



COASTAL COUNTIES WORKFORCE, INC.

*Your partner in business development
and economic prosperity...*

MEMORANDUM OF UNDERSTANDING

COASTAL COUNTIES WORKFORCE BOARD SYSTEM

September 2025 – August 2028

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Introduction

The Workforce Innovation and Opportunity Act (WIOA) calls for an integrated and coordinated service delivery system that leverages and maximizes resources in a way that reduces unnecessary duplication of services; Memorandums of Understanding (MOU) serve as the blueprint for how this will occur at the local level.

One of the main goals of WIOA is to strengthen the ability of the public workforce system to align investments in workforce education, and economic development in support of local and regional in-demand industry sectors and jobs. Another key goal is providing customers with access to high-quality one-stop career centers that are customer-centered and provide access to a full range of services.

It is the role of the local boards to negotiate and facilitate the MOU with required partners. The MOU serves as a functional tool, as well as a visionary plan, for how the local board and local partners will work together to create a unified service delivery system that meets the needs of their shared customers. The MOU development process can be viewed in two stages: stage one addresses service coordination and collaboration amongst the partners; stage two addresses how to sustain the unified system through cost-sharing. Collaboration is essential for implementing a system that will meet the skilled workforce needs of employers and prepares an educated and skilled workforce.

Coastal Counties Workforce, Inc. (CCWI) worked with partner representatives of the Coastal Counties Workforce Board to formulate goals and strategies targeted to employers, job seekers, and workers, and the workforce development system in order to support and advance its vision and address the challenges and opportunities of the regional labor market. The following goals will play a key role in how CCWI, the Chief Elected Officials (CEO), and the Workforce Board guide investments in order to maximize workforce preparation and skill development that will address the skill-demand concerns of the local employers. These goals not only align and support the Workforce Board's vision and mission but also support the State of Maine's Strategic Vision and the six strategic objectives outlined in the State Unified Plan. See Coastal Counties Regional Plan for more information.

I. Local Area Vision/Mission/Goals

The Coastal Counties Region was established with the implementation of the State Workforce Plan of 2000 and the Workforce Development Board was established by the Chief Elected Officials by September 2000.

In 2002, CCWI was founded to administer and oversee the delivery of the workforce system's services for the Coastal Counties Region in Maine. CCWI is the nonprofit entity working on behalf of the Region's Local Board and CEOs to ensure their responsibilities under federal workforce development law and federal funding are met. CCWI's jurisdiction includes Maine's six coastal counties: York, Cumberland, Sagadahoc, Lincoln, Waldo, and Knox. CCWI's region is geographically large and diverse; its Local Area is also the most populous, with approximately half of Maine's residents and business community located within its borders.

As the administrative entity for the Local Area, CCWI undertakes the administration of all required workforce development responsibilities for the regional programs such as service delivery, reporting, monitoring, and both the execution and administration of contracts with funders and service providers. Importantly, CCWI also develops and directs the Local Area’s workforce development policies and regional strategies. Through its role as regional convener and its partnerships with other local, state, and federal agencies, education, and economic development organizations, CCWI strives to provide access to jobs, skill development, and business services vital to the social and economic well-being of the communities it serves.

VISION:

To meet the changing workplace needs of business and job seekers by creating economic opportunities through developing workforce skills in demand. The Coastal Counties Workforce Board (CCWB) supports the regional economy by advancing a range of workforce training services that meet current business needs.

MISSION:

To accomplish our vision of creating economic opportunities, the Coastal Counties Workforce Board is committed to the effective use of available resources to improve workforce skills throughout the region. Existing resources are leveraged and enhanced through strategic partnerships with organizations of similar vision, thereby raising the economic capacity of our regional community, its businesses, and citizenry.

GOALS:

- 1) Employers are actively engaged with a regional workforce development system that understands and appropriately responds to their skilled workforce needs.
- 2) Job seekers and current workers easily access and participate in workforce services relevant and appropriate to their career goals and align with the skilled workforce needs of the local economy.
- 3) Regional workforce system partners align and integrate services and resources to create a “no wrong door” employment and training network easily accessed by workers and employers.
- 4) The Coastal Counties Workforce Board is responsive to funding trends.

In alignment with the State Unified Plan, CCWB’s Regional Plan emphasizes greater levels of integration, alignment, and coordination among Core Partners – Adult Education and Family Literacy Act program, Vocational Rehabilitation, Wagner-Peyser Employment Services, and WIOA Adult, Dislocated Worker, and Youth programs – in order to create a “no wrong door” employment and training network easily accessed by workers and employers. See the Coastal Counties Regional Plan at www.coastalcounties.org for more information.

II. Memorandum of Understanding

This MOU is executed between the Coastal Counties Workforce Board and the one-stop partners listed throughout this MOU that are collectively referred to as “one-stop partners” or “Parties” to this MOU. These partners may be “Core Partners,” “required” WIOA program partners, and system partners generally.

This MOU is developed to confirm the understanding of the parties regarding the operation and management of the Coastal Counties Area one-stop center network, i.e., regional delivery, for which the Coastal Counties Workforce Board provides oversight.

The Coastal Counties Workforce Board (CCWB), with the agreement of the Chief Elected Officials (CEO), has selected the One-Stop Operator for the Coastal Counties Area, and the role of the local area One-Stop Operator is further outlined below.

The One-Stop Operating Budget and Infrastructure Funding Agreement (IFA) establish a financial plan, including terms and conditions, to fund the service and operating costs of the Coastal Counties Area one-stop network.

The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Coastal Counties Area's high standards.

Among other items found herein, the Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined reflect the commitment of the Parties to their job-seeker and business customers, as well as to the overall Coastal Counties Area's community.

A. Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) (sec. 29 USC §3151) requires the local board, with the agreement of the Chief Elected Official, to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 29 USC §3151, concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the WIOA Joint Rule for Unified and Combined 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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance at 2 CFR part 200).

B. MOU Components

Pursuant to 20 CFR 678.500, each local MOU must (at a minimum) include the following components:

1. A description of the services that will be made available through the system, and ways in which services will be coordinated and delivered by the partners;
2. Agreement on funding the costs of the services and operating costs of the system, including:
 - a. Funding of infrastructure costs of the one-stop comprehensive center in accordance with 20 CFR 688.700 through 678.55; and
 - b. Funding of the shared services and operating costs of the one-stop delivery system.
3. Methods for referring individuals between the one-stop partners for appropriate services and activities;

4. Methods to ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed by providing access to services, including access to technology and materials that are available through the one-stop delivery system;
5. The duration of the MOU and the procedures for amending it; and
6. Assurances that the MOU will be reviewed, and, if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

In addition, the MOU contains information on compliance with Federal, State, and Local laws and regulations and process steps for negotiating and coming to consensus. Given the evolving nature of WIOA implementation and system integration, partners understand that this is an “ever-green” document, which from time to time shall be expanded and amended as needed.

C. Duration

This service coordination portion of this MOU is entered into on September 1, 2025. This MOU will become effective as of the date of signing by the final signatory below and must be reviewed and renewed on or before August 31, 2028, unless any of the reasons in the Termination section apply.

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

Infrastructure Cost Agreement (IFA):

All Parties agree that the local cost sharing agreement provision of this MOU shall be reviewed not less than once per year and revised as applicable to ensure appropriate funding of the one-stop center.

All Parties agree that the local cost sharing agreement will be reconciled at least twice a year to assure that costs contributed are reasonable based on the Partner’s proportionate share relative to benefit received.

D. Amendment Procedure

1. Notification: When a Partner wishes to amend the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed amendment(s).
2. Discussion/Negotiation: Upon notification, the local board Chair (or Designee) must ensure that discussions and negotiations related to the proposed amendment(s) take place with partners in a timely manner, as appropriate. Depending upon the type of amendment(s), this can be accomplished through email communications to all the Parties. If the proposed amendment(s) is extensive and is met with opposition, the Local Board Chair (or Designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, the amendment(s) will be processed.

3. **Substituted Party:** If the amendment(s) 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 this MOU with local board approval.

As may be appropriate, if determined that a Partner is unwilling to sign the MOU, the local board Chair (or Designee) must ensure that the dispute resolution process is followed.

E. Dispute Resolution

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. CCWI will follow its appeals and bylaws processes for disputes pertaining to this MOU's subject matter. (Note: This is separate from the Coastal Counties Area Customer Grievance and Complaint Management Policy.)

A disagreement is considered to have reached the level of dispute resolution 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 local board Chair (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 prior to invoking CCWI appeals processes.

F. Termination

This MOU will remain in effect through the time period specified in the Duration section, unless:

1. 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 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;
2. WIOA is repealed or superseded by subsequent federal law; or
3. Local area designation is changed under WIOA.

Parties agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchasers after termination of this agreement.

III. System Structure and Services

Maine's workforce development system is made up of multiple partners and workforce boards responsible for developing and implementing workforce strategies at both the State and local levels. The State Workforce Development Board is an advisory board to the Governor that provides leadership to the education and workforce system, and which sets and communicates the vision

for Maine's workforce system, convenes key strategic partnerships to achieve the vision, and uses data and accountability systems to ensure the system is on track.

Local boards take on a similar strategic role but have somewhat different functions pertaining to implementation of workforce programs and services. Maine has three local workforce development areas overseen by the following local boards:

- Northeastern WDB, covering Aroostook, Hancock, Penobscot, Piscataquis, and Washington counties;
- Central Western Maine WDB, covering Androscoggin, Franklin, Kennebec, Oxford, and Somerset counties; and
- Coastal Counties WDB, covering Cumberland, Lincoln, Knox, Sagadahoc, Waldo, and York counties.

Local area governance begins with the chief elected official (CEO); each county within the local area assigns a representative commissioner to the CEO Board in each local area. Collectively the counties are financially liable for local WIOA funds allocated by the State to the local area through a sub-award. The CEOs are also responsible for appointing local workforce development board members, approving the local board's local workforce plan and budget and serving as the local grant recipient. However, the CEOs may designate an entity to serve as a fiscal agent on their behalf.

Local workforce development boards are responsible for defining and overseeing strategies, goals, objectives, and requirements for the use of grant funds. Local boards are made up primarily of business members representing employers from the local area and leads from agencies that serve job-seekers and workers. Local boards are facilitated by a chairperson, selected from among the business membership of the board. Local boards have many functions and are responsible for convening industry partners and educational institutions to identify career pathways within key industry sectors in the local area. Local boards hire staff to assist in grant administration and implementation. Local board staff conducts monitoring and oversight of local service providers that deliver WIOA programs, create and submit required performance reports, disseminate information to local area stakeholders, and more.

The goal of Maine's workforce development system is to enhance the range, integration, and quality of workforce development services available to job-seekers and businesses through a coordinated approach among partner agencies utilizing a network of physical sites known as the one-stop system.

Local boards establish strategic direction for their local areas through contracts with service providers by generating policies, and through establishing a One-Stop Operator to coordinate the integration of services provided by the partner agencies that make up the local one-stop system.

A. American Job Centers

System services are delivered through various kinds of physical centers referred to nationally as American Job Centers and referred to in Maine as Career Centers, Workforce Solutions

Centers, and, in this MOU, as one-stop centers. There are three levels of one-stop centers as follows:

1. Comprehensive One-Stops (COS) Each local area must have one comprehensive one-stop center from which all partner programs can be accessed. The Northport Drive one-stop center in Portland is the COS for the Coastal Counties Workforce Area. Partner programs are required to provide “access” to their services from the COS in the local area at a minimum, but are encouraged to provide access to services at any or all of the centers in the local one-stop delivery system. Ways to provide “access” to partner services includes:
 - Option 1: Having a partner program staff member physically present at the comprehensive one- stop center;
 - Option 2: Having a staff member from a different partner program physically present at the comprehensive one-stop center who is appropriately trained to provide information to customers about the partner’s programs, services, and activities; or
 - Option 3: Making available a “direct linkage” through technology to a program staff member who can provide meaningful information or services.
 - A “direct linkage” means providing direct connection at the comprehensive one-stop center, within a reasonable time, by phone or through a real-time Web-based communication, to a partner program staff member who can provide program information or services to the customer.
 - A “direct linkage” cannot exclusively be providing a phone number, a website address, or printed pamphlets or materials; it means a direct linkage to a partner program staff person.
2. Affiliate One-Stop Centers (AOSC) Local boards may also choose to operate other access points to service in addition to comprehensive one-stops. Additionally, they may “approve” other regional centers that are not operated by them such as the MDOL centers in Springvale, Portland, Brunswick, and Rockland. Such access points are called affiliate, and are established to supplement and enhance customer access to partner services. Affiliate sites make one or more of the one-stop partners’ program services and activities available to job seekers, workers, and employers.

See Appendix D for a map of the Coastal Counties Workforce service delivery area.

B. One-Stop Operator

In the Coastal Counties Area, the role of the OSO is to facilitate and lead the Committee of Required Entities (CORE) through the design and implementation of integrated service delivery (ISD). The OSO will work cooperatively with WIOA CORE and other required

partners, and will regularly convene meetings of the WIOA CORE partners which are WIOA:

- Title I - Youth, Adult, and Dislocated Worker Program;
- Title II - AEFLA Program (i.e., adult education);
- Title III – Wagner-Peyser Act Employment Service Program; and
- Title IV - Vocational Rehabilitation Program.

Additionally, the OSO will convene regular meetings of the WIOA partners (see 20 CFR § 361.400 for required partners under WIOA) in order to implement service delivery that fosters an integrated service model.

C. Partners

Per 20 CFR 678.415, the partners required to enter into this MOU with the Coastal Counties Workforce Board are those partner entities that act as the grant recipient / administrative entity responsible for administering the program grant funds. The term “entity” does not include service providers that the grant administrators contract with, nor does it include sub-recipients of the local administrative entity.

Some of these entities are the required partner for all three local areas in the State, and some are required partners only in the local area in which their program is physically located. WIOA-required partners in Maine are the administrators of the following national grant-funded programs:

1. Programs authorized under title I of WIOA
 - Local Workforce Board, Adult program;
 - Local Workforce Board, Dislocated Worker program;
 - Local Workforce Board, Adult, Youth program;
 - Career Systems Development Corporation, Loring Job Corps program; and Equus Workforce Solutions, Penobscot Job Corps program;¹
 - LearningWorks, YouthBuild program;²
 - Native American program;³
 - Pathstone, National Farmworker Jobs program;
2. Maine Department of Education, Adult Education and Family Literacy Act program authorized under WIOA title II;
3. Maine Department of Labor, Bureau of Employment Services, Wagner-Peyser Act Employment Service program, as amended by WIOA title III;
4. Maine Department of Labor, Bureau of Rehabilitation Services, Vocational Rehabilitation program, as amended by WIOA title IV;

¹ Job Corps programs serve state and national customers regardless of their physical location and are required partners for all three local areas.

² YouthBuild grantees service customers in the local area in which their program is physically located; YouthBuild is administered by Learning Works in the Coastal Counties area at the time of this MOU signing.

³ Native American programs serve customers in the local area in which their program is physically located; per WIOA, Native American programs are not required to contribute to infrastructure cost sharing. There are no Native American programs physically located in the Coastal Counties area at the time of this signing.

5. Associates for Training and Development (A4TD) Senior Community Services Employment program authorized under title V of the Older American Act;
6. Maine Community College System, Career and Technical Education programs;
7. Maine Department of Labor, Bureau of Employment Services, Trade Adjustment Assistance program;
8. Maine Department of Labor, Bureau of Employment Services, Jobs for Veterans State Grants program;
9. Maine Department of Health and Human Services, Employment and Training Activities carried out under the Community Services Block Grant (CSBG) program;
10. Housing and Urban Development, Employment and Training programs;⁴
11. Maine Department of Labor, Bureau of Unemployment Compensation, Unemployment Insurance program;
12. Second Chance Act program⁵; and
13. Maine Department of Health and Human Services, Temporary Assistance for Needy Families / Additional Support for People in Retraining and Employment (TANF/ASPIRE) programs.

1. Partner Roles and Responsibilities

The primary expectation of this MOU is partner support for the alignment and coordination of workforce development, education, and community and economic development resources in the local area. Partners agree to support a comprehensive, accessible, high-quality one-stop system in each local area, a system that is accessible and easily navigated by job seeker, worker, and employer customers alike.

Partners agree to commit to a new level of collaboration required to bring about a local workforce system that: promotes improvement in the structure of and delivery of multiple partner services; addresses the employment and skill needs of workers, jobseekers, and employers; articulates career pathways for in-demand occupations and industries; results in workforce participation and preparation of underutilized populations and individuals with barriers; and enables workforce participants to enter career pathways that provide self-sustaining wages and offer upward mobility.

Under WIOA all required partners of the one-stop delivery system are expected to have the necessary level of knowledge of each partner's programs to be able to make appropriate referrals and braid appropriate resources on behalf of shared customers. Per 20 CFR 678.430 there are basic career services that all partners are expected to provide which are primarily informational and relate to an integrated and coordinated system of services (to job seekers, workers, and in some cases employers). A list of these partners and descriptions of services provided can be found in Appendix A. In addition, per 678.420, the role of required partners is identified as follows:

⁴ HUD Employment and Training Programs serve customers in the towns in which each housing authority is located.

⁵ There are no Second Chance Act programs funded and operating in the Coastal Counties area at the time of this MOU signing.

- a. Provide access to its programs or activities through the comprehensive one-stop center and as able throughout the one-stop system;
- b. Use a portion of funds made available to the partners' programs, to the extent consistent with Federal law authorizing the partners' programs and with Federal cost principles in 2 CFR parts 200 and 2900 (requiring among other things, that costs are allowable, reasonable, necessary, and allocable) to:
 - i. Provide applicable career services; and
 - ii. Work collaboratively with the State and local boards to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure through partner contributions that are based upon:
 1. A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received;
 2. Federal cost principles; and
 3. Any local administrative cost requirements in the Federal law authorizing the partners' programs;
- c. Enter into an MOU with the local board relating to the operation of the one-stop delivery system that meets all the requirements contained herein;
- d. Participate in the operation of the one-stop delivery system consistent with the terms of this MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements; and
- e. Provide representation on the State and Local boards as required and participate on board committees, as needed.

2. Partner Commitments

In addition to the roles identified under WIOA as delineated above, Partners to this MOU agree to work with the local One-Stop Operator to align and coordinate workforce development resources in a way that is seamless to the customer, maximizes resources, reduces redundancies, and improves the outcomes of participants of each partner program. In order to facilitate such a system, Partners agree to:

- a. Familiarize their staff with the basic eligibility and participation requirements and available services and benefits offered by each of the Partner programs identified in Appendix A;
- b. Allow their staff to participate in cross-training opportunities developed to facilitate such familiarity;
- c. Assist in developing materials and/or participating in delivery of cross-training to facilitate such familiarity;
- d. Work to utilize common intake, assessment and registration tools, and standards;
- e. Regularly evaluate ways to improve the referral process including the use of customer satisfaction surveys;
- f. Commit to robust and ongoing communication with partners required for an effective referral process;

- g. Commit to actively follow-up on the results of referrals, and assure that partner resources are being leveraged at the optimum levels;
- h. Provide suitable referrals and service coordination in accordance with the Referral Requirements Section below; and
- i. Attending quarterly one-stop partner meetings and additional meetings as necessary to support integration.

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; and
- 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.

D. System Services and Provider

The services, eligibility criteria, and funding sources for each required partner are identified in Appendix A: System Services by Partner. In this section, each partner identifies the grant administrator, the service providers and service locations, an overview of each partner's services, eligibility criteria for each partner's services, a list of services offered, and special requirements requested by each partner in regards to this MOU.

E. Referral Requirements

As mentioned, Appendix A provides an overview of services offered by each required partner and the level of those services that will be made accessible through the comprehensive and affiliate one-stop centers in the local area. A robust referral mechanism is to be put in place to ensure a customer- centric, integrated, and seamless delivery of services to workers, job seekers, and employers.

After informing customers about the opportunities and resources available to them, partners will make referrals based on the level of interest expressed by the customer and/or the readiness or need of the customer (worker, job seeker, and/or employer) for the services of the partner program to which the customer is being referred. There are two types of referrals: an "informal referral" to customers who, after learning about another partner's services, expresses an interest in more information; and a more formal referral known as a "coordinated referral" that is by and between partner agencies that intend to enroll and serve a specific customer who would benefit from the services of other partners.

Referral Types:

The referral process may be either Informal or Coordinated (Formal).

An Informal Referral is a paper or online referral provided to the customer by the initiating Partner that refers and guides that customer to another Partner program. This level of referral

allows the customer to utilize the referral according to his or her needs and does not require a formal follow-up from the receiving partner agency.

A Coordinated Referral is a staff-initiated referral on behalf of a customer that is currently receiving enrolled services from the referring partner and/or who specifically requires the services of the partner to which they are being referred. Such referrals may require customer approval and/or a release of information. Coordinated referrals involve direct contact between staff of the referring partner and the staff of the receiving partner that discuss the specific needs of the customer requiring shared services.

Partners agree to collaborate to standardize the referral process across partner programs and to ensure provider staff understand these referral types.

IV. System Operating Costs

One-stop infrastructure cost sharing, as required under WIOA Section 121(h), is negotiated at the local area level through methods agreed upon by the local board, chief elected official, and one-stop partners. WIOA guidance has provided additional time for Partners to work on cost sharing agreements.

Local Area Operating Costs: The MOU must identify information about the costs for the one-stop comprehensive center. Operating costs include costs such as facilities rent, utilities, equipment and interactive technologies, and staff costs salaries, fringe, and benefits, insurances, and service delivery costs such as materials. In addition, to clear identification of operating costs, the MOU must include a copy of the infrastructure cost sharing agreement (IFA) in place.

See Appendix B for Local Areas Operating Costs and Infrastructure Cost Sharing Agreement.

V. Other Terms and Conditions

A. Data Sharing and Protection of Personally Identifiable Information

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. 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.

Partners further agree that 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 that 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:

1. Customer PII will be properly secured in accordance with the Federal, State, and local policies and procedures regarding the safeguarding of PII.

2. 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.
3. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR Part 603 and TEGL 07-16.
4. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
5. Customer data may be shared with other programs, for those programs' purposes, within the one- stop network only after the informed written consent of the individual has been obtained, where required.
6. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
7. 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. § 794 (d)).
8. 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.

B. Confidentiality

All Parties expressly agree to abide by all 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 of 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 by unauthorized individuals.

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.

C. Accessibility

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the one-stop center network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations, as well as in virtual sites, regardless of gender, age, race, religion, national origin, disability, Veteran status, or on the basis of any other classification protected under state or federal law.

A. Physical Accessibility:

One-stop centers 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, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

B. Virtual Accessibility:

The local board will work with the State board to ensure that job seekers 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.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the local board or the State board to post content through their website or applicable one-stop system websites.

C. 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 that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals

who are deaf or hard of hearing, individuals with vision impairments, and individuals with speech/language impairments.

In addition, communications access means taking reasonable steps to provide meaningful access to programs and services to individuals with Limited English Proficiency (LEP) or for whom English is not their primary language. Such steps may include using signage with multiple language statements in order to assess the individual's native language, by providing general informational materials in non-English languages known to be spoken in the local area, and/or by providing adequate notice of and accessing language translation services as appropriate.

D. 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 that they have policies and procedures in place to address these issues, and that those policies and procedures have been disseminated to their employees and otherwise posted as required by law.

Partners further assure that 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 one-stop 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 real time or, if not available, within a reasonable timeframe 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 one-stop center network.

D. Monitoring and Evaluation

The local board, or its designated staff, officials from the State and other 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 is 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 policies are followed; and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate. Failure to comply with local monitoring shall result in official “findings.”

E. Nondiscrimination and Equal Opportunity Compliance

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.

All Parties to this agreement specifically assure that they will 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 service 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 Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 29 USC §3248;
- The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR part 99);
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38);
- Confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603); and
- 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 identity 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.

F. 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 omission of any third party. The Parties acknowledge the local board and the One-Stop Operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the local board or the One-Stop Operator.

G. 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.

H. 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 I Adult program, as required by 38 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 individuals, and English language learners.

I. Governing Law

This MOU will be construed, interpreted, and enforced according to the laws Maine. 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.

Appendix A

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Adult, Dislocated Worker, Youth Services

Coastal Counties Workforce, Inc. (CCWI) is the grant administrator of Title IB Adult, Dislocated Worker, and Youth programs and contracts with one or more service providers to deliver these services. Title IB programs are funded through a grant from the US Department of Labor that is distributed to States and then to local areas based on a formula that takes several factors into consideration about the local area, including: the number of unemployed, number living in poverty, number of disadvantaged youth, the amount of funds the local area received the previous year, the areas of substantial unemployment, and the number of significant plant downsizings in the local area.

The Title IB Adult, Dislocated Worker and Youth service provider in this local area is Workforce Solutions. Workforce Solutions staff are mobile and can meet clients in any appropriate partner or public space throughout the Coastal Counties region as well as provide services virtually.

Services Provided

Varied levels of services are offered to Adult, Dislocated Workers, Youth participants and Employers, including: the Basic Career Services that must be provided by all required partners and which must be made available to everyone accessing the local one-stop system; Individualized Career Services, which may be made available based on an identified customer need; Follow-Up services which are made available to Adults and DWs who received enrolled services and then entered into unsubsidized employment, and to all Youth enrolled in services; and Training Services which may be offered based on a determination that the customer/participant meets specific criteria. Business/Employer services may be offered directly by Title IB staff or in collaboration with other partners.

Referral Method

Online referral form: <https://goodwillnne.org/workforce-services/workforce-solutions/>

Direct Linkage Method

Title IB Program staff members are physically present at the Comprehensive One-Stop Center.

Program Eligibility

Adult program eligibility includes being at least 18 years old, work-authorized, draft registered (if applicable), and have been assessed by WIOA partner staff and deemed necessary to receive individualized services to obtain or retain employment. In-school youth program eligibility includes attending school, being 14 to 21 years old at the time of enrollment, having low income and one or more other barriers to employment. Out-of-school youth program eligibility includes not attending school, being 16 to 24 years old at the time of enrollment, and having one or more barrier to employment.

Applicable Counties

Cumberland, Knox, Lincoln, Sagadahoc, Waldo, and York Counties

Job Corps

Job Corps is a residential program that assists eligible youth to connect to the labor force by providing intensive social, academic, career and technical education, work-based learning opportunities, college programming, and access to apprenticeships. In Maine, there are two Job Corps residential sites: Loring Job Corps, in Limestone, Aroostook County; and Penobscot Job Corps, in Bangor, Penobscot County.

Services Provided

In addition to career and technical education, work-based learning opportunities, and college programming, Job Corps provides furnished dorms, basic medical care, meals, books and supplies, a living allowance, training clothing, childcare, and a supportive community.

Referral Method

A Job Corps program staff member is on site Monday through Friday 8:00am to 4:00pm at the one-stop center, and materials are available in every CareerCenter. The website www.jobcorps.gov is always available for referrals after business hours.

Direct Linkage Method

Penobscot Job Corps has two full-time staff members in the Portland Comprehensive One-Stop Center or call the office (207-561-8516). A reply to phone calls can be expected within one business day.

Program Eligibility

Youth ages 16 to 24 years old are eligible for programming and must meet national poverty guidelines. Applicants undergo a screening process to ensure they have no pending court cases, fines exceeding \$499, or active probation. To apply or ask any questions, go to www.jobcorps.gov.

Applicable Counties

All Maine Counties

YouthBuild

LearningWorks YouthBuild is a nationally accredited YouthBuild program that assists teenage and young adult participants to connect to the labor force through the provision of academic instruction, vocational training and certification for high-demand occupations, career education and guidance, service learning and leadership development opportunities. LearningWorks YouthBuild's curriculum supports participants in earning the HiSET and a variety of industry-recognized credentials, leading to successful post-program placements in employment, apprenticeship, additional vocational training, work experiences, or post-secondary education.

Services Provided

- Assessment of academic and occupational skills
- Individualized Career Development Plan in alignment with education and career goals
- Education Services to assist participants in completing the HiSET
- Occupational Skills Training in construction and culinary fields
- Career Exploration and Work Experience
- Career and Life Skills Education
- Counseling and Case Management Services
- Supportive Services including linkages to community services
- Community Service and Leadership Development

Referral Method

LearningWorks entered into a separate service contract with the service provider which provides a full-time embedded career advisor in the LWYB program. As a result of this, 100% of LWYB youth have been co-enrolled into WIOA Youth Services since this contract's inception.

Direct Linkage Method

LearningWorks has a reverse co-location relationship with the Title 1B service provider who is embedded at LearningWorks full-time.

Program Eligibility

Young people are eligible for the YouthBuild program if they are between the ages of 16-24 at the time of enrollment; and a member of a low-income family, a youth in foster care, a juvenile or adult offender, an individual with a disability, a child of an incarcerated parent, a homeless youth, a migrant youth; and a school dropout, or an individual who was previously a school dropout but has subsequently re-enrolled.

Participants who do not meet criteria may be eligible if they are identified as basic skills deficient, regardless of whether they have attained a high school diploma and are referred to YouthBuild by a school guidance counselor.

Applicable Counties

Cumberland and York

National Farmworker Jobs Program

The National Farmworker Jobs Program (NFJP) is a nationally directed program of services for individuals who have recently or are currently working in farm work, as well as their dependents, locally administered by PathStone Corporation. Training and Career Services aide participants to acquire the necessary skills to either stabilize or advance their careers in agriculture, or to obtain employment in new industries. The overarching goal of the NFJP program is to support better economic outcomes for farmworkers, and their dependents, as well as secure job stability.

Referral Method

Email the regional administrator, Elizabeth Grout (egrout@pathstone.org)

Direct Linkage Method

The NFJP provides direct connection at the Comprehensive One-Stop Center, by phone (207-573-9009), to a partner program staff member who can provide program information or services to the customer. Alternatively, partners can email the regional administrator, Elizabeth Grout (egrout@pathstone.org) and anticipate a response within 24 hours during the work week, or email through the HQ process (info@pathstone.org).

Program Eligibility

- Have been an agricultural farmworker whose family was disadvantaged during any consecutive 12- month period within the 24-month period preceding application for enrollment;
- Be citizens or nationals of the United States, lawfully admitted permanent resident aliens, or be residing in the U.S. under other legal immigrant status granting employment authorization; and
- Have not violated Section 3 of the Military Selective Service Act by failing to register ad required with a local draft board; or
- Be a dependent of a qualifying farmworker and qualify under the above criteria.

Applicable Counties

All Maine Counties

Adult Education and Family Literacy

The Maine Department of Education (MDOE) is the grant administrator of the Adult Education and Family Literacy Act (AEFLA) funds for Maine, which it awards to nine Adult Education Hubs in Maine. Maine Adult Education is an education, life, and career pathways system that enables adults to be prepared for post-secondary education and/or employment. Providing courses in literacy and adult basic education, high school completion, Maine college transition, career preparation, workforce training, and enrichment, Maine Adult Education has over 65 programs located throughout the state.

Services Provided

Adult education programs provide a range of instructional services to help adults develop the skills for further educational opportunities, job training and better employment, and to realize their full potential as productive workers, family members and citizens.

Referral Method

Contact the director at the nearest location for the interested student:

<https://www.maine.gov/doe/learning/adulted/providers>

Direct Linkage Method

MDOE provides direct connection at the Comprehensive One-Stop Center, by phone, to a partner program staff member who can provide program information or services to the customer.

To access the program and course portal and find local adult education providers' phone numbers, go to the following web link: <https://maineadulted.org/locations/>

Program Eligibility

Participants must be at least 16 years of age and no longer enrolled in high school to receive services. There are no other eligibility requirements for basic education and literacy programs.

Applicable Counties

All Maine Counties

Employment Services

In Maine, the Wagner-Peyser Act is implemented through the Maine Department of Labor's (MDOL) Bureau of Employment Services (BES), which oversees a broad array of services delivered through the state's CareerCenters. MDOL CareerCenters offer a comprehensive range of employment-related services to both job seekers and employers.

Services Provided

Job seeker services include assistance with job searches, career counseling, résumé development, and referrals to training programs and community supports. Employer services involve facilitating job postings and matching them with qualified candidates, supporting recruitment and training strategies, and providing access to labor pools. Wagner-Peyser staff also support Unemployment Insurance (UI) claimants who are required to register with Maine JobLink, the state's online labor exchange system. Outreach to Migrant and Seasonal Farmworkers (MSFWs) is also conducted under Wagner-Peyser authority. A dedicated MSFW Outreach Worker conducts field visits to inform farmworkers about available services. These efforts include multilingual communication and diverse outreach strategies to ensure that MSFWs are aware of and able to access employment and training resources.

Referral Method

Upon entering a Maine CareerCenter, an outreach service point, or a virtual access point, individuals receive an initial assessment to identify their interests and needs. Through a triage process, immediate referrals are made to appropriate services using the preferred method of the receiving agency. In addition to staff-assisted referrals, the **My WorkSource Maine** (<https://www.myworksourcemaine.gov/>) virtual one-stop offers a service matching tool that recommends resources based on individual needs and allows users to explore a wide variety of relevant partner services.

Direct Linkage Method

As of May 2025, a program staff member is on site on Thursdays from 8:00am to 4:00pm. Live chat is available Monday through Friday, 8:00am to 4:00pm: <https://www.mainecareercenter.com/>; <https://www.myworksourcemaine.gov/>

Program Eligibility

Wagner-Peyser Act services are designed to be universally accessible to job seekers. For businesses to be eligible to post jobs or receive recruitment assistance, they must employ a worker at a place within Maine and have an employer relationship with respect to employees indicated by the fact that they hire, fire, supervise, compensate employees directly, and otherwise control the work of employees; they must also be in compliance with federal, state, and local laws.

Applicable Counties: All Maine Counties

Vocational Rehabilitation

The Maine Bureau of Rehabilitation includes the Division of Vocational Rehabilitation (VR) including Deaf, Hard of Hearing & Late Deafened and the Division for the Blind and Visually Impaired. VR staff are located at MDOL CareerCenters across the State and travel to communities and schools.

The VR program supports individuals who have disabilities to get, keep, and advance in employment. In addition, VR provides pre-employment transition services which can either be accessed as a VR client (through application) or potentially eligible (through Pre-ETS registration form).

Services Provided

VR services are individualized and agreed upon through an Individualized Plan for Employment. This plan drives services, which can include co-enrollment with WIOA partners and other resources.

Referral Method

Applicants can connect with a staff member to receive assistance in completing a paper or online application at the local CareerCenter or call 1-207-623-6799. A VR orientation is available for participants, interested parties, and referral sources, offered the third Thursday of every month from 9am-10am. <https://www.maine.gov/rehab/dvr/vr.shtml>

Direct Linkage Method

Vocational Rehabilitation provides direct connection at the Comprehensive One-Stop Center and by phone (1-800-760-1573; TTY 711). A program staff member is on site Tuesdays from 8:00am to 4:00pm.

Program Eligibility

To be eligible for VR services, a person must have a physical and/or mental disability, deafness or hearing impairment, and/or visual impairment or blindness which results in a substantial impediment to employment for the individual and would require VR services to prepare for, secure, retain, maintain, and advance in employment.

Applicable Counties

All Maine Counties

Senior Community Service Employment

Associates for Training and Development (A4TD) operates the Senior Community Service Employment Program (SCSEP) in most of the coastal counties. SCSEP is a transitional jobs training program specifically for unemployed, low-income individuals who are 55+ years old and have barriers to employment. SCSEP is a work-based internship program that partners with 501c3 organizations and public municipalities to host SCSEP participants, with the goal being to upskill mature workers so they are prepared to secure unsubsidized employment. There is no cost for SCSEP services.

Services Provided

SCSEP partners with WIOA partners, including the CareerCenters, to connect SCSEP participants with supportive and job training services to ensure participants are prepared for work leading to improved economic self-sufficiency and quality of life.

Referral Method

Client referrals from WIOA partners can include:

- Referring organization utilizes the direct linkage method with the applicant's permission;
- Referring organization supports applicants in completing an online application at www.a4td.org;
- Applicants can contact A4TD directly utilizing the direct linkage method after learning about SCSEP service from a partner organization.

Direct Linkage Method

A4TD provides direct connection at the Comprehensive One-Stop Center, by phone (207-577-6492 or 207-577-6823), to a SCSEP program staff member who can provide program information or services to the customer.

Program Eligibility

Program participants must be age 55+, unemployed, and low income (assets are less than 125% of the poverty guidelines). SCSEP participants must also have barriers to employment and be able to train and work.

Applicable Counties

Knox, Sagadahoc, Waldo, and York Counties



Career and Technical Education

Maine Department of Education, the grant administrator of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), distributes the portion of these funds identified for Career and Technical Education and Training at the post-secondary level to the Maine Community College System (MCCS) office which distributes the funds to the seven Maine Community Colleges. The funds support specific CTE programs offered at each campus that prepare students for technical occupations.

Services Provided

Students may enroll in short-term training programs, individual credit courses, or full academic programs at each of the seven colleges of the MCCS. Detailed program information can be found online at <https://www.mccs.me.edu/>.

The primary point of access for traditional programming is through the Admissions office, with other opportunities available through Workforce Development (training) or dual/concurrent enrollment (high school students). Students intending on pursuing a degree or certificate program can apply online and may register for courses online or in person once admitted. High school students taking classes in conjunction with their secondary studies may register with the assistance of their school counselors/permission of their parents through the OnCourse program. Workforce training opportunities are scheduled and accessed primarily through the Harold Alfond Center for the Advancement of Maine's Workforce (HAF), though workforce training opportunities are also offered directly through each college.

Referral Method

Staff at each WIOA one-stop partner organization are familiar with the MCCS/Harold Alfond Center and their programming and can assist interested parties in making connections with the proper workforce training and admissions contacts.

Direct Linkage Method

Contact the Dean of Workforce Development at Southern Maine Community College (207-741-5504) or the Dean of Economic and Workforce Development at York County Community College (207-216-4477) for connection within the One-Stop Partner system of workforce development.

Program Eligibility

All MCCS programs are available to qualified individuals. Many academic and workforce programs have specific requirements related to age, academic preparation, and/or technical standards, the details of which can be found online at <https://www.mccs.me.edu/>.

Applicable Counties

All Maine Counties

Jobs for Veterans State Grant

Through Maine Department of Labor CareerCenters, eligible veterans and veteran spouses can access specialized assistance from dedicated veteran representatives. This collaborative, client-centered approach prepares veterans and spouses for employment opportunities that align with their unique knowledge, skills, and abilities. In addition to supporting job-seeking veterans, veteran representatives actively engage with local employers to advocate for veteran hiring and identify job opportunities that match veterans' goals and preferences.

Veterans receive priority of service and benefit from a statewide support network that includes multilingual staff, targeted workshops, job fairs, and strong community and employer connections designed to meet veterans and their families where they are.

Services Provided

Services include job search exploration, resume and interview preparation, and direct referrals to ancillary resources and supports that address non-employment-related barriers—all customized to meet individual needs.

Referral Method

Referrals are directed to JVSG staff in a nationally established process: 207-623-7981

Direct Linkage Method

As part of the U.S. Department of Labor's Veterans' Employment and Training Services, each CareerCenter has a Disabled Veterans' Outreach Program representative and a Local Veterans' Employment Representative, who offer expert advice in translating military skills to civilian job descriptions, as well as provide general employment and training services to Maine's veterans. 207-623-7981

Program Eligibility

To receive Jobs for Veterans State Grant services, individuals must be qualifying veterans or eligible spouses who also meet target population criteria and/or experience significant barriers to employment.

Applicable Counties

All Maine Counties

Community Services Block Grant

The Maine Department of Health and Human Services is the grant administrator of the Community Services Block Grant (CSBG); a grant that provides core funding to Maine's ten Community Action Agencies (CAAs). The goal of the CSBG is to reduce poverty, revitalize low-income communities and empower low-income families to become economically self-sufficient. Community representation and accountability are hallmarks of the CSBG network, where agencies are governed by a tri-partite board. This board structure consists of elected public officials, representatives of the low-income community, and appointed leaders from the private sector. Because the CSBG funds the central management and core activities of these agencies, the CSBG network is able to mobilize additional resources to combat the central causes of poverty. CSBG funds support the network of CAAs and their ability to access numerous other resources on behalf of their customers.

Services Provided

The types of services offered vary from agency to agency.

Support is available for employment, education, income and asset building, housing, healthcare, civic engagement and community involvement, childcare and youth development, energy assistance and weatherization of homes, housing, health and nutrition, and transportation. See <https://mecap.org/member-agency-services/> for a snapshot of services provided by all Community Action Agencies.

Referral/Direct Linkage Method

Call or email the agency directly:

- Midcoast Maine Community Action: 207-422-7963 or info@mmcacorp.org
- The Opportunity Alliance (Cumberland County): 207-553-5900 or info@opportunityalliance.org
- Waldo Community Action Partners: 207-338-6809 or info@waldocap.org
- York County Community Action Corporation: 207-324-5762 or info@yccac.org

Program Eligibility

Eligible individuals are those whose income is at or below 125% of the poverty line or who are eligible for any other program with the same income guidelines operated by the CAA. Due to COVID-19, the Administration of Children and Families and the Office of Community Services has increased the client eligibility criteria to those whose income is at or below 200% of the poverty line or who are eligible for any other program with the same income guidelines operated by the CAA until no longer supported and approved by federal Continuing Resolutions.

Applicable Counties

All Maine Counties

HUD Employment and Training

Together with its community partners, Portland Housing Authority (PHA) provides and expands affordable housing and services that improve quality of life, build community, enhance safety and promote personal success for the people we serve and the neighborhoods in which they reside.

Services Provided

Through this partnership, PHA tenants are connected to a range of workforce development services, including job search and placement assistance, career counseling and assessments, resume and interview preparation, access to education and training programs, and information about apprenticeships and on-the-job training.

Referral Methods

When possible, PHA staff facilitate a direct introduction between the tenant and a One-Stop partner representative, either in person, by phone, or through a scheduled appointment. This ensures a smooth transition and reduces the chance of disengagement. With the tenant's written consent, staff share relevant information to streamline the referral and reduce duplication of effort between agencies. When feasible, One-Stop partners may provide services directly at Housing Authority properties, allowing residents to access resources without needing to travel. PHA resident services grants program manager attends ongoing one-stop system meetings to support case conferencing, troubleshoot barriers, track referral outcomes, and learn about new employment and training opportunities which may benefit residents.

Direct Linkage Method

Resident Services Grants Program Manager: 207-221-8069 or 207-773-4753 Ext. 8265

Program Eligibility

All current Portland Housing Authority residents are eligible for programming.

Applicable Counties

Cumberland County

Unemployment Insurance

The Maine Department of Labor, Bureau of Unemployment Compensation, is the grant administrator of the Maine Unemployment Insurance Program that includes benefits, tax, and appeal services.

Services Provided

Unemployment insurance provides a temporary source of income to individuals who have lost their jobs through no fault of their own. Unemployment insurance is funded solely by unemployment taxes paid by employers; workers do not pay into the unemployment system. An unemployed individual can apply for unemployment compensation as soon as they become unemployed.

Referral Method

The My Work Source Maine virtual career center (<https://www.myworksourcemaine.gov>) offers valuable training and employment resources, including a live chat option for job seekers and employers. A virtual assistant is also available to help constituents and navigate and access job opportunities and employer services. MDOL coordinates referrals based on information received through these various resources to match with available service providers such as but not limited to one-stop partners including Coastal Counties Workforce, Inc., the Central Western Maine Workforce Development Board, and the Northeastern Workforce Development Board.

Direct Linkage Method:

To file your initial or weekly claim, visit <https://www.maine.gov/unemployment> or call 1-800-593-7660 TTY Maine Relay: 711 (Monday through Friday 8:00am to 3:00pm).

Program Eligibility

To be eligible for unemployment, you must:

- Have lost your job or have had your hours reduced through no fault of your own.
- Be actively looking for work.
- Be physical and mentally able and available to accept a reasonable offer of employment.
 - Example: You do not have personal responsibilities that would prevent you from working.
- You must have earned enough wages in the 12 to 18 months prior to filing a claim.

Minimum earnings are updated yearly in June and are subject to change. Eligibility will be determined when a claim is filed either through self-service or with an eligibility agent.

Applicable Counties

All Maine Counties

TANF / ASPIRE

Maine Department of Health and Human Services' Office for Family Independence helps connect Maine families to benefits and services that foster health, safety, resilience, and opportunity and help them to meet a wide variety of needs. Temporary Aid to Needy Families (TANF) provides cash assistance to families while they work towards becoming self-sufficient. Once enrolled in TANF, the parent or specified relative may work with the Additional Support for People in Retraining and Employment (ASPIRE) program. The ASPIRE program helps TANF recipients move toward financial independence through case management, job training, education, support, and employment services.

Services Provided

- Support services to reduce barriers to employment such as transportation assistance, childcare, auto repairs, auto insurance, clothing, dental and eye care, educational expenses, books and supplies, occupational expenses, relocation expenses, and other support services.
- Case management services for individualized employment, training, and education planning.
- Coordination with medical partners to complete a comprehensive health assessment, including Functional Capacity and wellness plan.
- Job search and job readiness activities and workshops for workforce preparation, employment placement and retention services, field training, volunteer placements, and work experiences.

Referral Method

For additional information, visit <https://www.maine.gov/dhhs/ofi/programs-services/tanf>.

- Online portal can be used to submit applications, complete annual reviews, and submit case updates: www.mymaineconnection.com
- Mail: Office for Family Independence, 114 Corn Shop Lane, Farmington, ME 04938
- E-mail: Farmington.DHHS@maine.gov
- In-person at a DHHS district office
- Phone: 1-855-797-4357

Direct Linkage Method

- TANF: by e-mail at Farmington.DHHS@maine.gov or by phone at 1-800-797-4357, Monday-Friday 7:00 am-4:00 pm
- ASPIRE: by e-mail at Families@MaineFedcap.org or by phone at 1-844-653-0316, Monday-Friday 8:00am-5:00pm

Program Eligibility

Families or specified relatives with dependent children living in their home and pregnant women may be eligible for monthly TANF cash benefits. Applicants must meet financial and non-financial eligibility requirements. ASPIRE works with most parents who receive TANF benefits to help them become employed and self-sufficient. There are certain exceptions in place that exempt a parent or specified relative from participating in the ASPIRE program. ASPIRE case management services are provided by a contractor with locations throughout the state.

Applicable Counties

All Maine Counties

Appendix B

Infrastructure Funding Agreement (IFA)

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the One-Stop Comprehensive Center, including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products and assistive technology for individuals with disabilities; and
- Technology to facilitate access to the One-Stop Comprehensive Center, including technology used for the Center's planning and outreach activities.

The One-Stop Operating Budget and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to fund the service and operating costs of the Coastal Counties Area one-stop network. The Parties to this IFA agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Coastal Counties Area's high standards. All Parties to this IFA recognize that infrastructure costs are applicable to all Parties, whether they are physically located in the One-Stop Comprehensive Center or not. Each Party's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the programs' authorizing laws and regulations and the Uniform Guidance.

A. Legal Authority:

The Workforce Innovation and Opportunity Act (WIOA) (sec. 29 USC §3151) requires the local board, with the agreement of the Chief Elected Official, to develop and enter into a Memorandum of Understanding between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 29 USC §3151, concerning the operation of the one-stop delivery system in a local area.

The sharing and allocation of infrastructure costs is governed by WIOA Sec. 29 USC §3151, and the Federal Cost Principles contained in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance at 2 CFR part 200).

B. Components of the IFA:

Pursuant to 20 CFR 678.755, 34 CFR 361.755, and 34 CFR 463.755, each local IFA must (at a minimum) include the following components:

1. The period of time in which the IFA is effective (which may be a different time period than the duration of the MOU);
2. Identification of the infrastructure costs budget, which is a component of the one-stop operating budget;
3. Identification of all one-stop partners, CEO(s), and the Local WDB participating in the IFA;

4. A description of the periodic modification and review process to ensure equitable benefit among one-stop partners;
5. Information on the steps the Local WDB, CEO(s), and one-stop partner used to reach consensus or the assurance that the local area followed the SFM process; and
6. A description of the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

C. Duration:

This IFA is entered into on the date of signing the MOU and will terminate on August 31, 2028.

This IFA herein becomes part of the Coastal Counties One-Stop System MOU executed in September 2025.

D. Parties to the IFA:

The Parties to this IFA are defined as the entities listed in Section III. C. of the MOU.

One-Stop Comprehensive Center Operating Budget PY 2025/26

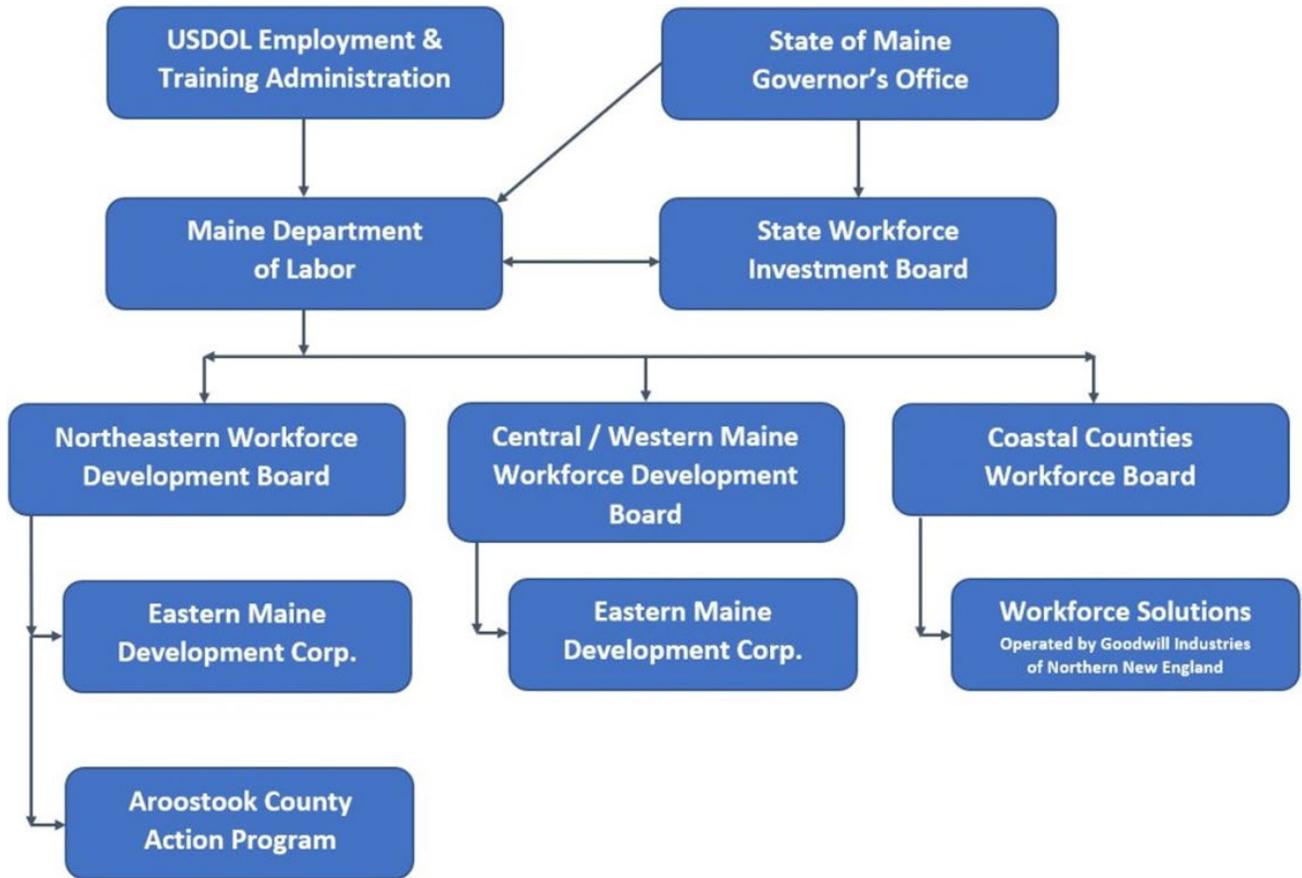
	TOTAL	Office Space Costs	Shared Area Costs	Description/Notes
SQ FT	2,671	1,777	894	
% of Total SQ FT		67%	33%	
Infrastructure Costs:				
Rent	\$ 59,055.00	\$ 39,288.93	\$ 19,766.07	Based on SQFT
Utilities	\$ 5,905.50	\$ 3,928.89	\$ 1,976.61	Based on SQFT
Building Maintenance	\$ 5,905.50	\$ 3,928.89	\$ 1,976.61	Based on SQFT
Cleaning	\$ 5,905.50	\$ 3,928.89	\$ 1,976.61	Based on SQFT
Building Security	\$ -			
Insurance	\$ 300.00	\$ 199.59	\$ 100.41	Based on SQFT
Telephone Costs	\$ 240.00	\$ 186.67	\$ 53.33	8 phones OS (22%), 28 phones in office (78%)
Computer/Internet	\$ 1,800.00	\$ 1,457.14	\$ 342.86	8 computers OS (19%), 34 computers in office (81%)
Office Supplies	\$ 1,200.00	\$ 798.35	\$ 401.65	
Equipment- New purchases, maintenance, and repair	\$ -			
Assistive Technology for individuals with disabilities	\$ -			
Printing/printers	\$ 4,961.64	\$ 3,763.39	\$ 1,198.25	Great American Leasing \$94.42/month (OS), TIAA \$221.55/month (office), Kyocera Maintenance \$75/month (office)
Postage				
Shredding	\$ -			
Total	\$ 85,273.14	\$ 57,480.76	\$ 27,792.38	

One-Stop Comprehensive Center Cost Share Allocations and Partner Contributions PY 2025/26

Organization/Agency	Program	FTE	% of FTE	% Usage	Office Space Costs	Shared Space Costs	Total Annual Cost	Quarterly Invoice
Goodwill	Goodwill - Snap E&T, AmeriCorps, VR CRP	6.0	31.1%	0.0%	\$ 17,869.66	\$ -	\$ 17,869.66	\$ 4,467.42
CCWI/Workforce Solutions	Adult, Dislocated Worker, Youth Programs	6.0	31.1%	30.0%	\$ 17,869.66	\$ 8,337.72	\$ 26,207.38	\$ 6,551.85
CCWI/Workforce Solutions	H1B Green Jobs for ME/BIG	2.0	10.4%	0.0%	\$ 5,956.55	\$ -	\$ 5,956.55	\$ 1,489.14
CCWI/Workforce Solutions	Coastal Counties Employment Recovery Grant	2.0	10.4%	0.0%	\$ 5,956.55	\$ -	\$ 5,956.55	\$ 1,489.14
Equus Workforce Solutions	JobCorps	2.0	10.4%	2.0%	\$ 5,956.55	\$ 555.85	\$ 6,512.40	\$ 1,628.10
MDOE Adult Ed	Adult Education and Family Literacy Act (AEFLA) Program	0.0	0.0%	7.0%	\$ -	\$ 1,945.47	\$ 1,945.47	\$ 486.37
MDOL BES	Wagner-Peyser Employment Services	0.8	4.1%	20.0%	\$ 2,382.62	\$ 5,558.48	\$ 7,941.10	\$ 1,985.27
MDOL BES	State Office of Apprenticeship	0.2	1.0%	1.0%	\$ 595.66	\$ 277.92	\$ 873.58	\$ 218.39
MDOL BES	Trade Adjustment Assistance (TAA)	0.2	1.0%	2.0%	\$ 595.66	\$ 555.85	\$ 1,151.50	\$ 287.88
MDOL BES	Jobs for Veterans State Grant (JSVG)	0.0	0.0%	1.0%	\$ -	\$ 277.92	\$ 277.92	\$ 69.48
MDOL BRS	State Vocational Rehabilitation Services Program (DBVI)	0.0	0.0%	1.0%	\$ -	\$ 277.92	\$ 277.92	\$ 69.48
MDOL BRS	State Vocational Rehabilitation Services Program (Voc-Rehab)	0.1	0.5%	12.0%	\$ 297.83	\$ 3,335.09	\$ 3,632.91	\$ 908.23
MDOL UC	Unemployment Compensation	0.0	0.0%	12.0%	\$ -	\$ 3,335.09	\$ 3,335.09	\$ 833.77
DHHS OFI	Temporary Assistance for Needy Families (TANF) Program	0.0	0.0%	3.5%	\$ -	\$ 972.73	\$ 972.73	\$ 243.18
MCCS	Carl Perkins Postsecondary (SMCC)	0.0	0.0%	3.0%	\$ -	\$ 833.77	\$ 833.77	\$ 208.44
MCCS	Carl Perkins Postsecondary (YCCC)	0.0	0.0%	2.0%	\$ -	\$ 555.85	\$ 555.85	\$ 138.96
LearningWorks	YouthBuild	0.0	0.0%	1.0%	\$ -	\$ 277.92	\$ 277.92	\$ 69.48
PHA	Housing & Urban Development, Employment and Training Programs	0.0	0.0%	0.5%	\$ -	\$ 138.96	\$ 138.96	\$ 34.74
PathStone	National Farmworker Jobs Program (NFJP)	0.0	0.0%	0.5%	\$ -	\$ 138.96	\$ 138.96	\$ 34.74
A4TD	Senior Community Service Employment Program (SCSEP)	0.0	0.0%	0.5%	\$ -	\$ 138.96	\$ 138.96	\$ 34.74
TBD	Senior Community Service Employment Program (SCSEP)	0.0	0.0%	0.5%		\$ 138.96	\$ 138.96	\$ 34.74
DHHS OCF	Community Services Block Grant (CSBG) Programs	0.0	0.0%	0.5%	\$ -	\$ 138.96	\$ 138.96	\$ 34.74

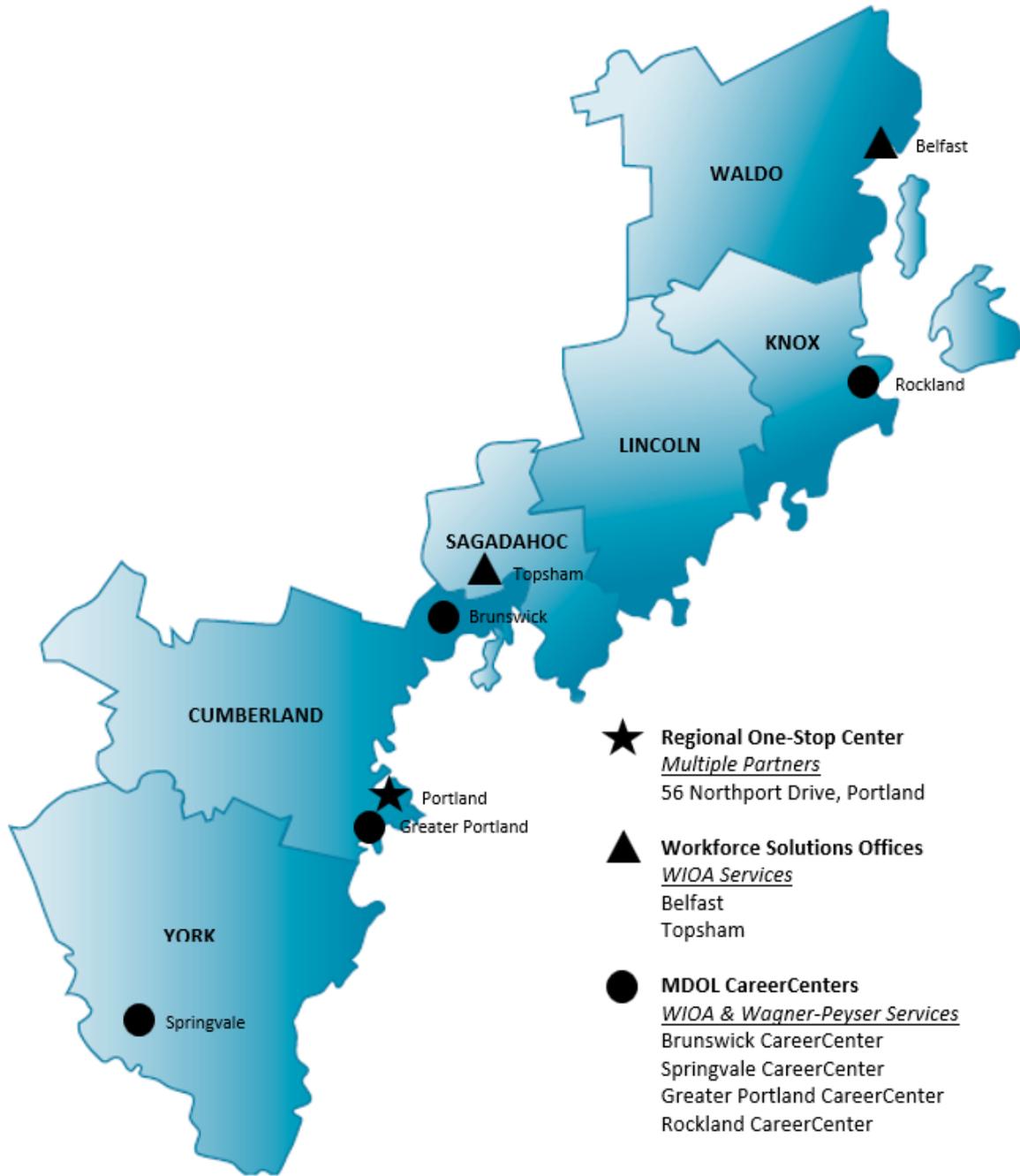
Appendix C

Workforce Innovation and Opportunity Act Delivery System



Appendix D

Coastal Counties Workforce Board Service Center Locations – 2025



Authority and Signature Page

Maine Workforce Partners

Memorandum of Understanding

With

Coastal Counties Workforce, Inc.

14 Maine Street, Box 2

Brunswick, Maine, 04011

On Behalf of the **WIOA Title IB Adult, Youth and Dislocated Worker Programs and the Local Workforce Board**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

The MOU Services Coordination, Referral and Partner Commitments Section

The Operating Budget

The Infrastructure Funding Agreement

By signing this agreement, I also certify that I have the legal authority to bind my agency (outlined above) to the terms of:

The MOU Services Coordination, Referral and Partner Commitments Section

The Operating Budget

The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:



7B7F3F7B81A4465...
Antoinette Mancusi, Executive Director

8/27/2025

Date

director@coastalcounties.org

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With

**Penobscot Job Corps
1375 Union Street
Bangor, Maine 04401**

&

**Loring Job Corps
36 Montana Road
Limestone, Maine 04750**

On Behalf of the **Job Corps Program**, we certify that we understand and agree to the full contents of the attached MOU and that all of our questions have been discussed and answered satisfactorily.

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

- The MOU Services Coordination, Referral and Partner Commitments Section
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- The Infrastructure Funding Agreement

We understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

DocuSigned by:

EE9467AD5021490...

 Molly Ginn, Director

8/27/2025 / _____
 Date

Ginn.Molly@jobcorps.org

Signed by:

0D8EA373E07246A...

 Kristie Moir, Director

8/27/2025 / _____
 Date

Moir.Kristie@jobcorps.org

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With

LearningWorks

190 Riverside St, Unit 6B

Portland ME 04103

On Behalf of LearningWorks YouthBuild, a WIOA YouthBuild program, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

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- The Infrastructure Funding Agreement

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- The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:

Thomas McLaughlin

F274D44042F341D...

Thomas McLaughlin, Executive Director

8/29/2025

Date

tmclaughlin@learningworks.me

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With

**PathStone Corporation
Bangor Office:
263 State Street, Suite 24,
Bangor ME 04401**

On Behalf of the **National Farmworker Jobs Program**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

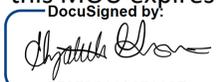
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DocuSigned by:

7F8F9C14A0F14GE...

Elizabeth Grout, Regional Administrator

8/25/2025 / _____
Date

egrout@pathstone.org

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With The

**Office of Adult Education and Family Literacy
Maine Department of Education
23 State House Station
Augusta, Maine 04333-0023**

On Behalf of the **Adult Education and Family Literacy Programs**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

- The MOU Services Coordination, Referral and Partner Commitments Section
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- The Infrastructure Funding Agreement

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- The Operating Budget
- The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:


5A48E94E6916439...
Megan Dichter, Director

8/28/2025 / _____
Date

Megan.Dichter@maine.gov

Authority and Signature Page

Local Workforce Board

With The

**Bureau of Employment Services
Maine Department of Labor
55 State House Station
Augusta, Maine 04330-0055**

On Behalf of the Following Programs & Services:

- Wagner-Peyser Labor Exchange and Employment Services
- Trade Adjustment Assistance Services
- Jobs for State Veterans Grant Services



I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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- The Operating Budget
- The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

DocuSigned by:

072A16C46B0B49B...
 Kimberley Moore, Bureau Director

8/25/2025 / _____
 Date

Kimberley.Moore@maine.gov

Authority and Signature Page

Local Workforce Board

With The
Bureau of Rehabilitation Services
Maine Department of Labor
54 State House Station
Augusta, Maine 04330-0055

On Behalf of the Bureau of Rehabilitation Services:

- Division of Vocational Rehabilitation Services
• Division of Services for the Blind and Vision Impaired

We certify that we understand and agree to the full contents of the attached MOU and that all of our questions have been discussed and answered satisfactorily.

Our signatures certify our understanding of the terms outlined herein and agreement with:

- The MOU Services Coordination, Referral and Partner Commitments Section
The Operating Budget
The Infrastructure Funding Agreement

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The Operating Budget
The Infrastructure Funding Agreement

We understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:
Libby Stone-Sterling
AF2AD9EA7E054E5...
Libby Stone-Sterling, BRS Director

8/27/2025 /
Date

Signed by:
Samantha Federson
BFCCC9B9E6DD4DA...
Samantha Federson, DVR Director
samantha.j.fenderson@maine.gov

8/27/2025 /
Date

Signed by:
Elissa Rowe
E4E69D402FA343F...
Elissa Rowe, DBVI Director
Elissa.rowe@maine.gov

8/25/2025 /
Date

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With

Associates for Training and Development (A4TD)

37 Park Street

Lewiston, ME 04240

On Behalf of the **Senior Community Service Employment Program**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

The MOU Services Coordination, Referral and Partner Commitments Section

The Operating Budget

The Infrastructure Funding Agreement

By signing this agreement, I also certify that I have the legal authority to bind my agency (outlined above) to the terms of:

The MOU Services Coordination, Referral and Partner Commitments Section

The Operating Budget

The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:

Shawn Alexander Fizz

0E58CEDD250A4B3...

Alex Fizz, President and CEO

8/25/2025

Date

afizz@a4td.org

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With The

Maine Community College System

323 State Street

Augusta, ME 04330

On Behalf of the **Maine Community College System**, we certify that we understand and agree to the full contents of the attached MOU and that all of our questions have been discussed and answered satisfactorily.

Our signatures certify our understanding of the terms outlined herein and agreement with:

The MOU Services Coordination, Referral and Partner Commitments Section

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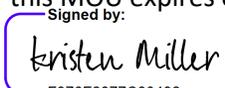
By signing this agreement, we also certify that we have the legal authority to bind our agency (outlined above) to the terms of:

The MOU Services Coordination, Referral and Partner Commitments Section

The Operating Budget

The Infrastructure Funding Agreement

We understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:

F976F2677C00492...

Kristen Miller, President, Southern Maine Community College

8/26/2025 / _____
Date

kmiller@mainecc.edu
Signed by:

46CC554FF230404...

Michael Fischer, President, York County Community College

9/2/2025 / _____
Date

mfischer@yccc.edu 

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With The

**Office of Child and Family Services
Maine Department of Health and Human Services
2 Anthony Avenue
Augusta, Maine 04333-0011**

On Behalf of the **Community Services Block Grant**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

- The MOU Services Coordination, Referral and Partner Commitments Section
- The Operating Budget
- The Infrastructure Funding Agreement

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- The Operating Budget
- The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

DocuSigned by:

Bobbi Johnson

134F262DB45B4A5
Bobbi Johnson, Director

8/25/2025

Date

bobbi.johnson@maine.gov

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With The

Portland Housing Authority

14 Baxter Blvd.

Portland, Maine 04011

On Behalf of the **Department of Housing and Urban Development**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

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- The Operating Budget
- The Infrastructure Funding Agreement

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- The Operating Budget
- The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

DocuSigned by:

C29D411A4997438...

Leah Brun, Interim Executive Director

8/25/2025 / _____
Date

lbruns@porthouse.org

Authority and Signature Page

Local Workforce Board

With The

**Bureau of Unemployment Compensation
Maine Department of Labor
57 State House Station
Augusta, Maine 04330-0055**

On Behalf of the **Unemployment Compensation Program**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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

The MOU Services Coordination, Referral and Partner Commitments Section
The Operating Budget
The Infrastructure Funding Agreement

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The Operating Budget
The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:

Suzan McKechnie

FFGDA5190B05486...

Suzan McKechnie, Bureau Director

8/25/2025

Date

suzan.c.mckechnie@maine.gov

Authority and Signature Page

Local Workforce Board

Memorandum of Understanding

With The

Office for Family Independence

Maine Department of Health and Human Services

109 Capitol Street

Augusta, Maine 04333

On Behalf of the **Temporary Assistance for Needy Families / Additional Support for People in Retraining and Employment (TANF/ASPIRE) programs**, I certify that I understand and agree to the full contents of the attached MOU and that all of my questions have been discussed and answered satisfactorily.

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The Operating Budget

The Infrastructure Funding Agreement

I understand this MOU may be executed in counterparts, each being considered an original, and that this MOU expires on Sept. 1, 2028.

Signed by:


84F41AB634DB44F...
Ian Yaffe, Director

Date 8/26/2025 / ____ / ____

Ian.Yaffe@maine.gov