

**Memorandum of Understanding (MOU)
Between the Governor of the State of New Hampshire,
the State Workforce Innovation Board (SWIB), and
the Department of Employment Security, the New Hampshire Department of Education, the
Department of Business and Economic Affairs, the Department of Health and Human Services,
Southern NH Services, Inc., and the Community College System of New Hampshire jointly serving
as the NH Works One-stop Operator Consortium**

Authorized Officials and Purpose

This Memorandum of Understanding (MOU) is entered into by The Governor of the State of New Hampshire, The State Workforce Innovation Board (SWIB), and the consortium of state and other entities serving as the One-stop Operator as required under the Workforce Innovation and Opportunity Act (WIOA) of 2014, for the state of New Hampshire, henceforth known as the NH Works One-stop Operator Consortium. The NH Works Consortium is established as the WIOA One-stop Operator for the state of New Hampshire. The NH Works One-stop Operator Consortium consists of:

- New Hampshire Department of Employment Security (Wagner Peyser, UI, Migrant Seasonal Farm Workers, Veterans Employment program and the Trade Act program.)
- New Hampshire Department of Education (Adult Basic Education, Vocational Rehabilitation, Career & Technical Education and WIOA Title I Youth services)
- New Hampshire Department of Health and Human Services (TANF and SNAP work programs)
- Community College System of New Hampshire (7 campuses statewide)
- New Hampshire Department of Business and Economic Affairs (Office of Workforce Opportunity)
- Southern NH Services, Inc. (Local Community Action Program)

The Department of Business and Economic Affairs (DBEA), Office of Workforce Opportunity (OWO) is designated by the Governor as the WIOA Title I Fiscal Agent, Grant Recipient, and State Administrative Entity and as such shall provide administrative support to the Governor's State Workforce Innovation Board (SWIB) and committees.

This agreement is entered into in accordance with the Workforce Innovation and Opportunity Act (WIOA) section 107(d)(10)(D) and section 107(g)(2).

This MOU is effective July 1, 2017, and will remain in effect until June 30, 2021. However, this MOU may be terminated at any time by any party upon providing 30 days' written notice to the other parties.

Statement of Work

- I. It is agreed to by the and understood between the parties that the State Workforce Innovation Board (SWIB) shall:
 - a. Monitor and evaluate the performance of the WIOA One-Stop Operator and Career Services provider. Areas of evaluation include, but are not limited to:
 - i. The federally negotiated performance accountability measures established by the Department of Labor, Employment and Training Administration (ETA)

- b. Comply with Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900
 - c. Monitor and evaluate the performance of compliance with the nondiscrimination, disability, and equal opportunity requirements of sec. 188 of WIOA, including the Assistive Technology Act of 1998 (29 U.S.C. 3003)
 - d. Develop and review statewide policies affecting the coordinated provision of services through New Hampshire's one-stop delivery system described in WIOA section 121(e) (Section 679.130(f))
 - e. Develop strategies for technological improvements to facilitate access to, and, improve the quality of services and activities provided through the one-stop delivery system (section 679.130(g))
 - f. Develop strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including design implementation of common intake, data collection, case management information, and performance accountability measures and reporting processes (Section 679.130(h))
 - g. Prepare annual reports described in paragraphs (1) and (2) of WIOA section 116(d) (Section 679.130(i))
 - h. Establish objective criteria and procedures to be used for certifying one-stop centers (Section 463.800(a))
 - i. Establish standing committees to ensure New Hampshire's goals and vision are met consistent with New Hampshire's WIOA Combined State Plan
- II. It is agreed to by the Governor and understood by the parties that the NH Works Consortium is the designated statewide One-stop Operator s and as such through the Office of Workforce Opportunity, DBEA shall:
- a. Report to the State Workforce Innovation Board results of operations, performance, policy and continuous improvement recommendations for board approval. Support and assure compliance with the State Workforce Innovation Board certification criteria for one-stop centers.
 - b. Assure compliance with and implementation of the one-stop center partners Memorandum of Understanding.
 - c. Oversee and organize cross-training of staff to provide information to customers on all services available in a one-stop center
 - d. Ensure compliance with WIOA federal and state laws ,and regulations.
 - e. Develop and implement a system to gather, analyze, and report performance of core partners and system services.
 - f. Coordinate the development and implementation of a formal referral process between partners for services within the one-stop centers.
 - g. Coordinate the service delivery of required partners and service providers (section 463.620(a))

Additional contractual terms and conditions

This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 4-year period.

It is the intent of this MOU that the Office of Workforce Opportunity, DBEA acting on behalf of the NH Works One-Stop Operator will comply with current Department of Labor, Employment and Training Administration and SWIB requirements, policies, and guidance. If there is any discrepancy between this MOU and current or future UD Department of Labor, Employment & Training Administration and/or SWIB policy, the new policy shall apply.

Christopher T. Sununu
Governor
State of New Hampshire
(Designee: Christopher Ellms Jr., Policy Advisor
Office of Governor Chris Sununu)

Date

George Copadis
Commissioner
NH Employment Security

Date

Jeffrey Myers
Commissioner
NH Department of Health and Human Services
(Designee: Terry Smith, Director Division of
Family Assistance)

Date

Ross Gittell
Chancellor
Community College System of NH
(Designee: Charles Ansell, Associate Vice
Chancellor of Finance and Strategic Planning)

Date

Dick Anagnost
Chair
State Workforce Innovation Board

Date

Taylor Caswell (nominee)
Commissioner
Dept. of Business and Economic Affairs
(Designee: Jacqueline Heuser, Director
Office of Workforce Opportunity)

Date

Frank Edelblut
Commissioner
NH Department of Education
(Designee Lisa Hatz, Director Vocational
Rehabilitation)

Date

Donnalee Lozeau
Executive Director
Southern NH Services, Inc.
(Designee: Tom Nelson, Workforce & Community
Services Operations Director)

Date