

*This is an example of a Memorandum of Understanding used to contract between the SHARE Network and its Access Points. [Note: The following text is intended as a template to be adapted to suit your particular project. No Workforce Area is obligated to offer Access Points a computer, software, or resource library materials, but some offer of value is strongly suggested.]*

## Memorandum of Understanding For SHARE Network Access Points

This agreement describes the mutual understanding between [Local Workforce entity], [address], hereinafter referred to as "The Board" and [faith-based or community organization], [address], hereinafter referred to as "The Access Point," for the purpose of helping unemployed and underemployed people receive job-search services under the [Workforce Area] SHARE Network.

This agreement shall begin on [DATE] and end on [DATE], is renewable annually by both parties agreeing, and may be modified or terminated at any time by the written agreement of both parties.

The Board agrees to provide the Access Point with:

1. A good [computer];
2. A good [software];
3. A good [resource library materials and will replenish resource materials as needed];
4. Up to [number] hours of training to help jobseekers with online job search resources; and
5. Personal contacts in and connections to One-Stop management, staff, and key partners.

The Access Point agrees to:

1. Host a publicly accessible SHARE Network Access Point consisting of a computer with internet access and Point of Contact trained by workforce system staff;
2. Help jobseekers at least [number] hours per week;
3. Publicize jobseeker services to the Access Point's community;
4. Send an operator to at least [number] hours of initial training;
5. Participate in optional training opportunities offered by the workforce system;
6. Submit Customer Sign-In Sheets monthly to document activities; and
7. Ensure that the Access Point is listed on [SHARE or 2-11 or other] online directory and that its listed information is up-to-date.

The Access Point assures that it will take reasonable precautions to ensure hardware, software, and/or other resources remain secure and in good repair. The Access Point understands that The Board is not responsible for repair or replacement of Access Point resources.



## The Access Point Toolkit

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The Access Point agrees to abide by all applicable federal, state, and local laws. Particularly, the Access Point has been trained on and will abide by all federal, state, and local laws ensuring non-religious use, religious liberty, equal protection, and non-discrimination.

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**Signature for The Board**

*[Typed name of legal Board signer]*

**DATE:**

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**Signature for The Access Point**

*[Typed name of legal Access Point signer]*

**DATE:**