

**Memorandum of Understanding
Local Workforce Investment Area 11
and
SHARE Network Access Point (Name)
For SHARE Network**

This agreement describes the mutual understanding between **Local Workforce Investment Area 11, 8300 Boone Boulevard, Suite 450, Vienna, VA 22182** hereinafter referred to as "The Board" and **[faith-based or community organization], [address]**, hereinafter referred to as "The Access Point", for the purpose of helping unemployed and underemployed people receive job-search services under the Commonwealth of Virginia's SHARE Network.

This agreement shall be for one year and begin on _____ **and end on** _____, is renewed annually by mutual agreement of both parties and may be modified at any time by written agreement by both parties or terminated at any time by 30 days written notice by US mail to the other party.

The Board agrees to provide The Access Point with:

1. Equipment (computer and software), if needed by the Access Point
2. Resource and library materials
3. Up to 15 hours of training to help jobseekers
4. Access to Area 11 management, staff and key partners.
5. 211 training and support

The Access Point agrees to:

1. Host a publicly accessible SHARE Network Access Point consisting of a computer with Internet access, and a Board-trained operator.
2. Help jobseekers at least [**XX**] hours per week;
3. Publicize the Access Points jobseeker services to its community;
4. Send an operator to at least [**XX**] hours of initial training;
5. Participate in at least one optional training opportunity offered by The Board.
6. Submit at a minimum the following report to document activities and information: number of jobseekers served; number making first visit to this Access Point; and number of first-time visitors, who have never been to a One-Stop.
7. Participate in an evaluation of the SHARE Network program prior to the end of the agreement.

If the Access Point accepts equipment, it will take reasonable precautions to ensure hardware, software, and/or other resources remain secure and in good repair; and understands that The Board is not responsible for repair or replacement of Access Point resources. The Access Point agrees to abide by federal, state and local laws, particularly those ensuring non-religious use, religious liberty, equal protection and non-discrimination.

Signature for The Board
David A. Hunn, Director
Local Workforce Investment Board Director

Signature for The Access Point
[Name of legal Access Point signer]

DATE:

DATE: