

**MEMORANDUM OF UNDERSTANDING
BETWEEN
STATE OF DELAWARE WORKFORCE DEVELOPMENT BOARD
AND
STATE OF DELAWARE ONE-STOP DELIVERY SYSTEM PARTNERS**

July 1, 2018 to June 30, 2022

I. Introduction

The purpose of this combined Memorandum of Understanding (MOU) is to establish the design framework and partnerships of the State of Delaware's One Stop Delivery System, hereafter referred to as the System. While this is a requirement of the Workforce Innovation and Opportunity Act (WIOA), the intent is to create an atmosphere of cooperation and collaboration among Partners. By working together, Partners can identify current and future workforce skills, promote post-secondary education and training, develop lifelong learning strategies, and foster the entrepreneurship spirit for Delaware citizens. A highly educated, skilled, and talented population will enable Delaware to compete in the global economy. This MOU is between the Delaware Workforce Development Board (DWDB), hereafter referred to as the "Board", and the Delaware One-Stop Delivery System Partners, hereafter referred to as "Partners". This MOU establishes roles and responsibilities for the Partners. A list of Partners and the applicable programs is found in section IV of this MOU.

This MOU establishes guidelines for the Partners designed to support the development and maintenance of cooperative working relationships. It describes how the various funding streams and resources will be utilized to better serve mutual customers, both job seekers and employers, through the System operated at four (4) comprehensive Delaware JobLink Centers (Centers), Affiliated Sites and One Stop Partners operating under the common identifier of "American Job Center". This System will be interactively linked through the Delaware JobLink electronic System (DJL) at <https://joblink.delaware.gov>.

II. Strategic Vision and Goals

The goal of the System is to bring together workforce development, educational, and other human resource services in a seamless customer focused service delivery network that enhances access to the programs' services to assist individuals in obtaining suitable employment, enable employers to obtain qualified employees, and overall improve long term employment outcomes for Delawareans. In meeting this goal, the Partners will work to identify barriers, eliminate duplication of services, reduce administrative costs, align technology and data systems, enhance participation and performance of customers served through the System and improve customer satisfaction. Achievement of this goal will allow Delaware to continue building a workforce development system that prepares individuals for high demand, high growth employment in industry sectors that are vital for continued economic growth and that are essential for Delaware and the nation to compete in the global market.

This combined MOU under WIOA establishes service interfaces for the System. All parties identified in this MOU will work together, meeting on a regular basis, to continue to develop and improve a seamless service delivery system of employment and training services for Delaware's job seekers and employers. The focus will be on continuous improvement. The System will consist of Partners administering separately funded programs as a set of integrated streamlined services to customers (employers and job seekers)

III. Other Characteristics of the One Stop Delivery System

1. It will focus equally on both customers, job seekers and employers.
2. Partners will use the common identifier established in WIOA. [Note: This is the One-Stop System "brand".]
3. Partners will make their programs and services available through the one stop delivery System.

4. Partners will use a portion of the funds made available to them to work collaboratively with the Board to establish and maintain the System including the One stop infrastructure (reasonable cost allocation based on the proportion of relative benefit).
5. Partner services will be available electronically to the extent possible in addition to their availability at comprehensive, affiliated and network sites.
6. Partners will utilize a centralized referral system to provide customers access to the programs or activities of the System.
7. Partners will operate their programs as part of the System, consistent with the terms of this MOU.
8. Partners will participate in the development of strategies to support the use of career lattices/pathways for the purpose of providing individuals, including low skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment.
9. Partners will participate in the development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system.
10. Partners will participate in the development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system.
11. Partners will provide the Board updates to programs, performance, or other notable items upon request for the purpose of enabling the Board to coordinate services, align policy, or obtain a best practice for the betterment of the system.

IV. Delaware's One-Stop Partner Programs and Activities

1. The Delaware Department of Labor, Division of Employment and Training
 - Workforce Innovation and Opportunity Act Statewide Activities
 - Workforce Innovation and Opportunity Act Youth
 - Workforce Innovation and Opportunity Act Adults & Dislocated Workers
 - Workforce Innovation and Opportunity Act Wagner-Peyser Act
 - Trade Act
 - Workforce Innovation and Opportunity Act National Dislocated Worker Grant
 - Local Veterans Employment Representative
 - Disabled Veterans Outreach Program
 - Ticket to Work Program administered by the Social Security Administration established under sec. 1148 of Social Security Act (42 U.S.C 1320b-19)
2. Delaware Department of Labor, Division of Vocational Rehabilitation
 - Title I of the Vocational Rehabilitation Act
 - The Client Assistance Program (CAP) authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C 732)
3. Delaware Department of Health and Social Services, Division for the Visually Impaired
 - Title I of the Vocational Rehabilitation Act
4. Delaware Department of Education
 - Adult Education and Literacy Activities authorized under Title II
 - Post-Secondary Vocational Education Activities Authorized under the Carl D. Perkins Vocational and Applied Technology Act (20 USC 3201)
5. Delaware Department of Labor, Division of Unemployment Insurance
 - Programs Authorized under State Unemployment Compensation Laws (In accordance With Federal Law)

6. Delaware Department of Health and Social Services, Division of Social Services
 - Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq*)
 - Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C 732)
7. Delaware Department of Health and Social Services, Division of State Service Centers
 - Employment and Training Activities Carried out under the Community Services Block Grant (42 USC 9901)
8. Delaware Department of Health and Social Services, Division of Services for Aging and Adults with Physical Disabilities
 - Senior Community Service Employment Activities Authorized under title V of the Older Americans Act of 1965 (42 USC 3056)
9. The Delaware State Housing Authority
 - Employment and Training Activities carried out by the Department of Housing and Urban Development
10. Wilmington Job Corps Center
 - Job Corps (Title I Subtitle C WIOA)
11. Criminal Justice Council
 - Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C 17532)
12. Delaware Department of Health and Social Services, Office of Financial Empowerment
 - Stand by Me
13. Delaware Department of State
 - Division of Libraries
 - Division of Small Business

V. Memorandum of Understanding Provisions

DOL/DET is a primary provider of services in the comprehensive Centers, operating most Title I (Youth, Adult and Dislocated Worker and some National) and Title III (Wagner Peyser) programs. Currently, there are four comprehensive Centers strategically located throughout the State. Each county has at least one comprehensive Center where customers can access the applicable career and training services provided by the Partners. Partner services will be provided directly through a network of comprehensive, affiliate and Partner sites. In addition to the comprehensive, affiliated and Partner sites, job seekers and employers can access services electronically at any time at <https://joblink.delaware.gov> (DJL). At a minimum, the electronic site (DJL) will provide information about and a schedule of available career services of the one-stop partners.

DOL/DET manages the DJL internet system. In addition to being the electronic comprehensive Center where clients access career services, it will be used to track career and training services provided to customers, gather common performance measure data and link employers and job seekers. At a minimum, all Partners will utilize the registration and job matching function of JobLink for work ready customers unless otherwise specifically stated in this MOU. (This provision does not require the Department of Education to utilize JobLink for its job postings and application process.”)

A customer is determined job ready by the partner based on the goals of the partner program. DOL/DET will provide access to information and training on the appropriate DJL functions. All Partner staff, supervisors, and administrators will

adhere to all Federal, and State confidentiality rules. Partners choosing to connect to the data system will be responsible for costs relating to purchasing and maintaining equipment and collecting data. Any costs incurred due to Partners requesting additional development of the client tracking system, will be borne by the requesting Partner(s).

Partners will be responsible for providing the applicable career services that are authorized to be provided under each partner's program. Career services are listed in 134 (c)(2) of WIOA. It is expected that all Partner staff will be knowledgeable about all services provided in the System. Partners will be responsible for providing technical assistance and training to other Partner staff. DOL/DET will develop and provide training on the referral process related to the operation of the system.

Partners will retain the responsibility for eligibility determination for their respective services whether co-located or connected through another method. Costs for career and training services for customers who are determined to be best served by and eligible for a Partner's services or programs will be borne by the Partner that is authorized to deliver the service and for which they are funded. If eligible, customers may receive non-duplicated services from multiple Partners.

Information about Partners' programs and services will be available to customers and staff electronically on DJL (<https://joblink.delaware.gov>) and on the Board website (<http://wib.delawareworks.com/>). Every Partner will be responsible for providing up-to-date information and a schedule about their programs and services to DOL/DET for posting, except when DOL/DET and the Partner mutually agree to link to another website. DOL/DET will provide Workforce Information (economic, wage, unemployment and employment statistics) through the DJL website.

VI. DWDB Specific Responsibilities

DOL/DWDB will:

1. Lead the development, implementation and modification of a four-year (unified/combined) plan for WIOA core (and other combined) programs to be submitted to the U.S. DOL and the U.S. DOE, as detailed in section 116(b)(3)(iv);
2. Review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the State to align workforce development programs in the State identified in section 101(d)(2) of WIOA;
3. Development and continuous improvement of the workforce development system identified in section 101(d)(3) of WIOA;
4. Development of linkages to ensure coordination and non-duplication among core programs and the other programs identified in section 103(a)(2) of WIOA;
5. Maintain a list of eligible training providers with performance and cost information;
6. Conduct oversight of youth activities, career services, training activities, and the one-stop system authorized under the Act;
7. Negotiate Performance Measures;
8. Convene One-Stop Partners on a regular basis for the purpose of evolving the System.
9. Look for funding opportunities for joint projects.
10. Comply with all other applicable provisions of WIOA including any subsequent amendment;
11. Fund the Annual One Stop Convening

VII. DOL/DET Specific Responsibilities

DOL/DET will:

1. Provide an electronic system (DJL) that will enable employers and jobseekers to make informed employment and training choices leading to employment. DJL is the state's labor exchange system which enables customers to register for career services, create and post resumes, create and post job orders, conduct job search and candidate search, access to labor market and training information. DJL also enables job matches (automated) and job referrals (staff facilitated).
2. Provide a central electronic location for Partner program information and schedule of services, if applicable.
3. Provide a central referral mechanism between Partner programs.
4. Assist Partner Programs with reporting on all common performance measures specified in the final Delaware Combined Plan/WIOA Law, Regulations, and guidance.
5. Make available all career service products developed. This includes providing training on products to Partner programs to enable Partner program staff to deliver DOL/DET products in a consistent manner.
6. Provide Career and Training services described in WIOA Sec. 134 (c)(2)-(3).
7. Look for funding opportunities for joint projects.
8. Make eligible for an Individual Training Account any customer interested in continuing training who completes their secondary credential through WIOA Title II programs, contingent on the availability of funding.
9. Make eligible for an Individual Training Account any Job Corp student who has completed their secondary credential with Job Corps and is interested in continuing training, contingent on the availability of funding.
10. Make eligible for an Individual Training Account any Job Corp student who has completed their occupational skills certification with Job Corp and 12 months of employment and is interested in continuing training, contingent on the availability of funding.
11. Provide agreed upon workshops to Wonder (SNAP) participants.
12. Work collaboratively with Partner [Stand By Me] to determine schedule of services for the System.
13. Work collaboratively with Partner to deliver Employment and Training contractual services to TANF recipients.

VIII. Partner Specific Responsibilities

Criminal Justice Council will:

1. Provide access to its program or activities as appropriate through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services as appropriate to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Ensure all sub grantees register clients in Delaware JobLink when clients are job ready.

4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Work jointly to provide services that mutually benefit clients.
8. Serve as consultation for grant proposals when appropriate and mutually agreed upon.

DHSS/Div. of State Service Centers, Community Service Block Grant through the eligible entity will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Work jointly to provide services that mutually benefit clients.

DHSS/Div. of Services for Aging and Adults with Physical Disabilities, Senior Community Services Employment Program will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.

7. Work jointly to provide services that mutually benefit clients.

Delaware Division of Small Business will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Refer employers to Delaware JobLink for their workforce needs.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Provide data as appropriate and mutually agreed upon.
8. Work jointly to provide services that mutually benefit customers.
9. Work collaboratively on Workforce Development Projects when mutually agreed upon.
10. Participate in the System's Business Services workgroup.

Delaware State Housing Authority will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.

7. Provide space for services when appropriate and mutually agreed upon.
8. Work jointly to provide services that mutually benefit clients.

Division for the Visually Impaired will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for the public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Provide consultation on accessibility and assistive technology.
8. Work collaboratively with DET on the Ticket to Work program.
9. Provide one on one case management and career services to those who qualify to enable success in employment.
10. Enter job openings in Delaware JobLink when unable to fill position.
11. Provide support in conjunction with DET for jointly eligible clients who may already be receiving DET training and who require additional funding to cover costs.
12. Work jointly to provide services that mutually benefit clients.
13. Work collaboratively and provide necessary information and/or documentation to DET and customers (clients and employers) to ensure customers are maximizing tax credits under the WOTC program.

Division of Vocational Rehabilitation will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.

5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Provide consultation on accessibility and assistive technology.
8. Work collaboratively with DET on the Ticket to Work program.
9. Provide one on one case management and career services to those who qualify to enable success in employment.
10. Enter job openings in Delaware JobLink when unable to fill position.
11. Provide support in conjunction with DET for jointly eligible clients who may already be receiving DET training and who require additional funding to cover costs.
12. Work jointly to provide services that mutually benefit clients.
13. Work collaboratively and provide necessary information and/or documentation to DET and customers (clients and employers) to ensure customers are maximizing tax credits under the WOTC program.

Department of Education through the programs listed in section IV will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready, as appropriate. (The Department of Education is not required to utilize JobLink for its job postings and application process.)
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Work jointly to provide services that mutually benefit clients.
8. Provide ABE/GED courses in all Delaware JobLink Centers.
9. Refer all customers who fall into section VII. 9 to DOL/DET in the agreed upon manner.
10. Work collaboratively with the Board to align investments and/or programs, as appropriate.

Wilmington Job Corps Center will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. For enrollment in Job Corp, give preference to youth being served in a WIOA youth program as long as all other Job Corp requirements (i.e. eligibility) are met.

Division of Libraries, representing the public libraries in the State of Delaware will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Provide space for services when appropriate and mutually agreed upon.
8. Provide access to resources (i.e. technology) when appropriate and mutually agreed upon.
9. Look for funding opportunities for joint projects.

Division of Social Services will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready.
4. Attend scheduled partner and Board meeting and activities.

5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Provide supportive services to registered jobseekers when appropriate.
8. Work jointly to provide services that mutually benefit clients.
9. Work collaboratively with DET to identify and expand career services (one on one and group) to register jobseekers who are TANF like.

Stand by Me will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide information and schedule of services (to be mutually determined and agreed upon) to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Register clients in Delaware JobLink when clients are job ready and not already registered.
4. Refer clients utilizing Stand by Me services outside the System to Delaware Joblink when client seeking employment.
5. Attend scheduled partner and Board meeting and activities.
6. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.
7. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
8. Create and deliver workshops as agreed upon for registered jobseekers.
9. Provide training for DOL/DET staff when appropriate and agreed upon (i.e. funding education).

Division of Unemployment Insurance will:

1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs.
2. Provide non-confidential information to DET to enable referral mechanism to refer to services and for public to learn about services.
3. Require and refer clients to register in Delaware JobLink, as appropriate.
4. Attend scheduled partner and Board meeting and activities.
5. Provide information and best practices as requested by the Board. The goal is to position the Board to make informed employment and training decisions in order to align and coordinate employment and training activities, when appropriate, for the State's workforce system.

6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure.
7. Make the client payments related to the Trade Act (i.e. TRA, ATAA, etc.)
8. Provide wage data and other data as appropriate and mutually agreed upon.
9. Interface systems as appropriate and mutually agreed upon.
10. Apply for funding opportunities as appropriate and mutually agreed upon (i.e. REA).
11. Work jointly to provide services that mutually benefit clients.

IX. SHARED FUNDING

During the term of this MOU, One-Stop Partners will discuss possible next steps regarding shared funding and infrastructure costs in our system, along with the other priority improvement initiatives that are currently being discussed.

Addendum 1 is Delaware’s current Infrastructure Funding Agreement (IFA), effective through 6-30-2019. Addendum 2 identified a list of additional shared costs.

X. MOU TERM, MODIFCATION, AND TERMINATION

The term of this MOU shall begin on 7/1/2018 and end on 6/30/2022. If it is mutually agreed upon and in writing, the end date may be extended a maximum of one year after the original end date. This MOU will remain in full force and effect unless a Partner desires to amend the content in writing. The MOU shall not be modified or changed without the expressed written consent of the parties. Any and all modifications must be made in writing and must be agreed to and executed by the parties before becoming effective. Any party may terminate the MOU at any time with written notice. In no instance shall any effective date of termination commence without at least ten (10) days of notice from the date of actual receipt of such notice. Such notification shall state the effective date of termination and include any final performance and/or payment invoicing.

XI. SIGNATURES

DEPARTMENT OF EDUCATION

Witness

Signature: _____

Name: Susan Bunting, Ed.D.
Title: Cabinet Secretary

DEPARTMENT OF HEALTH & SOCIAL SERVICES

Witness

Signature: _____

Name: Kara Odom Walker, MD, MPH, MSHS/designee
Title: Cabinet Secretary/designee

DOL/DELAWARE WORKFORCE DEVELOPMENT BOARD

Witness

Signature: _____

Name: William Potter
Title: Director

DOL/DIVISION OF EMPLOYMENT AND TRAINING

Witness

Signature: _____

Name: Stacey Laing
Title: Director

CRIMINAL JUSTICE COUNCIL

Witness

Signature: _____

Name: Christian Kervick
Title: Executive Director

DELAWARE STATE HOUSING AUTHORITY

Witness

Signature: _____

Name: Rebecca Tholstrup
Title: Social Service Senior Administrator

DHSS/DIVISION OF SERVICES FOR AGING & ADULTS WITH PHYSICAL DISABILITIES

Witness

Signature: _____

Name: Dava Newnam
Title: Director

DOS/DIVISION OF LIBRARIES

Witness

Signature: _____

Name: Annie Norman
Title: Director

DOL/DIVISION OF INDUSTRIAL AFFAIRS

Witness

Signature: _____
Name: Julie Petroff
Title: Director

DOS/DIVISION OF SMALL BUSINESS

Witness

Signature: _____
Name: Jordan Schulties
Title: Director

DHSS/DIVISION OF SOCIAL SERVICES

Witness

Signature: _____
Name: Ray Fitzgerald
Title: Director

DHSS/DIVISION OF STATE SERVICE CENTERS

Witness

Signature: _____
Name: Renee P. Beaman
Title: Director

DOL/DIVISION OF UNEMPLOYMENT INSURANCE

Witness

Signature: _____
Name: Tom Ellis
Title: Director

DHSS/DIVISION FOR THE VISUALLY IMPAIRED

Witness

Signature: _____
Name: Elisha Jenkins
Title: Director

DOL/DIVISION OF VOCATIONAL REHABILITATION

Witness

Signature: _____

Name: Andrea Guest

Title: Director

DHSS/OFFICE OF FINANCIAL EMPOWERMENT

Witness

Signature: _____

Name: Mary Dupont

Title: Director

WILMINGTON JOB CORPS

Witness

Signature: _____

Name: Marlene A. Oles

Title: Center Director

**Addendum 1:
Infrastructure Funding Agreement (IFA)**

Addendum 2:

MEMORANDUM

FOR: Record

FROM: Executive Director, Delaware Workforce Investment Board (DWDB)

DATE: July 13, 2018

SUBJECT: Addendum #2 to Memorandum of Understanding The Delaware One Stop Partners

1. This Memorandum identifies additional shared costs which assist in establishing the design framework and partnerships of the State of Delaware's One Stop Delivery System, hereafter referred to as the System. This memorandum supplements the State Of Delaware One-Stop Delivery System Partners MOU dated and the One Stop Infrastructure Funding Agreement.

2. Current Additional Costs include:

a. 2018 One-Stop Convening: Coverage for Speaker Expenses by Individual Partner Agencies

Dept. of Education/Perkins Post-Secondary [Jobs for the Future Plenary/Workshop Presenter]	in-kind
Dept. of Education/Adult & Prison Education [Trauma Informed Care Presenter]	in-kind
Dept. of Labor/Employment & Training [2 Workshops: Evolving WIOA/Maximizing DJL]	in-kind
Dept. of State/Libraries [Success Stories Plenary Presentation]	in-kind

b. One-Stop Operator's Contract: 3/2018 — 2/2019

Dept. of Education/Adult & Prison Ed	\$3,000.00
Dept. of Labor/Vocational Rehabilitation	\$7,000.00
Dept. of Health & Social Services/State Service Centers/CSBG	\$20,000.00
Dept. of Health & Social Services/Aging & Adults with Physical Disabilities/SCSEP	\$5,000.00
Dept. of Labor/Employment & Training	
Dept. of Labor/Workforce Development Board	
Total Operator's Shared Cost	\$ 65,000.00

c. Buena Vista Rental Fee for WIOA Leadership Team Meetings Dept. of Labor/Employment & Training	\$800/year
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d. Contract for Process Mapping of One-Stop System Processes Delaware Workforce Development Board	\$46,750/ one time cost
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e. One Stop Convening Delaware Workforce Development Board	Approximately \$10,000 per annum
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f. One Stop System Referral Facilitator
Dept. of Labor/Employment and Training

\$31,200

3. I am the point of contact for this memo at 302-761-8163 or William.Potter@state.de.us.



William J. Potter
Executive Director
Delaware Workforce Development Board