

MEMORANDUM OF UNDERSTANDING

**Lower Rio Grande Valley Workforce Development Board d.b.a Workforce Solutions
And
Region One Education Service Center
(Adult Education and Literacy Services)**

The following Memorandum of Understanding (Agreement) sets forth the terms of agreement between the Lower Rio Grande Valley Workforce Development Board (Board) d.b.a. Workforce Solutions (WFS) and Region One Education Service Center (Region One ESC) with regard to provisions of Adult Education and Literacy services. Except as specifically provided, this Agreement shall be non-financial in nature.

I. Purpose of Agreement

The purpose of this Agreement is to establish a collaborative and mutually beneficial relationship between the parties and to set forth the relative responsibilities of the parties in so far as they relate to Adult Education and Literacy Services in the counties of Hidalgo, Starr and Willacy.

II. Duration of Agreement

The Agreement will be effective March 1, 2016 and shall terminate June 30, 2017, unless terminated at an earlier date pursuant to the terms of this Agreement. Both parties agree to notify the other of its intention to terminate in accordance with the terms set forth herein. Any requests for amendments and/or extensions of the Agreement must be mutually agreed upon and submitted in writing. A cancellation of this Agreement can be made by either party upon thirty (30) days of a written notice, except where the cancellation is for cause such as breach of provisions of the Agreement, it may be cancelled upon delivery of a written notice to the respective party.

III. Program Description

Region One ESC oversees and administers the operation of the Adult Education and Literacy Programs funded by the Texas Workforce Commission. These programs are designed to address the educational needs of adult learners. Various instructional programs are offered such as, but not limited to, English as a Second Language, Adult Basic Education, General Equivalency Diploma and occupational career pathway training. Many programs are implemented by collaborating with the local workforce board, community colleges, school districts, community – based organizations, business and industry.

IV. General Provisions

It is understood by the parties that each party should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of all laws and regulations, which govern their respective programs, services and activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with statutory and regulatory mandates, the affected party shall immediately provide written notice to the other to arrange for a meeting for mutual resolution

V. Responsibilities of the Parties Under Agreement

A. The Board and Region One ESC mutually shall:

- Ensure that communication, collaboration, cooperation and coordination occur between the Board and its Workforce Center subcontractor and Region One ESC and its service providers for the effective delivery of services to individuals seeking assistance.
- Promote and participate in joint planning activities.
- Ensure the exchange of information and coordination of services occurs between Workforce Center staff and Adult Education and Literacy service staff.
- Ensure that effective working relationships are maintained between the Workforce Center subcontractor, Center partners, and providers of Adult Education and Literacy services.
- Ensure that clients have access to information and Adult Education and Literacy services through local Workforce Centers.
- Establish a system for customer referrals


B. The Board Shall:

- Provide information on available workforce programs and services, including eligibility criteria and the process for application.
- Ensure that Workforce Center staff make appropriate client referrals to Adult Education programs and Literacy services.
- Provide access to Labor Market Information, including available job opportunities, and the educational and skill level requirements of local employers.
- Ensure the dissemination of Adult Education and Literacy service informational materials through local Workforce Centers and other points of access to services.
- Ensure that the Workforce Center accepts client referrals for additional employment and training services contingent on eligibility criteria and funding availability.

VI. Approved


The undersigned parties accept the terms of this Agreement and bind themselves to the faithful performance of this Agreement. It is mutually understood that this Agreement shall not become effective until approved by both parties.

Lower Rio Grande Valley
Workforce Development Board d.b.a
Workforce Solutions

Signed: 

Name: Francisco Almaraz
Title: Chief Executive Officer
Date: 2/29/16

Region One Education Service Center

Signed: 

Name: Dr. Cornelio Gonzalez
Title: Executive Director
Date: 2/29/16