**Partner Information Sheet for 2018 Center Infrastructure Agreement**

**DUE MARCH 15, 2018**

**Partner Name** Click or tap here to enter text.

**Applicable Funding Please Check**

[ ] WIOA Adult, DW or Youth Programs

[ ] Adult Education

[ ] Wagner Peyser, Veterans E&T, Migrant Worker, TAA and Unemployment

[ ] Rehabilitation Programs

[ ] Perkins

[ ] CSBG

[ ] Job Corp

[ ] Sr. Employment

[ ] TANF & SNAP

[ ] Other, Click or tap here to enter text.

**Name of MOU Signature Authority** Click or tap here to enter text.

**Title of Signature Authority**Click or tap here to enter text.

**E-Mail for Signature Authority** Click or tap here to enter text.

**Mailing Address**Click or tap here to enter text.

Names/Emails of Staff You Wish Included in Quarterly Partner Meetings

|  |  |
| --- | --- |
| **Name** | **E-mail** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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**Review of 2017 Information**

Please review and check if it is still accurate

[ ] https://upperscworks.com/wp-content/uploads/Attachment-A-Required-Services-Chart.pdf

If not what changes need to be made? Click or tap here to enter text.

[ ] https://upperscworks.com/wp-content/uploads/Attachment-B-MOU-Partner-List.pdf

If not what changes need to be made? Click or tap here to enter text.

Does the partner plan to have one or more workers in the center a half day or more?

[ ] Yes [ ] No

If **no** your organization is not required to participate in the Infrastructure Agreement, but it must demonstrate that it has a plan to assist customers by phone, internet or by referral to another office. All partners are required to contribute towards common system goals. Please check the following resources you pledge:

[ ] Will make referrals to Upper Savannah SC Works centers and partners

[ ] Will publicize area job fairs and events listed in [www.upperscworks.org](http://www.upperscworks.org)

[ ] Will participate in cross training opportunities for staff to learn about community resources

[ ] Communicate information about local business needs to SC Works partners

[ ] Offer basic skills testing which may include TABE, WorkKeys or WIN at no cost to SC Works referrals

[ ] Provide space as needed for community outreach events

[ ] Offer to conduct workshops at SC Works Centers

[ ] Other, list: Include $ value if known: Click or tap here to enter text.

If **y**e**s**, please complete the planned head count form, which will show the placement of staff as expected July 1, 2018. (We will send the form out again for verification, May 1, 2018 before MOU execution.)

List person(s) who will represent the agency in budget negotiation matters (agreement manager)

|  |  |
| --- | --- |
| Name | E-mail |
| Click or tap here to enter text. | Click or tap here to enter text. |

List financial contact(s) if they differ from the agreement manager.

|  |  |
| --- | --- |
| Name | E-mail |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

In order that we can develop preliminary budgets we need to know the cost categories your organization will or will not share in. Review budget template. Please list any items that you cannot share in: Click or tap here to enter text.

Note: In Greenwood, only individuals who have a phone on their desk will be charged for phone service/internet. In addition, photocopier rental will be charged by numbers of copies made by program.

It may be possible for agencies to pay for their share of the Infrastructure Funding Agreement by providing a good or service in the approved budget rather than by paying cash. If your agency prefers to do that please specify the line item you will contribute and its estimated value. Click or tap here to enter text.

Submitted for agency (Just one form per agency please) by Click or tap here to enter text.

On Click or tap to enter a date.