<sup>1</sup> Federal Cost principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200, including the Office of Management and Budget's (OMB) approved exceptions for the U.S. Department of Labor at 2 CFR part 2900.

## Partners

Partner Program	Partner Organization	Authorization /Category	Signatory Official	Contact Information
<b>Physically Co-located at the Rapides Job Center</b>				
Adult Education	Louisiana Technical and Community College System (LCTCS)	WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	Erin Landry State Director of Adult Education <a href="mailto:erinlandry@lctcs.edu">erinlandry@lctcs.edu</a>	265 South Foster Drive Baton Rouge, LA 70806 (225) 308-4393
Rehabilitation Services	Louisiana Workforce Commission	State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by Title IV of WIOA	Ava Cates Secretary of Labor <a href="mailto:ACates@lwc.la.gov">ACates@lwc.la.gov</a>	1001 North 23rd Street Baton Rouge, LA 70804 (225) 219-2225 Melissa Bayham Rehabilitation Services Director <a href="mailto:mbayham@lwc.la.gov">mbayham@lwc.la.gov</a>
Senior Employment Service	National Association for Hispanic Elderly	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	ANPPM Sister Carmela G. Lacayo President/ CEO <a href="mailto:anppmshreve9@aol.com">anppmshreve9@aol.com</a>	234 E Colorado Blvd. Suite 300 Pasadena, CA 91101 (626) 564-1988
Senior Employment Service	Institute for Indian Development, Inc.	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Garilyn Ward Aging Services Director <a href="mailto:gward@itcla.com">gward@itcla.com</a>	991 Grand Caillou Rd. Houma, LA 70363 (985) 851-5408
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C	Curtis Shepard Center Director <a href="mailto:curtis.shepard@jobcorps.org">curtis.shepard@jobcorps.org</a>	Shreveport Job Corps 2815 Lillian St. Shreveport, LA 71109

				(318) 227-9331
Jobs for Veterans State Grants (JVSG)	Louisiana Workforce Commission	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Ava Cates Secretary of Labor <a href="mailto:ACates@lwc.la.gov">ACates@lwc.la.gov</a>	1001 North 23 <sup>rd</sup> Street Baton Rouge, LA 70804 (225) 342-7679 Kenny Lynch Director of Targeted Populations & Employment Outreach <a href="mailto:klynch@lwc.la.gov">klynch@lwc.la.gov</a>
Temporary Assistance for Needy Families (TANF)	Department of Children and Family Services (DCFS) <sup>2</sup>	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)	Gerald Dyer ES- Regional Administrator	900 Murray St. Alexandria, LA 71301 Gerald.Dyer.DCFS@LA.gov
Wagner-Peyser Employment Services (ES)	Louisiana Workforce Commission	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA, also providing the state's public labor exchange	Ava Cates Secretary of Labor <a href="mailto:ACates@lwc.la.gov">ACates@lwc.la.gov</a>	1001 North 23 <sup>rd</sup> Street Baton Rouge, LA 70804 (225) 342-7479 Harlen Henegar <a href="mailto:Hhenegar@lwc.la.gov">Hhenegar@lwc.la.gov</a>
WIOA Adult, Dislocated Worker, and Youth Programs	Rapides Parish Police Jury – Workforce Operations Dept.	WIOA Title I Adult, Dislocated Worker and Youth Programs	Sharon Neal <a href="mailto:sneal@cenlaworks.org">sneal@cenlaworks.org</a>	5610-B Coliseum Blvd. Alexandria, LA 71303 (318) 767-6003

<sup>2</sup> The TANF-STEP Contract as of July 1, 2020 will be administered through the Louisiana Department of Children and Family Services (DCFS) and no longer administered through the Louisiana Workforce Commission.



Employment and training activities	Cenla Community Action Committee, Inc.	Community Services Block Grant Act (42 U.S.C. 9901 et seq.)	Sally Cowan Executive Director <a href="mailto:scowan@cenlacac.org">scowan@cenlacac.org</a>	2011 MacArthur Drive, Bldg. 1, Alexandria, LA 71301 (318) 314-3480
Unemployment Insurance	Louisiana Workforce Commission	Unemployment Insurance (UI) programs under the state unemployment compensation laws	Ava Cates Secretary of Labor <a href="mailto:ACates@lwc.la.gov">ACates@lwc.la.gov</a>	1001 North 23 <sup>rd</sup> Street Baton Rouge, LA 70804 (225) 342-2905 Robert Wooley <a href="mailto:RWooley@lwc.la.gov">RWooley@lwc.la.gov</a>
Trade Adjustment Assistance (TAA)	Louisiana Workforce Commission	Trade Adjustment Assistance (TAA), authorized under Chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Ava Cates Secretary of Labor <a href="mailto:ACates@lwc.la.gov">ACates@lwc.la.gov</a>	1001 North 23 <sup>rd</sup> Street Baton Rouge, LA 70804 (225) 342-2679 Rhea Woods
<b>Not Physically Co-Located at the Rapides Job Center<sup>3</sup></b>				
Community College	Louisiana Technical and Community College System (LCTCS)	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Erin Landry State Director of Career & Technical Education <a href="mailto:Erinlandry@lctcs.edu">Erinlandry@lctcs.edu</a>	265 South Foster Drive Baton Rouge, LA 70806 (225) 922-2809
HUD Employment and training activities	Dept of Housing and Urban Development <sup>4</sup>	Dept of Housing and Urban Development –	Joseph P. Page Alexandria Housing Authority Director	2558 Loblolly Lane Alexandria, LA 71303 (318) 442-8843

<sup>3</sup> These partners are linked virtually through online service access to a program staff member via American Job Center resource rooms and through cross-trained front desk staff and other, physically co-located, partners staff that can provide information and referrals. An individual may also file a UI claim in person using one of the computers available in the American Job Center

<sup>4</sup> HUD in Rapides Parish does not engage in employment and training activities for program participants; therefore, HUD is not considered a required partner.

		Employment and Training Services	<a href="mailto:jpage@alexhousing.org">jpage@alexhousing.org</a> Patricia Boss Rapides Housing Authority Director <a href="mailto:bosspat11@yahoo.com">bosspat11@yahoo.com</a>	Rapides Housing Authority 119 Boyce Garden Dr. Boyce, Louisiana 71409 (318) 793-4751
Native American Programs	Inter-Tribal Council-Louisiana	Indian and Native American Programs (INA), WIOA sec. 166, (29 U.S.C. 3221) <sup>5</sup>	Garilyn Ward Aging Services Director <a href="mailto:gward@itcla.com">gward@itcla.com</a>	991 Grand Caillou Rd. Houma, LA 70363 (985) 851-5408
<i>Youthbuild</i>	No service in LWDA	Youthbuild WIOA Sec. 171 (29 U.S.C. 3226)		
National Farmworker Jobs Program (NFJP)	Motivation Education and Training (M.E.T), Inc.	National Farmworker Jobs Program (NFJP) <sup>6</sup> , WIOA Sec. 167	Kandace Bowman Workforce Development Coordinator <a href="mailto:bowman@metinc.org">bowman@metinc.org</a>	24 Accent Dr., Ste 151 Monroe, LA 71202 (ph) 318-362-3024

<sup>5</sup> Native American Programs, as required one-stop partners, are strongly encouraged to contribute to infrastructure costs, but they are not required to make such contributions under WIOA.

<sup>6</sup> This program is for migrant and seasonal farmworkers (MSFWs).

## Terms and Conditions

### Partner Services

At a minimum, Partners will make the below services available, as applicable to the program, consistent with and coordinated via the American Job Center network system. Additional services may be provided on a case by case basis and with the approval of the Rapides WDB and the CEO.

BUSINESS SERVICES		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

JOBSEEKER SERVICES		
Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Local workforce system	Comprehensive and specialized assessments of skill levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals,	Adult education and literacy activities, including English language acquisition (ELA),



2023-2026 Memorandum of Understanding

	appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services, individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination and potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA		Other trainings services as determined by the workforce partner's governing rules

2023-2026 Memorandum of Understanding

<b>YOUTH SERVICES</b>	
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.
Paid and unpaid work experiences that have as a component academic and occupational education, which may include: summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	Activities that help youth prepare for and transition to postsecondary education and training.



2023-2026 Memorandum of Understanding

**Roles and Responsibilities of Partners**

The Parties to this agreement will work closely together to ensure the Rapides Job Center is a high-performing workplace with staff that will ensure quality of service.

❖ All Parties

All parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of services in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender History, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA Sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identify and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.



2023-2026 Memorandum of Understanding

❖ Chief Elected Official (CEO)

The CEO for the Local Workforce Development Area 61 is the President of the Rapides Parish Police Jury. The CEO will, at a minimum:

- In Partnership with the Rapides WDB and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by the Rapides WDB and its Partners.
- Approve the Rapides WDB budget and workforce center cost allocation plan.
- Approve the selection of the One-Stop Operator following the competitive procurement process
- Coordinate with the Rapides WDB to oversee the operations of the Rapides Workforce Development Area's American Job Center.

❖ Rapides WDB

The Rapides WDB ensures the workforce-related needs of employers, workers, and jobseekers in the Local Workforce Development Area and/or the region is met, to the maximum extent possible with available resources. The Rapides WDB will, at a minimum:

- In Partnership with the CEO and other applicable Partners within the Local Workforce Development Area, develop and submit a Local Workforce Development Area plan that includes a description of the activities that shall be undertaken by the Rapides WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- In Partnership with the CEO and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by the Rapides WDB and its Partners, and that incorporates plans for each of the local areas in the planning region,
- In collaboration and Partnership with the CEO and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies,
- In cooperation with the CEO and the other Local WDBs within the regional area, design and approve the American Job Center network structure. This includes, but is not limited to:
  - o Adequate, sufficient, and accessible one-stop center location and facilities,
  - o Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
  - o A holistic system of supporting services, and
  - o One competitively procured One-Stop Operator.
- In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the One-Stop Operator,
- Determine the role of the One-Stop Operator,
- Approve annual budget allocations for operation of the Rapides Job Center,
- Leverage additional funding for the Rapides American Job Center to operate and expand customer activities and resources, and

## 2023-2026 Memorandum of Understanding

- Review and evaluate performance of the Rapides Local WDA and the One-Stop Operator.

### ❖ Local Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- Assist the CEO and the Rapides WDB with the development and submission of a single regional plan,
- Support the Rapides WDB with the implementation and execution of the regional vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- Provide operational and grant-specific guidance to the One-Stop operator,
- Prepare regular reports and recommendations to the Rapides WDB, and
- Oversee negotiations and maintenance of MOUs with Partners.

### ❖ One-Stop Operator

The One-Stop Operator will, at a minimum:

- Manage and coordinate Partner responsibilities, as defined in this MOU,
- Ensuring that career services such as the ones outlined in WIOA sec. 134 (c)(2) are available and accessible,
- Reinforcing strategic objectives of the Rapides WDB to Partners,
- Integrate systems and coordinate services for the Center and its Partners, placing priority on customer service,
- The services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center,
- Providing and/or contributing to reports of center activities, as requested by the Rapides WDB,
- Ensuring open communication with the formal leaders(s) in order to facilitate efficient and effective center operations.

The One-Stop Operator will not assist in the development, preparation and submission of local plans. They cannot manage or assist in future competitive processes for selecting an operator or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the Rapides WDB. The Rapides WDB is responsible for the negotiated performance measures, strategic planning, budgets, and One-Stop operator oversight.

### **Data Sharing**

Partners agree the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and jobseekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.



## 2023-2026 Memorandum of Understanding

Partners further agree the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the Rapides WDB's policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML, or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C § 974 (d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

### **Confidentiality**

All Parties expressly agree to abide by applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50 20 USC 1232g, and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible to unauthorized individuals.

---

## 2023-2026 Memorandum of Understanding

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

### Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, jobseekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the Rapides Job Center,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

A mutually accepted referral process and form has been adopted by all parties to this Agreement with the commitment to evaluate and modify the established process, as needed, to reflect continuous improvement efforts.

A universal MOU Partner Referral Form has been made a part of this Agreement and is included herein as Attachment 1.

### Accessibility

Accessibility to the services provided by the Rapides Job Center and all Partner agencies is essential to meeting the requirements and goals of the Rapides Job Center. Jobseekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces,



## 2023-2026 Memorandum of Understanding

regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

### ❖ Physical Accessibility

The Rapides Job Center will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, with consideration to reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designated in an "equal and meaningful" manner providing access for individuals with disabilities.

### ❖ Virtual Accessibility

The Rapides WDB will work with the Louisiana Workforce Investment Council (WIC) to ensure that jobseekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

### ❖ Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

### ❖ Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure they have policies and procedures in place to address these issues, and that these policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in a timely manner to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center network.

## 2023-2026 Memorandum of Understanding

### Dispute Resolution

The following section details the dispute resolutions process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolutions when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the Rapides WDB Chairperson (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- All Parties are advised to actively participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Rapides WDB Chairperson (or designee) and all Parties of the MOU regarding the conflict within 10 business days.
- The Rapides WDB Chairperson (or designee) shall place the dispute on the agenda of a special meeting of the Rapides WDB. The Rapides WDB shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the WDB members present.
- The decision of the Rapides WDB shall be final and binding unless such as decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
- The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- The Rapides WDB Chairperson (or designee) must provide a written response and dated summary of the proposed resolutions to all Parties to the MOU.
- The Rapides WDB Chairperson (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

### Monitoring

The Rapides WDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- Those laws, regulations, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention are followed, and
- All MOU terms and conditions are fulfilled.



## 2023-2026 Memorandum of Understanding

All parties to the MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

### **Non-Discrimination and Equal Opportunity**

All Parties to this MOU certify that they prohibit, and will continue to prohibit discrimination, and they certify that no person, otherwise qualified, is denied employment services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and or expression, race, color, creed, or national origin; (ii) sex, or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final rule December 2, 2016), the American with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

### **Indemnification**

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or mission of any third party. The Parties acknowledge the Rapides WDB and the One-Stop Operator have no responsibility and/or liability for any actions of the Rapides American Job Center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the Rapides WDB or the One-Stop Operator.

### **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 force.

### **Drug and Alcohol-free Workplace**

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR Part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CR part 94.

### **Certification Regarding Lobbying**

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties



## 2023-2026 Memorandum of Understanding

shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

### **Debarment and Suspension**

All Parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

### **Priority of Service**

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA Title 1 Adult program, as required by 28 U.S.C. sec 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

### **Buy American Provision**

Each Party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et seq.) certifies that it will comply with Section 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

### **Salary Compensation and Bonus Limitations**

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management executive Level II.

### **Non-Assignment**

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU with prior written consent of all other Parties.

### **Governing Law**

This MOU will be construed, interpreted, and enforced according to the laws of the State of Louisiana. All Parties shall comply with all applicable Federal and State laws and regulations, and local laws to the extent that they are not in conflict with State or Federal requirements.

### **Modification Process**

1. Notification
-----------------

When a partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modifications(s).

## 2023-2026 Memorandum of Understanding

### 2. Discussion/Negotiation

Upon notification, the Rapides WDB Chairperson (or designee) must ensure that discussion and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Rapides WDB Chairperson (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Rapides WDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the Rapides WDB Chairperson (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a Partner is unwilling to agree to the MOU modification, the Rapides WDB Chairperson (or designee) must ensure the process in the Dispute Resolution section is followed.

### 3. Signatures

The Rapides WDB Chairperson (or designee) must immediately circulate the MOU modification and secure Partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatures have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Rapides WDB Chairperson (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.<sup>7</sup>

Renewal of an MOU requires all parties to review and agree to all elements of the MOU and resign the MOU. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed.

Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the periodic reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as changes in one-stop partners, will require renewal of the MOU.

## Termination

This MOU will remain in effect until the end date specified in the Effective Period section below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period

<sup>7</sup> All Parties to the MOU should be aware of the requirements concerning modification and renewal of the MOU as outlined in TEGE 16-16, RSA TAC 17-02, and OCTAE Program Memo 17-4, One-Stop Operations Guidance for the American Job Center Network.



## 2023-2026 Memorandum of Understanding

of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.

- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Rapides WDB Chairperson (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

### **Effective Period**

This MOU will become effective as of July 1, 2023 by final signatory below and must terminate on June 30, 2026, unless any of the reasons in the Termination section apply. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of the Board, one-stop partners, and chief elected officials, or one-stop infrastructure funding.

### **Infrastructure Funding**

The Rapides Job Center is a location through which various entities have come together in order to effectively and efficiently provide workforce development and education programs to job seekers and employers as detailed in the Memorandum of Understanding. These entities (partners) and their responsibilities are detailed in WIOA Joint Final Rule 20 CFR 678, Subpart B, 34 CFR 361.400-361.440, and 34 CFR 463.400-463.440). Jointly funding services is a necessary foundation for an integrated service delivery system. Section §678.700(c) explains that a partner's contributions to the costs of operating and providing services within the one-stop delivery system must adhere to the partner program's Federal authorizing statute, and to all other applicable legal requirements, including the Federal cost principles that require the costs must be allowable, reasonable, necessary and allocable. Infrastructure costs are applicable to all one-stop partner programs, whether they are physically located in the one-stop center or not.

Infrastructure costs of American Job Centers are defined as non-personnel costs that are necessary for the general operation of the one-stop center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology with disabilities; and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities.



## 2023-2026 Memorandum of Understanding

### METHODOLOGY

The Rapides American Job Center is located in a 17,318 square foot building owned and fully depreciated by the Rapides Parish Police Jury, who is the WIOA grant recipient, and fiscal agent. The Police Jury leases office space to non-parish entities on a square footage basis at a price that is all inclusive of space, utilities, security, and facilities maintenance including janitorial service and supplies. All partners should familiarize themselves with USDOL ETA Training and Employment Guidance Letter (TEGL) 17-16 *Infrastructure Funding of the One-Stop Delivery System*. It explains the WIOA law regarding infrastructure costs and suggests allocation methodologies to be used in determining “fair share”.

The Rapides American Job Center will use a combination of staff hours, number of customers served, and square footage to **allocate infrastructure, common and shared costs to partners**. Costs included in this plan must meet the federal definition of reasonable, necessary, allocable and allowable and will be allocated to partners in accordance with relative benefits received by that partner’s program.

The following infrastructure and other shared costs have been identified to be part of the Rapides American Job Center’s Operating Budget:

- 1) Utilities
- 2) Facilities Maintenance (Pest Control, Floor Mats, Fire Extinguishers, Janitorial Supplies, Repairs)
- 3) Building Security
- 4) General Supplies
- 5) Advertising
- 6) Dues
- 7) Equipment Lease
- 8) Internet
- 9) Equipment Maintenance
- 10) Software Maintenance and Support
- 11) Insurance
- 12) Software
- 13) Equipment

### Dispute Resolution

All Parties will actively participate in IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the Dispute Resolution Section of the MOU must be followed.

## 2023-2026 Memorandum of Understanding

If Partners have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered. Failure by only one (1) of the required Partners to reach consensus with respect to the infrastructure costs in the IFA will trigger implementation of the SFM, even if all required Partners except one agree on the terms of the IFA.

Step One: Notice of Failure to reach consensus given to the Governor.

IF the Parties cannot reach consensus on methods of sufficiently funding the comprehensive center's infrastructure costs and the amounts to be contributed by each Partner program, the Rapides Parish Workforce Development Board is required to notify the Governor.

Step Two: Negotiation materials provided to Governor.

The Rapides Parish Workforce Development Board Chair (or designee) must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but not later than ten (10) business days thereafter. At minimum, the WDB Chair (or designee) must provide to the Governor:

- The local WIOA plan,
- The cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
- The proposed amounts or budget to fund infrastructure costs,
- The amount of Partner funds included,
- The type of funds (cash, non-cash, in-kind contributions) available,
- Any Partially agreed upon, proposed or draft IFAs

### INFRASTRUCTURE FUNDING AGREEMENT (IFA)

The Infrastructure Funding Agreement (IFA) is outlined in Addendum A.

**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

<b>Rapides AJC Infrastructure Funding Partners</b>			
<b>Partner Program</b>	<b>Administering Entity</b>	<b>Mandated Partner</b>	<b>Physically Co-located</b>
WIOA (Adult, Dislocated Worker and Youth Formula Programs)	Rapides Parish Police Jury (RPPJ)	Yes	Yes
Job Corps	Minact, Inc.	Yes	Yes
Senior Employment	Institute for Indian Development, Inc.	Yes	Yes
National Farm Worker Jobs Programs (NFJP)	Motivation Education and Training, Inc. (M.E.T.)	Yes	No
Wagner-Peyser (includes MSFW)	Louisiana Workforce Commission (LWC)	Yes	Yes
Senior Employment	National Association for Hispanic Elderly (AYUDA)	Yes	Yes
Trade Adjustment Assistance (TAA)	Louisiana Workforce Commission (LWC)	Yes	Yes
Unemployment Insurance (UI)	Louisiana Workforce Commission (LWC)	Yes	Yes
Jobs for Veterans (JSVG)	Louisiana Workforce Commission (LWC)	Yes	Yes
Reentry Employment Opportunities	Rapides Parish Police Jury (RPPJ)	Yes <sup>1</sup>	Yes
Adult Education (CLTCC)	Louisiana Technical and Community College System (LCTCS)	Yes	Yes (Part-Time)
Career and Technical Education	Louisiana Technical and Community College System (LCTCS)	Yes	Kiosk
Vocational Rehabilitation Services	Louisiana Rehabilitation Services (LRS)	Yes	Yes (Part-Time)
HUD Employment and Training Activities	Housing and Urban Development (HUD)	Yes <sup>2</sup>	No
Employment and Training Activities (CSBG)	CENLA Community Action Committee (CCAC)	Yes	Yes
Temporary Assistance for Needy Families (TANF – STEP)	Department of Children and Family Services (DCFS)	Yes <sup>3</sup>	No
Native American Programs	Inter-Tribal Council-Louisiana	Yes <sup>4</sup>	No

<sup>1</sup> Included under WIOA Title 1 services

<sup>2</sup> HUD in Rapides Parish does not engage in employment and training activities for program participants; therefore, HUD is not considered a required partner.

<sup>3</sup> DCFS in does not engage in employment and training activities for STEP program participant in Rapides Parish; therefore, DCFS is not considered a required partner.

<sup>4</sup> Native American Programs, as required one-stop partners, are strongly encouraged to contribute to infrastructure costs, but they are not required to make such contributions under WIOA. The Inter-Tribal Council-Louisiana has opted not to contribute to infrastructure costs.



**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

<b>Rapides AJC Infrastructure Costs</b>			
<b>Cost Items</b>	<b>Allocation Base</b>	<b>Cost Per Month</b>	<b>Cost Per Quarter</b>
Advertising	Modified Direct Square Footage	\$0.00	\$0.00
Utilities (including telephone)	Modified Direct Square Footage	\$3,970.20	\$11,910.59
Internet	Modified Direct Square Footage	\$284.47	\$853.42
Equipment Lease	Modified Direct Square Footage	\$0.00	\$0.00
Facilities Maintenance (Pest Control, Floor Mats, Fire Extinguishers, Janitorial Supplies, Repairs)	Modified Direct Square Footage	\$555.66	\$1666.98
Equipment Maintenance	Modified Direct Square Footage	\$0.00	\$0.00
Security Monitoring	Modified Direct Square Footage	\$27.16	\$ 81.48
Software Maintenance and Support	Modified Direct Square Footage	\$0.00	\$0.00
Insurance	Modified Direct Square Footage	\$0.00	\$0.00
Office Supplies	Modified Direct Square Footage	\$0.00	\$0.00
Software	Modified Direct Square Footage	\$0.00	\$0 .00
Equipment (Shredder, Copier)	Modified Direct Square Footage	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$4837.49</b>	<b>\$14,512.47</b>

**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

<b>Rapides AJC – Total Staff Hours</b>				
<b>Partner Program</b>	<b># of Staff</b>	<b># of Hrs. Per Week</b>	<b>Total Staff Hrs. Per Week</b>	<b>Percent Ratio</b>
WIOA	6	40	240	30.57%
WIOA	2	56	56	1.75%
WIOA	1	32	32	6.99%
WIOA (DDWG)	1	40	40	13.10%
Job Corps	2	40	80	8.73%
Senior Employment Service (Institute for Indian Dev., Inc.)	2	40	80	3.28%
National Farm Worker Jobs Programs (NFJP)	1	30	30	0.00%
Wagner-Peyser (includes MSFW)	0	0	0	26.20%
Senior Employment Service (AYUDA)	10	40	400	0.00%
Trade Adjustment Assistance (TAA)	0	0	0	4.37%
Unemployment Insurance (UI)	1	40	40	4.37%
Jobs for Veterans (JSVG)	2	40	80	0.00%
Adult Education (LCTCS)	0	40	0	0.66%
Career and Technical Education (LCTCS)	1	6	6	0.00%
Louisiana Rehabilitation Services (LRS)	0	0	0	0.00%
Cenla Communication Action Comm. (CCAC)	0	0	0	0.00%
Temporary Assistance for Needy Families (TANF – STEP)	1	40	40	0.00%
Native American Programs	0	0	0	0.00%
<b>TOTALS</b>	<b>30</b>		<b>1124</b>	<b>100.00%</b>

**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

<b>Rapides AJC– Customers Served in the AJC (Estimate)</b>		
	<b>Customers Served 2nd Qtr. 2023 Estimate</b>	<b>Percent Ratio</b>
WIOA – Youth (Donna)	25	2.22%
WIOA – Adult, Dislocated Worker(Jackie/Carmie)	128	11.39%
YES Grant	0	0.00%
Job Corps	10	0.89%
Senior Employment Service (Institute for Indian Dev., Inc.)	6	0.53%
National Farm Worker Jobs Programs (NFJP)	0	0.00%
Wagner-Peyser (includes MSFW)	0	0.00%
Senior Employment Service (AYUDA)	0	0.00%
Trade Adjustment Assistance (TAA)	0	0.00%
Reemployment Service and Eligibility Assessment (RESEA)	83	7.38%
Unemployment Insurance (UI)	0	0.00%
Jobs for Veterans (JSVG/ DVOP))	7	0.62%
Adult Education (CLTCC)	44	3.91%
Career and Technical Education (CLTCC)	0	0.00%
Louisiana Rehabilitation Services (LRS)	0	0.00%
Cenla Communication Action Comm. (CCAC)	21	1.87%
Temporary Assistance for Needy Families (TANF – STEP)	0	0.00%
Manpower	1	0.09%
Testing Assessments for Employment Opportunity	85	7.56%
Use Computer, Access Hire, Resent Account, Job Search	714	63.52%
Job Search sent by DCFS-SNAP Requirement	0	0.00%
Native American Programs	0	0.00%
<b>TOTALS</b>	<b>1,124</b>	<b>100.00%</b>



**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

- \* WIOA - # of Adult, DW, and Youth on center sign in sheets, combined with re-entry and # of RESEA participants complied with WIOA service point.
- \* Job Corps - #'s tracked on center sign in sheet
- \* Senior Employment Service (Institute for Indian Dev., Inc.) - - #'s tracked on center sign in sheet
- \* NFJP – No customer served by M.E.T at the RAJC - #'s tracked on center sign in sheet
- \* WP – - #'s tracked on center sign in sheet for WP activities (job search, resume, job fairs, testing) combined with WP program #'s (WIOP, RESEA)
- \* AYUDA - - #'s tracked on center sign in sheet
- \* TAA – - #'s tracked on center sign in sheet
- \* UI - - #'s tracked on center sign in sheet
- \* JSVG - - #'s tracked on center sign in sheet
- \* Adult Ed - - #'s tracked on center sign in sheet
- \* Career and Technical Education - - #'s tracked on center sign in sheet
- \* LRS – - #'s tracked on center sign in sheet
- \* CCAC – - #'s tracked on center sign in sheet
- \* TANF (STEP) - - #'s tracked on center sign in sheet
- \* Native American Programs – No customers served by Inter-Tribal Council-Louisiana at the RAJC tracked on center sign in sheet

**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

**Rapides AJC – Cost Allocation  
Summary**

1	2	3	4	5	6	7	8
Partner Program	Direct Square Footage	Allocate Common Areas (% of staff usage of common areas)	Allocate Shared Areas (% of customers served)	Modified Ft <sup>2</sup> including common/shared areas	Factor Out Areas with no Shared Costs	Allocation Basis	
						Modified Ft <sup>2</sup> including common/shared areas	% Modified Ft <sup>2</sup> to total Modified Ft <sup>2</sup>
WIOA	5,660	636	591	8,617		8,617	52.51%
Job Corps	211	155	46	407		407	2.48%
Native American Programs (SCSEP)	110	58	28	181		181	1.10%
NFJP	0	0	0	0		0	0.00%
Wagner-Peyser (includes MSFW)	2,511	776	0	4,993		4,993	30.42%
Senior Employment Service (AYUDA)	0	0	0	35		35	0.21%
Trade Adjustment Assistance (TAA)	108	78	0	208		208	1.27%
Unemployment Insurance (UI)	91	155	0	1,436		1,436	8.75%
Jobs for Veterans (JSVG)	108	0	32	148		148	0.90%
Adult Education (LCTCS)	0	12	203	45		45	0.27%
Career and Technical Education (LCTCS)	0	0	0	0		0	0.00%
Louisiana Rehabilitation Services (LRS)	186	0	0	201		201	1.22%
Cenla Communication Action Comm. (CCAC)	110	78	97	140		140	0.85%
Native American Programs	0	0	0	0		0	0.00%
Manpower (unrelated tenant under lease)	272	0	0	272	272	0	0.00%
LWC (unrelated tenant under lease)	579	0	0	579	579	0	0.00%
<b>TOTAL Ft<sup>2</sup> – Specified Areas</b>	<b>9,946</b>	<b>2,181</b>	<b>5,191</b>	<b>17,262</b>	<b>15,868</b>	<b>16,411</b>	<b>100.00%</b>
<b>Common Areas</b>							
Hallways/Passages & Unused Space	947						
Restrooms	718						
Kitchen/Breakroom	450						
Waiting Areas	66						
<b>TOTAL Ft<sup>2</sup> – Common Areas</b>	<b>2,181</b>						
<b>Shared Areas</b>							
Resource Room	3,590						
Computer Labs	744						
Conference Rooms	857						
<b>TOTAL Ft<sup>2</sup> – Shared Areas</b>	<b>5,191</b>						
<b>TOTAL BUILDING SQ. FEET</b>	<b>17,318</b>						



**Rapides American Job Center (RAJC)  
Infrastructure Funding Agreement – 2nd Quarter 2023**

<b>Rapides AJC Allocated Share of Total Costs by Partner - MONTHLY Jan. thru Mar 2023</b>																
Infrastructure Costs	Total Shared Costs	Allocation Base	WIOA Title 1	Job Corps	Institute for Indian Development, Inc.	NFJP	AYUDA	Adult Ed (LCTCS)	Career and Technical Education (LCTCS)	CSBG	Native American Programs	LWC				
												Wagner-Peyser	TAA	UI	LRS	JSVG
Advertising	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$3,970.20	Modified Direct Square Footage	\$2,084.65	\$98.46	\$43.79	\$0.00	\$8.47	\$10.89	\$0.00	\$33.87	\$0.00	\$1,207.92	\$50.32	\$347.40	\$48.63	\$35.80
Internet	\$284.47	Modified Direct Square Footage	\$149.37	\$7.06	\$3.14	\$0.00	\$0.61	\$0.78	\$0.00	\$2.43	\$0.00	\$86.55	\$3.61	\$24.89	\$3.48	\$2.57
Equipment Lease	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities Maintenance	\$555.66	Modified Direct Square Footage	\$291.76	\$13.78	\$6.13	\$0.00	\$1.19	\$1.52	\$0.00	\$4.74	\$0.00	\$169.06	\$7.04	\$48.62	\$6.81	\$5.01
Equipment Maintenance	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Security Monitoring	\$27.16	Modified Direct Square Footage	\$14.26	\$0.67	\$0.30	\$0.00	\$0.06	\$0.07	\$0.00	\$0.23	\$0.00	\$8.26	\$0.34	\$2.38	\$0.33	\$0.24
Software Maintenance and Support	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Software	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	Modified Direct Square Footage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Monthly Infrastructure Costs</b>	<b>\$4,837.49</b>		<b>\$2,540.05</b>	<b>\$119.97</b>	<b>\$53.35</b>	<b>\$0.00</b>	<b>\$10.32</b>	<b>\$13.26</b>	<b>\$0.00</b>	<b>\$41.27</b>	<b>\$0.00</b>	<b>\$1,471.79</b>	<b>\$61.31</b>	<b>\$423.29</b>	<b>\$59.25</b>	<b>\$43.63</b>
<b>Total Quarter Infrastructure Costs</b>	<b>\$14,512.48</b>		<b>\$7,620.14</b>	<b>\$359.92</b>	<b>\$160.06</b>	<b>\$0.00</b>	<b>\$30.95</b>	<b>\$39.79</b>	<b>\$0.00</b>	<b>\$123.80</b>	<b>\$0.00</b>	<b>\$4,415.38</b>	<b>\$183.94</b>	<b>\$1,269.88</b>	<b>\$177.75</b>	<b>\$130.88</b>



Authority and Signature – Louisiana Workforce Commission (LWC), Office of Workforce Development

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**THE LOUISIANA WORKFORCE COMMISSION OFFICE OF WORKFORCE DEVELOPMENT through THE ALEXANDRIA OFFICE OF WORKFORCE DEVELOPMENT**, as a One-Stop Partner, agree to the General Provisions and to otherwise abide by the Memorandum of Understanding for the Workforce Investment Board and Chief Elected Official of Area 61 as designated by the Governor of the State of Louisiana. The Department agrees to perform activities and provide services described as follows:

**Wagner Peyser:**

1. Through Wagner-Peyser funds and associate special applicant group grants, provide a labor exchange for job placement and access to call center unemployment insurance functions;
2. Core services, including, but not limited to job search, job placement activities, follow-up on referrals, provision of labor market information career information, referrals to other services, information on supportive services, job listings, job referrals, recruitment for employers, job search workshops;
3. Registration for and access to Job Corps;
4. Referrals to Migrant and Seasonal Farm worker Program, non-duplication of other Migrant worker partners that links migrant and seasonal workers with training and employment services, and otherwise assist workers.
5. Referrals to Veterans Employment and Training Program that assists veterans to find employment.
6. The provision, registration, and training services under the Trade Adjustment Assistance;
7. The provision, registration and training services under the NAFTA Transitional Adjustment Assistance;
8. Participation in Rapid Response required for mass layoffs and plant closings;
9. Connectivity with appropriate computer systems within the statewide one-stop network;
10. Other programs and services designated by the State of Louisiana and appropriate to the needs of the Rapides American Job Center.
11. The Alexandria Office of Workforce Development shall serve as a member of the LWIA 61 governance structure known as the Operations Consortium for the Rapides American Job Center.

**FUNDING:** Wagner-Peyser funds will be used to carry out the activities listed above. The Alexandria Office of Workforce Development will also support the system with a “fair share concept” which may include in-kind services.

### **Trade Adjustment Assistance (TAA)**

The Trade Adjustment Assistance program provides services to workers who lose their jobs or whose hours of work and wages are reduced because of international competition. TAA services, which are offered at no cost, may include training awards, job search and relocation allowances, and income support and health coverage tax credits.

1. Actively reach out to affected workers to provide TAA-funded training with the same goals as provided under the dislocated worker program.
2. Provide training that helps trade-impacted workers obtain skills necessary to gain suitable employment.

### **Unemployment Insurance (UI)**

1. Provide information and services related to Unemployment Insurance taxes and claims.

### **Louisiana Rehabilitation Services (LRS)**

Services and activities provided by LRS staff are limited due to their funding source to those that targeted potentially eligible or eligible Vocational Rehabilitation individuals and not the general customer population of the One-Stop system. Louisiana Rehabilitation Services will provide the following:

1. Services mandated under Vocational Rehabilitation legislation, listed on file in the Rapides Parish Office of Economic & Workforce Development;
2. To be involved with the Workforce Development Board as a participant and member;
3. To be available to employers and other partners as consultants regarding the Americans with Disabilities Act, Assistive Technology, Accessibility, Diversity, and Medical and Psycho-Social Aspects of Disability;
4. To be responsible for providing services to individuals who have been determined eligible for vocational rehabilitation services by a qualified rehabilitation counselor and who meet necessary Order of Selection criteria;
5. To administer all Vocational Rehabilitation funded services in order to ensure compliance with the mandates of the rehabilitation Act;
6. Physical and electronic presence in the One Stop Center WIA 61;
7. To work cooperatively with other partners in the development of necessary electronic linkages;
8. Conduct appropriate training and cross training of appropriate staff to ensure that staff are knowledgeable of the rules and regulations of the Workforce Act and other applicable laws, regulations, state and local policies;
9. To work cooperatively with other partners in the development of a customer focused system to include a joint in-take/application and development of a referral access system at the point of contact locations for potentially eligible Vocational Rehabilitation clients;
10. Collaborate with the Workforce Development Board, WIB staff and other One-Stop Partners to pursue other grant funds to serve youth and adults to improve their employment skills;
11. Allocation of costs as identified from the State Office of Vocational Rehabilitation.
12. The Rapides Parish Louisiana Rehabilitation Services, Alexandria region shall serve as a member of the LWIA 61 governance structure known as the Operations Consortium for the Rapides One Stop.

**Jobs for Veterans State Grants (JVSG)**

Through this grant, the advantages of hiring veterans are promoted to employers, employer associations, and business groups.

JVSG will provide the following services as appropriate through the network of One Stop Centers in Workforce area 61:

1. Provide intensive services and facilitate placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans and other categories of veterans in accordance with priorities determined by the Secretary of Labor.
2. Conduct outreach to employers in the area to assist veterans in gaining employment
3. Facilitate employment, training and placement services furnished to veterans in a state under the applicable state employment service delivery systems.
4. Aiding transitioning service members who have participated in the JVSG Transition Assistance Program and have been identified as in need of intensive services.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.



2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, \_\_\_\_\_, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ava Cates, Secretary, Louisiana Workforce Commission**

\_\_\_\_\_  
Printed Name and Title

**Louisiana Workforce Commission, Office of Workforce Development**

\_\_\_\_\_  
Agency Name

**1001 North 23<sup>rd</sup> Street, Baton Rouge, LA 70804**

**Phone: (225) 342-2679**

**[ACates@lwc.la.gov](mailto:ACates@lwc.la.gov)**

\_\_\_\_\_  
Agency Contact Information

## Authority and Signature – Rapides Parish Workforce Operations Department (WOD)

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**RAPIDES PARISH WORKFORCE OPERATIONS DEPARTMENT (WOD)** agrees to serve as a Rapides American Job Center partner, lead entity in the One Stop Operator Consortium Agreement, a provider of Title I Workforce Innovation and Opportunity Act (WIOA) services to Adults, Dislocated Workers and Youth. Additionally, WOD, the locally funded partner, agrees to provide core workforce development services in the manner of a customer-friendly and seamless approach and agrees to comply with the General Provisions of the MOU agreement. WOD will abide by the Memorandum of Understanding for the Workforce Development Board and Chief Elected Official of Area 61 as designated by the Governor of the State of Louisiana. The WOD will provide the following:

This addendum outlines different strategies the Workforce Operations Department proposes to use to provide effective partner linkage to the Rapides Parish One Stop system:

### I. Services

- Operate the WIOA Title I Adult, Dislocated Worker and Youth services in compliance with the grant agreement between the State of Louisiana and the Workforce Development Board Area 61 through the contract terms and conditions between WOD and the Area 61 Workforce Development Board.
- Serve as a consortium partner to oversee the daily physical plan and flow of service needs of the Rapides Business and Career Solutions Center under the direction of the Rapides Parish Workforce Development Board and Chief Elected Official. WOD will comply with the Consortium Agreement in directing of the Center under the Workforce Innovation and Opportunity Act and coordinate the activities of the One-Stop Partners as appropriate.
- Provide outreach, intake and orientation activities.
- Assist in providing information on eligible training providers.
- Help in establishing eligibility for WIOA services to include financial aid, and supportive services.
- Assist in providing core services, intensive, training and support services and post-employment services as defined by WIOA legislation.

### II. Assessment

- WOD shall assist in providing core assessment services that may include: WorkKeys, eSkill, SAGE, and TABE .

### III. Job Search/Placement

- WOD staff shall assist and coordinate as needed with job search/placement activities.

### IV. Program Performance Information

- WOD staff will coordinate with Rapides American Job Center partners to gather program performance information as needed.
- Program performance information will be made available to the Workforce Development Board and WDB staff.
- WOD staff will pursue strategies to meet the performance goals applicable to WIOA and the State's Scorecard.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

**V. Training**

- Conduct appropriate training and cross training of all staff assigned to the Center to assure that staff are knowledgeable of the rules and regulations of the Workforce Innovation and Opportunity Act and other applicable laws, regulations, state and local policies.

**VI. WDB Participation**

- Collaborate with the Workforce Development Board, WDB staff and other partners to pursue other grant funds to serve customers as determined may be needed.

WOD shall serve as a member of and lead entity for the LWDA 61 governance structure known as the Operations Consortium for the Rapides One Stop.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.



2023-2026 MEMORANDUM OF UNDERSTANDING

Partner Services Agreement, Authorization and Signature

By signing my name below, I, Sharon Neal, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

Sharon Neal

Signature

6/6/23

Date

**Sharon Neal, WOD Director**

Printed Name and Title

**Rapides Parish Workforce Operations Department**

Agency Name

**5610-B Coliseum Blvd. Alexandria, LA 71303**

Agency Contact Information

## Authority and Signature – Cenla Community Action Committee (CCAC)

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**CENLA COMMUNITY ACTION COMMITTEE, INC.**, as a One-Stop Partner, will provide a diversified program of workforce investment activities and related assistance for Employers and Job Seekers in Local Workforce #61 Louisiana area. As an agency targeted to serve the economically disadvantaged individuals in Local Workforce Area #61, Cenla Community Action Committee, Inc. agrees to comply with the General Provisions of the MOU agreement between the Chief Elected Official and the Workforce Board Chair of Workforce area 61 for the State of Louisiana. CCAC will provide the following services as appropriate through the network of One Stop Centers in Workforce area 61:

1. Information to the customers who are served by the Cenla Community Action Committee, Inc. about the Workforce Investment Act and the services available through the One-Stop system.
2. Assist the staff of the One-Stop in understanding the various services available through the Community Services Block Grants.
3. Work with the partners to reduce duplication of services among various programs serving the employer and job seeker.
4. Provide information about Community Services Block Grant programs to One Stop Partners and refer individuals served by various Community Centers, and Neighborhood Centers to the One-Stop System for Education, Employment Training and Placement services;
5. Provide information on Head Start services.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Sally C. Cowan, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

Sally C. Cowan 06/26/2023  
Signature Date

**Sally Cowan, Executive Director**

Printed Name and Title

**Cenla Community Action Committee, Inc.**

Agency Name

**2011 MacArthur Dr., Bldg. #1, Alexandria, LA 71303 Phone: (318) 314-3460 [scowan@cenlacac.org](mailto:scowan@cenlacac.org)**

Agency Contact Information



**Authority and Signature – Louisiana Technical and Community College System - Career & Technical Education (CTE) and Adult Education and Family Literacy Act (AEFLA) (LTCCS/CLTCC)**

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**Louisiana Technical and Community College System** as a required partner with the American Job Center, representing Post-Secondary Education as a One-Stop Partner, will provide a diversified program of workforce development activities and related assistance for Employers and Job Seekers in Workforce Area #61.

**Central Louisiana Technical Community College (CLTCC), Alexandria Campus** as a co-located partner in the One-Stop and having other locations in area 61, as well as a self-service kiosk in the One-Stop Center, agrees to comply with the General Provisions of the MOU agreement as defined in the agreement between the Chief Elected Official and Workforce Board Chair of Workforce Area 61 for the State of Louisiana. As a post-Secondary Education partner, LTCCS/CLTCC will provide the following services as Appropriate through the network of One-Stop Centers in Workforce area 61:

1. Post-Secondary vocation, adult education training and training under the Carl Perkins Act;
2. Financial aid determination, including PELL, and other appropriate grant information. This service will be assisting all One-Stop partners understand the various financial aid programs available to the individuals in need of such assistance;
3. Educational counseling and career counseling relative to labor market demands;
4. Course registration guidance necessary to job seeking customers to properly register for academic and vocational courses in Local Workforce Area #61;
5. Provide customized training and serve as the area representative to inform other colleges and universities about WDB training opportunities;
6. Report to the Workforce Board from time to time on education and vocational opportunities for employers and job seekers through the One-Stop network;
7. Will provide personnel to assist in planning, coordination of resources, and orientation activities and other technical assistance when available;
8. Will provide training as a vendor under the Workforce Development System;
9. Specific services Central Louisiana Technical Community College- Alexandria campus may provide based on need and availability are: vocational counseling, business/industry contacts, community outreach activities, and job training;
10. Additional services are specified in the agency description on file at the Rapides Parish Office of Economic & Workforce Development.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

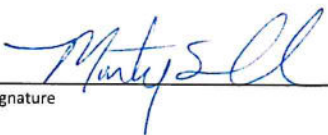
By signing my name below, I, Monty Sullivan, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*LTCCS/CTE*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

  
\_\_\_\_\_  
Signature

6/16/2023  
\_\_\_\_\_  
Date

**Monty Sullivan, President**

\_\_\_\_\_  
Printed Name and Title

**Louisiana Community and Technical College System - CTE**

\_\_\_\_\_  
Agency Name

**265 South Foster Drive, Baton Rouge, LA 70806**

[bbaptistewilliams@lctcs.edu](mailto:bbaptistewilliams@lctcs.edu)

\_\_\_\_\_  
Agency Contact Information

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Monty Sullivan, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*LTCCS/AEFLA*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- d) In three years,
- e) Upon amendment, modification, or termination, or
- f) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

  
Signature

6/16/2023  
Date

**Monty Sullivan, President**

Printed Name and Title

**Louisiana Community and Technical College System - AEFLA**

Agency Name

**265 South Foster Drive, Baton Rouge, LA 70806**

[erinlandry@lctcs.edu](mailto:erinlandry@lctcs.edu)

Agency Contact Information



## Authority and Signature – Department of Children & Family Services (DCFS) - Temporary Assistance for Needy Families (TANF)

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**THE LOUISIANA DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS)**, as a One-Stop Partner, agrees to comply with the General Provisions of the MOU agreement between the Chief Elected Official and the Workforce Board Chair of Workforce area 61 for the State of Louisiana. OFS will work as a partner to provide the following services as appropriate through the network of One-Stop Centers in Workforce area 61:

1. Eligibility determination for the welfare-to-work program;
2. Alerts to the welfare-to-work program operator;
3. Funding for welfare-to-work childcare and substance abuse and mental health treatment, when funds are available;
4. Referrals to other community services;
5. Overview of TANF services;
  - a. Information essential to the determination of eligibility for the welfare-to-work program;
  - b. Information on and access to services for families;
  - c. Other activities and services appropriate to the agency and their funding sources such as the Supplemental Nutrition Assistance Program (SNAP); the Family Independence Temporary Assistance Program (FITAP), Louisiana Employment Assistance Program (LEAP), and the Low-Income Child-Care Assistance Program (LICC).

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Gerald Dyer, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

**Gerald Dyer**

Digitally signed by Gerald Dyer  
Date: 2023.06.22 11:31:28 -05'00'

6/22/223

Signature

Date

Gerald Dyer - Regional Administrator

Printed Name and Title

**Louisiana Department of Children & Family Services, (DCFS)**

Agency Name

**627 N. 4th Street, Baton Rouge, LA 70802**

Agency Contact Information

## Authority and Signature – National Association for Hispanic Elderly

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**NATIONAL ASSOCIATION FOR HISPANIC ELDERLY**, as a One-Stop Partner, provider of Title V services to eligible adults ages 55 and older will provide services and agree to comply with the General Provisions of the master Memorandum of Understanding agreement. The National Association for Hispanic Elderly will abide by the Memorandum of Understanding for the Workforce Development Board and Chief Elected Official of LWDA 61 as designated by the Governor of the State of Louisiana.

This addendum agreement outlines different strategies the National Association for Hispanic Elderly proposes to use to provide effective partner linkage to the Rapides One Stop system. Our organization will provide the following:

1. Eligibility assessment of Older Workers;
2. Outreach, orientation and referral of Older Workers to the One Stop system;
3. Assessment of skill levels and abilities as appropriate;
4. Job search, career counseling and placement assistance for Older Workers and for customers accessing the One Stop system through the Resource Areas;
5. Labor Market Information and follow-up services;
6. Assist in developing individual training plans for the Older Worker;
7. Linkages between the other One Stop Partners with other Title V program activities;
8. Participate in the Redesign Initiative team design of services at the One Stop Center;

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.



2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Sr. Carmela Lacayo, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

  
Sr. Carmela Lacayo (Jun 14, 2023 12:18 PM)

Signature

Jun 14, 2023

Date

**Carmela G. Lacayo, President/ CEO**

Printed Name and Title

**National Association for Hispanic Elderly**

Agency Name

**234 E. Colorado Blvd. Suite 300, Pasadena CA 91101 Phone: (626) 564-1988 [micasact@aol.com](mailto:micasact@aol.com)**

Agency Contact Information

## Authority and Signature – Institute for Indian Development, Inc (SCSEP)

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

The Institute of Indian Development, Inc., operating under Title V of the Older Americans Act of 1965), Senior Community Service Employment Program (SCSEP), as a One-Stop Partner, provider of Title V services to eligible adults ages 55 and older will provide services and agree to comply with the General Provisions of the master Memorandum of Understanding agreement. The Institute of Indian Development, Inc will abide by the Memorandum of Understanding for the Workforce Development Board and Chief Elected Official of LWDA 61 as designated by the Governor of the State of Louisiana.

This addendum agreement outlines different strategies the National Association for Hispanic Elderly proposes to use to provide effective partner linkage to the Rapides One Stop system. Our organization will provide the following:

1. Eligibility assessment of Older Workers;
2. Outreach, orientation and referral of Older Workers to the One Stop system;
3. Assessment of skill levels and abilities as appropriate;
4. Job search, career counseling and placement assistance for Older Workers and for customers accessing the One Stop system through the Resource Areas;
5. Labor Market Information and follow-up services;
6. Assist in developing individual training plans for the Older Worker;
7. Linkages between the other One Stop Partners with other Title V program activities;
8. Participate in the Redesign Initiative team design of services at the One Stop Center;

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Garilyn Ward,  
certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)



Signature

**Garilyn Ward, Aging Services Director**

Printed Name and Title

**Institute for Indian Development, Inc.**

Agency Name

**991 Grand Caillou Rd. Houma, Bldg. 3 LA 70363 Phone: (985) 851-548 [gward@itcla.com](mailto:gward@itcla.com)**

Agency Contact Information

06/28/2023

Date



Authority and Signature – Shreveport Job Corps

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**SHREVEPORT JOB CORPS**, as a One-Stop Partner, will provide a free education and training program that helps young people (for eligible young people at least 16 years of age that qualify as low income) learn a career, earn a high school diploma or GED, and find and keep a good job. Job Corps agrees to comply with the MOU agreement between the Chief Elected Official and the Rapides Workforce Development Board – as designated by the Governor for the State of Louisiana. Job Corps will provide the following services as appropriate:

1. Information to the customers who are served by the Shreveport Job Corps about the Workforce Innovation and Opportunity Act and the services available through the Rapides One-Stop Center.
2. Assist the staff of the Rapides One-Stop Center in understanding the various services available through the Shreveport Job Corps.
3. Work with the partners to reduce duplication of services among various programs serving employers and job seekers.
4. Provide information about Shreveport Job Corps to Rapides One-Stop Center Partners and refer individuals served by Shreveport Job Corps to the Rapides One-Stop Center for education, employment training and placement services;

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2023 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, **Curtis Shepard** , certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)



06/27/2023

Date

**Curtis Shepard, Center Director**

Printed Name and Title

**Shreveport Job Corps**

Agency Name

**2815 Lillian St. Shreveport, LA 71109    Phone (318) 227-9331    Shepard.curtis@jobcorps.org**

Agency Contact Information

## **Authority and Signature – Inter-tribal Council of Louisiana (ITCLA) & Indian & Native American Programs (INA)**

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**The Inter-tribal Council of Louisiana, Indian & Native American Programs (INA)**, as a One-Stop Partner, provider of comprehensive employment and training activities in order to make individuals more competitive in the workforce; and promote economic and social development in accordance with the goals and values of our consortium member tribes. ITCLA is a Workforce Innovation and Opportunity Act (WIOA) Section 166 grantee funded by the Division of Indian and Native American Programs (DINAP) and the Department of Labor. The ITCLA will abide by the Memorandum of Understanding for the Workforce Development Board and Chief Elected Official of LWDA 61 as designated by the Governor of the State of Louisiana.

This addendum agreement outlines strategies and services that ITCLA proposes to use to provide effective partner linkage to the Rapides One Stop system. Our organization will provide the following:

1. Provide a functional web-based system and database that allows participants to apply for services from anywhere with access to the internet. Participants can identify and describe skills online, create resumes, businesses can communicate job openings, participant job searches, data migrations information accessible to service providers.
2. Assessments of education, skills and interests; Job counseling, job placement assistance and referrals, Web-based job search assistance, Job search workshops, Community resources information, Education and training information, Labor market information.
3. Financial Aid and Planning, Food and Nutrition Services, child and family support, older worker and youth services.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.



2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Garilyn Ward,  
certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)



06/28/2023

Signature

Date

**Garilyn Ward, Aging Services Director**

Printed Name and Title

**Inter-Tribal Council of LA, Institute for Indian Development, Inc.**

Agency Name

**991 Grand Caillou Rd. Bldg. 3 Houma, LA 70363**

**Phone: (337)735-1642**

[gward@itcla.com](mailto:gward@itcla.com)

Agency Contact Information

**Authority and Signature –National Farmworker Jobs Program (NFJP) provided through Motivation, Education & Training, Inc. (MET),**

→One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 8).

**The National Farmworker Jobs Program (NFJP) through Motivation, Education & Training (MET),** as a One-Stop Partner, serves eligible Migrant Seasonal Farm Workers and their dependents. Eligible farmworkers are those individuals who primarily depend on employment in agricultural labor that is characterized by chronic unemployment and underemployment. The program helps farmworkers acquire the skills they need to retain agricultural jobs or start new careers. NFJP agrees to comply with the General Provisions of the MOU agreement between the Chief Elected Official and the Workforce Board Chair of Workforce area 61 for the State of Louisiana. NFJP will provide the following services as appropriate through the network of One Stop Centers in Workforce area 61:

1. Career Services - including outreach, skills assessment, labor market information, job search, program eligibility determination and placement assistance, individual employment plans developed through a case management-based service strategy, group and individual counseling, and short-term prevocational services, such as workplace readiness training. MSFWs can also access the other services of the American Job Center.
2. Training Services - including occupational skills and job training, on-the-job training opportunities, programs that combine workplace training with related instruction, skills upgrading and retraining, entrepreneurial training, and other training activities.
3. Youth Services – including tutoring, dropout prevention, paid and unpaid work experiences, occupational skills training, certain education, leadership development opportunities, mentoring, comprehensive guidance and counseling, financial literacy training, and entrepreneurial skills training.
4. Related Assistance Services - including short-term direct assistance that helps farmworkers and their family members to retain their agricultural employment or to participate in intensive or training services.
5. Housing Assistance - helps to meet a critical need for the availability and quality of farmworker housing and supports better economic outcomes for MSFWs and their families. Housing assistance includes direct payments for emergency and temporary housing and for direct investments in housing assistance for MSFWs at their permanent residence. Other indirect assistance includes leveraging services to increase or maintain housing stock available to farmworkers and housing development designed to improve living conditions for underserved farmworker communities.

**MODIFICATION:** This addendum may be modified at any time pursuant to clause XI of the Master Memorandum of Understanding.

2023-2026 MEMORANDUM OF UNDERSTANDING  
Partner Services Agreement, Authorization and Signature

By signing my name below, I, Kandace Bowman, certify that I have read the terms of the Memorandum of Understanding and certify that I have the legal authority to bind my agency (*outlined below*) to the terms of this MOU. All of my questions have been discussed and answered satisfactorily and in accordance with WIOA Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of a given Partner thereby certifies that he/she has the legal authority to bind said Partner to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first.

My signature certifies my understanding of the terms outlined herein and agreement with:

- the MOU
- the Infrastructure Funding Agreement (IFA)

  
\_\_\_\_\_  
Signature

Jun 13, 2023  
\_\_\_\_\_  
Date

Kandace Bowman, NFJP State Coordinator

\_\_\_\_\_  
Printed Name and Title

**Motivation, Education and Training, Inc. (M.E.T), (National Farmworker Jobs Program)**

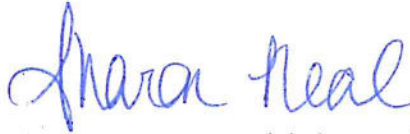
\_\_\_\_\_  
Agency Name

**1408 Landis St. Winnsboro, LA 71295    Phone: (318) 435-8885    [bowman@metinc.org](mailto:bowman@metinc.org)**

\_\_\_\_\_  
Agency Contact Information



**Authority and Signature**



I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

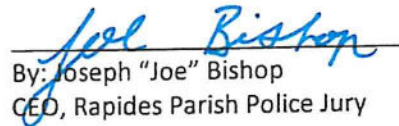
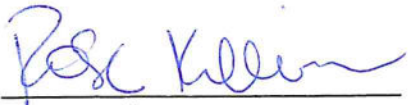
- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) Upon June 30, 2026, whichever occurs first

The following individuals are the designated and authorized signatory to this Agreement. Per 34 CFR 361.500 (d) *"when fully executed, this MOU must contain the signatures of the local WDB, the One-Stop Partners, and the chief elected official(s) and the time period in which the agreement is effective."*

In accordance with Policy, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein. By signing this document, each individual signing this MOU on behalf of the Workforce Development Board and the Rapides Parish Police Jury, thereby certifies that he/she has the legal authority to bind said organization to the terms of this MOU. This MOU may be executed in counterparts, each being considered an original.

**WORKFORCE DEVELOPMENT BOARD**

**CHIEF ELECTED OFFICIAL**



By: Rose Killion  
Chair, Workforce Development Board

By: Joseph "Joe" Bishop  
CEO, Rapides Parish Police Jury

Date: August 21<sup>st</sup>, 2023

Date: 7/31/23