



## **SOUTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL**

*American Job Center Memorandum of Understanding*

July 1, 2017

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## LEGAL AUTHORITY

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State 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 section 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

## MEMORANDUM OF UNDERSTANDING

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The WDC provides oversight of workforce programming for South Dakota and seek to establish a system that stands in stark contrast to the traditional transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in South Dakota create a seamless, customer-focused American Job Center network that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

This MOU is executed between the South Dakota Workforce Development Council (WDC), and the American Job Center network Partners (Partners). They are collectively referred to as the “Parties” to this MOU. This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the 12 American Job Centers in the WDC area, the state of South Dakota.

## VISION

To provide services for job seekers, individuals wanting to improve their skills to better themselves and to partner with businesses to best meet their workforce needs through education and training.

A summary of goals and strategies outlined in the Unified State Plan can be found in [Attachment A](#).

## SYSTEM STRUCTURE

### American Job Center

Comprehensive One-Stop Career Centers include those locations with four WIOA core programs co-located in one location. Affiliate One-Stop Career Centers include those locations with three or more WIOA core programs and WIOA required programs are co-located in those locations. Other locations that provide access to one of the WIOA core or required programs are part of the One-Stop delivery system but do not meet the definition of Comprehensive or Affiliate.

The WDC has three comprehensive American Job Centers (AJC) that are designed to provide a full range of assistance to job seekers and businesses under one roof. There are also nine affiliate American Job Centers.

**Attachment B** provides a full list of comprehensive and affiliate AJCs.

All American Job Center comprehensive and affiliate sites are available for services Monday through Friday from 8a.m. – 5p.m. Comprehensive and Affiliate Career Centers must identify as the American Job Center through the primary electronic resources, printed materials, and facility signage.

### One Stop Operator

The WDC selected the one-stop operator, SD Division of Field Operation, through a competitive process in accordance with the Uniform Guidance<sup>1</sup>, WIOA and its implementing regulations, and State procurement laws and regulations. The One-Stop Operator must be re-completed at least once every four years.

Partners

**Attachment C** lists the Core Programs and Required Partners of the American Job Center.

### Services

Services identified in **Attachment D** will be made available at the comprehensive and affiliate sites through direct linkage.

Direct linkage means providing direct connection at the American Job Center, within a reasonable time, by phone or through real-time web-based communication to a program staff member who can provide program information or services to the customer. It cannot exclusively be providing a phone number, website, or providing information, pamphlets, or materials for access at a later date or time.

Services of all partners, **Attachment E**, will be shared with customers entering the American Job Center.

### Referrals

A referral system is necessary to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, comprehensive and affiliate AJCs agree to coordinate referrals through direct linkage.

Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the WDC American Job Center network,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Work towards a common intake, eligibility determination, assessments, and registration forms,
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and

<sup>1</sup> Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance), including the Office of Management and Budget's (OMB) approved exceptions for the U.S. Department of Labor at 2 CFR part 2900.

- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level

## OPERATING BUDGET

The Infrastructure Funding Agreement (IFA) contains the infrastructure costs budget and is a component of the overall operating budget for the American Job Center (AJC) one-stop comprehensive and affiliate locations. Infrastructure costs of AJC locations are defined as non-personnel costs that are necessary for the general operation of the one-stop center. For the State of South Dakota, the infrastructure costs are:

- Rent,
- Computer services
- Telecommunications
- Janitorial
- Electrical utility
- Garbage/sewer
- Water utility
- Natural gas
- Other facility costs, including but not limited to landscaping, snow removal, or facility equipment

### Partners

The partners funding the costs of infrastructure are the partners who are physically located in each particular location. The Department of Labor and Regulation (DLR) represents the partnership of the following required partners: WIOA Title I, Wagner-Peyser Act Employment Services, Senior Community Service Employment Program, Trade Adjustment Assistance, Unemployment Compensation, Jobs for Veterans State Grants, and Temporary Assistance for Needy Families Career Services. Other partners identified in certain locations to be sharing infrastructure costs are Adult Education and Family Literacy (AEFLA), State Vocational Rehabilitation Services (VR), and National Farmworker Jobs Program (NFJP). Required partners who are not physically located at the AJC are not receiving a direct benefit from these costs so are not expected to share in the infrastructure costs.

### Infrastructure Budget

See Exhibit A. The budget is established on a July 1 to June 30 fiscal year basis. The budget is based on historical costs from the previous fiscal year's expenditures and will be adjusted within the first 60 days of the beginning of each fiscal year.

### Cost Allocation Methodology

Costs for computer services and telecommunications services are allocated directly to the partner whom the account is established for. Allocation of the remaining infrastructure costs is based upon square footage utilization of the partner by each location respectively. Costs are further allocated to DLR's various programs based upon the indirect cost agreement entered into with the Office of Cost Determination, U.S. Department of Labor.

### Cost Reconciliation and Modification Process

Actual costs will be reviewed and reconciled with the budget in November and May each year. The budget will be revised as necessary at this time. Affected partners will be notified of any budget modifications in excess of 10%. If a partner wants to modify the IFA, the partner will submit a notice to all affected partners 60 days prior to intended implementation of the modification. All partners must negotiate the modification and reach agreement prior to the modification taking effect.

### Steps to Reach Consensus

Each partner was informally notified regarding the need to enter into an infrastructure funding agreement. For the DLR, VR, and NFJP partners, this does not deviate from the previously established cost allocation methodology utilized for these programs. AEFLA sub recipient partners were notified of the cost allocation change during the request for proposal process initiated for the coming years' grants.

## Dispute and Impasse Resolution

All parties will actively participate in good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally within 30 days of first notification. Should informal resolution fail, the Workforce Development Council will informally mediate any disagreement among the partners.

## Effective Period

This IFA is in effect at the same period of time as the MOU.

*Attachment F* includes the details for the AJC infrastructure agreement.

## DATA SHARING

Data share agreements amongst partners will be developed as necessary, but not be a part of this MOU.

## 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.

## 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 SDWDC American Job Center network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations and virtual spaces. This includes communication and

programmatic accessibility regardless of gender, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law.

**Physical Accessibility**

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will comply with the Americans with Disabilities Act. 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.

**Virtual Accessibility**

Partners should strive to offer as many services as possible virtually. Partners should have their own web presence via a website and/or the use of social media. If appropriate, partners may choose to link information to each other’s websites. Virtual services must meet accessibility standards. 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.

**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 and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

**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 such 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 to ensure that all American Job 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 American Job Center network.

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

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.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C.

12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

**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 SDWDC 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 SDWDC or the one-stop operator

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.

**GOVERNING LAW**

**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. All parties will actively participate in good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally within 30 days of first notification. Should informal resolution fail, the Workforce Development Council will informally mediate any disagreement among the partners.

**MODIFICATION PROCESS**

Either party may request changes in this MOU. Any changes, modifications, revisions or amendments to this MOU must be mutually agreed upon by and between the parties to this MOU and shall be incorporated by written instrument, executed and signed by all parties to this MOU.

**EFFECTIVE PERIOD**

This MOU is entered into on July 1, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020. All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Dave Giovannini, Chairman, Workforce Development Council

\_\_\_\_\_  
DATE

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\_\_\_\_\_  
Marcia Hultman, Cabinet Secretary, South Dakota Department of Labor and Regulation

\_\_\_\_\_  
DATE

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\_\_\_\_\_  
Gloria Pearson, Cabinet Secretary, South Dakota Department of Human Services

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Joe Hauge, Executive Director, Black Hills Special Services Cooperative

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Lynne Valenti, Cabinet Secretary, South Dakota Department of Social Services

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Melody Schopp, Cabinet Secretary, South Dakota Department of Education

\_\_\_\_\_  
DATE

# AUTHORITY AND SIGNATURES

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Tiffany Sanderson, Director, Board of Technical Education

\_\_\_\_\_  
DATE

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Randella Bluehouse, Executive Director, The National Indian Council on Aging, Inc.

\_\_\_\_\_  
DATE

# AUTHORITY AND SIGNATURES

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Roger Jacobs, Field Office Director, U.S. Department of Housing and Urban Development

\_\_\_\_\_  
DATE

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Jeff Hayward, Project Director, Dynamic Educational Systems, Inc.

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Michael Deveraux, Center Director, U.S. Forest Service

\_\_\_\_\_  
DATE

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\_\_\_\_\_  
Pam Duncan, Interim Executive Director, United Sioux Tribes of SD Development Corporation

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Honorable Kevin Keckler, Chairman, Cheyenne River Sioux Tribe

\_\_\_\_\_  
DATE

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_

Lower Brule Sioux Tribe

\_\_\_\_\_

DATE

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
John Yellow Bird Steele, President, Oglala Sioux Tribe

\_\_\_\_\_  
DATE

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By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Cyril Scott, Chairman, Rosebud Sioux Tribe (Sicangu Nation)

\_\_\_\_\_  
DATE

**AUTHORITY AND SIGNATURES**

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Gerald Flute, Sr., Tribal Chairperson, Rosebud Sioux Tribe (Sicangu Nation)

\_\_\_\_\_  
DATE

# AUTHORITY AND SIGNATURES

By signing my name below, I certify that I have read the South Dakota Workforce Development Council American Job Center Memorandum of Understanding. All of my questions have been discussed and answered satisfactorily.

\_\_\_\_\_  
Robert Flying Hawk, Chairman, Yankton Sioux Tribe

\_\_\_\_\_  
DATE



## **SOUTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL**

*American Job Center Memorandum of Understanding*

July 1, 2017

### **ATTACHEMENT INDEX**

**Goals and Strategies**

**Comprehensive American Job Center Locations**

**Affiliate American Job Center Locations**

**South Dakota One-Stop Organizations | WIOA Manual 3.4**

**Business Services**

**Job Seeker Services**

**Youth Services**

**One-Stop Partner Programs And Services | WIOA Manual Section 10, Form 3**

**American Job Centers Infrastructure Funding Agreement**

Definitions

\* Individuals with barriers to employment include displaced homemakers; low-income individuals; Indians, Alaska Natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals, or homeless children and youths; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers (as defined at section 167(i) of WIOA and Training and Employment Guidance Letter No. 35-14); individuals within 2 years of exhausting lifetime eligibility under the Temporary Assistance for Needy Families Program; single parents (including single pregnant women); and long-term unemployed individuals.

\*\* Veterans, unemployed workers, and youth and any other populations identified by the State.

Goal 1 – Prepare residents of South Dakota to make informed decisions and support them at any point during their career pathway.

Strategy 1.1: Prepare residents of South Dakota for success in their career pathways.

- Coordinate services for South Dakotans throughout their individual career pathway.
• Provide specialized support services for special populations with unique needs.

Strategy 1.2: Inform residents of South Dakota of the services available by the One Stop delivery system. Educate teachers, service providers, students and family members about the services available through workforce partners.

- Provide necessary employment information to job seekers to make informed decisions about career pathways based on demand and labor market information.

Goal 2 – Partner with businesses to discover opportunities and identify solutions to address workforce needs.

Strategy 2.1: Communicate with employers to identify workforce needs.

- Provide education and resources to businesses to promote the hiring of individuals with disabilities, veterans, unemployed workers, and youth.
• Support Labor Exchanges.

Strategy 2.2: Design education and training programs to address workforce needs

- Identify business specific career pathways.
• Develop workforce training opportunities amongst partners to meet the workforce needs of businesses.
• Develop training programs for employers to employ individuals with untapped potential.

Goal 3 – Engage a system of continuous improvement to ensure the alignment of workforce services.

Educate staff on programs and services offered through the One Stop Delivery System.

- Local and State workforce partners will meet regularly to coordinate services.
• Through training increase the service capacity and quality of services to individuals with untapped potential.

Strategy 3.1: Develop and implement a system of Program Evaluation

- Analyze data and apply evidence based practices.
• Monitor implementation, participation, and performance.

SOUTH DAKOTA AMERICAN JOB CENTER NETWORK | MEMORANDUM OF UNDERSTANDING

- Annually review and update agreements, outreach materials, and procedures.

**Goal 4 – Meet the needs of employers in identified high-demand, high-wage industries.**

Strategy 4.1: Use a prescribed methodology consistently for determining high-demand, high-wage jobs. This methodology takes into account wage levels, demand, current openings and current applicants, and input from the business community via a formal process through the Workforce Development Council. Additionally, this methodology is utilized throughout state government by any agency that touches workforce development. This includes the Governor’s Office of Economic Development, Department of Education, and the independent Build Dakota Scholarship program.

Strategy 4.2: Outreach to statewide associations representing the identified in-demand industries.

- Medical associations
- Contractor associations
- State Chamber of Commerce (represents manufacturing )

Organized labor

- Trade associations

Strategy 4.3: Outreach to lead employers in identified industry sectors.

- Regularly scheduled employer panels on Workforce Development Council agenda.
- Local office business outreach plan implemented.

Strategy 4.4: Create pipeline for identified industry sectors.

- Facilitate employer and K-12 local relationships.
- Develop career pathways within industry sectors.
- Facilitate training program development at technical schools based on employer identified needs
- Participate in Build Dakota and DakotaCorp scholarship programs.
- Promote employer best practices.

## COMPREHENSIVE AMERICAN JOB CENTER LOCATIONS

Attachment B

### **Brookings American Job Center**

1310 Main Ave. South, Suite 103  
605-688-4350

### **Mitchell American Job Center**

1321 North Main St.  
605-995-8060

### **Watertown American Job Center**

230 11<sup>th</sup> St. NE  
605-882-5165

### **Yankton American Job Center**

3113 Spruce, Suite 124  
605-668-2900

## AFFILIATE AMERICAN JOB CENTER LOCATIONS

### **Aberdeen American Job Center**

420 South Roosevelt St.  
605-626-2340

### **Huron American Job Center**

2361 Dakota Ave. South  
605-353-7155

### **Madison American Job Center**

223 South Van Eps Ave., Suite 101  
605-256-5300

### **Pierre American Job Center**

116 W. Missouri  
605-773-3372

### **Rapid City American Job Center**

2330 North Maple Ave., Suite 1  
605-394-2296

### **Sioux Falls American Job Center**

811 East 10<sup>th</sup> St. Dept. 41  
605-367-5300

### **Spearfish American Job Center**

1330 North Ave.  
605-642-6900

### **Vermillion American Job Center**

904 East Cherry St.  
605-677-6900

# SOUTH DAKOTA ONE-STOP ORGANIZATIONS

Attachment C

MEMORANDUM OF UNDERSTANDING | SOUTH DAKOTA AMERICAN JOB CENTER NETWORK

PROGRAM	FEDERAL AGENCY	SOUTH DAKOTA AGENCY
WIOA Title I Adult	U.S. Department of Labor	Department of Labor and Regulation (DLR)
WIOA Title I Dislocated Worker	U.S. Department of Labor	Department of Labor and Regulation (DLR)
WIOA Title I Youth	U.S. Department of Labor	Department of Labor and Regulation (DLR)
WIOA Title I Youth Build	U.S. Department of Labor	<i>Not currently in SD</i>
Reentry Employment Opportunities (REO)	U.S. Department of Labor	<i>Not currently in SD</i>
WIOA Title III Wagner-Peyser Act Employment Services	U.S. Department of Labor	Department of Labor and Regulation (DLR)
Trade Adjustment Assistance (TAA)	U.S. Department of Labor	Department of Labor and Regulation (DLR)
Jobs for Veterans State Grants (JVSG)	U.S. Department of Labor	Department of Labor and Regulation (DLR)
Unemployment Compensation (UI)	U.S. Department of Labor	Department of Labor and Regulation (DLR)
National Farmworker Jobs Programs (NFJP)/Migrant Seasonal Farmworker Program (MSFW)	U.S. Department of Labor	Black Hills Special Services Cooperative
Job Corps	U.S. Department of Labor	Dynamic Educational Systems & U.S. Forest System
Native American Programs	U.S. Department of Labor	Cheyenne River Sioux Tribe, Lower Brule Sioux Tribe, Oglala Sioux Tribe, Rosebud Sioux Tribe, Sisseton-Wahpeton Oyate Sioux Tribe, United Sioux Tribes of South Dakota Development Corporation, & Yankton Sioux Tribe
WIOA Title II Adult Education and Literacy (AEL)	U.S. Department of Education	Department of Labor and Regulation (DLR)
WIOA Title IV Vocational Rehabilitation (VR)	U.S. Department of Education	Department of Human Services (DHS)
Career and Technical Education Program (CTE)	U.S. Department of Education	Board of Technical Education
Career and Technical Education Program (CTE)	U.S. Department of Education	Department of Education (DOE)
Temporary Assistance for Needy Families	U.S. Department of Health and Human Services	Department of Social Services (DSS)
Supplemental Nutrition Assistance Program	U.S. Department of Agriculture	Department of Social Services (DSS)
Senior Community Service Employment Program (SCSEP)	U.S. Department of Health and Human Services <b>TO</b> U.S. Department of Labor	Department of Labor and Regulation (DLR)
Housing and Urban Development Employment and Training Program (HUD)	Department of Housing and Urban Development	

## BUSINESS SERVICES

## Attachment D

Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations.
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Develop, convene, or implement industry or sector partnerships	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	

## JOB SEEKER SERVICES

BASIC CAREER SERVICES	INDIVIDUALIZED CAREER SERVICES	TRAINING
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce svstem	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support ( <i>[This is not an individualized career service, but listed here for completeness.]</i> )	Other training services as determined by the workforce partner's governing rules

## YOUTH SERVICES

<p>Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.</p>	<p>Alternative secondary school services, or dropout recovery services, as appropriate.</p>
<p>Paid and unpaid work experiences that have as a component academic and occupational education, which may include:                  Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.</p>	<p>Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.</p>
<p>Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</p>	<p>Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.</p>
<p>Supportive services.</p>	<p>Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.</p>
<p>Follow-up services for not less than 12 months after the completion of participation, as appropriate.</p>	<p>Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p>
<p>Financial literacy education.</p>	<p>Entrepreneurial skills training.</p>
<p>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p>	<p>Activities that help youth prepare for and transition to postsecondary education and training.</p>

# ONE-STOP PARTNER PROGRAMS AND SERVICES

## SERVICES AVAILABLE TO ALL JOB SEEKERS:

## PARTICIPANT BENEFITS:

<input type="checkbox"/>	<b>KeyTrain</b>	Reading, Math and Locating Information Skill Development
<input type="checkbox"/>	<b>WorkKeys</b>	Earn a National Career Readiness Certificate
<input type="checkbox"/>	<b>Career Insite / My Next Move</b>	Career Interest Assessment to fit interests and goals
<input type="checkbox"/>	<b>Labor Market Information Analysis</b>	Evaluate Labor Market Information of career interests
<input type="checkbox"/>	<b>Mavis Beacon</b>	Improve keyboarding skills
<input type="checkbox"/>	<b>Tap Dance Typing Test</b>	Great to add to a resume or job application
<input type="checkbox"/>	<b>Teknimedia</b>	Improve computer skills
<input type="checkbox"/>	<b>Reality Check</b>	Get realistic about your financial lifestyle
<input type="checkbox"/>	<b>Job Applications</b>	Obtain details, discuss appropriate answers, determine references, & review
<input type="checkbox"/>	<b>Resume writing assistance</b>	Receive guidance in developing a resume
<input type="checkbox"/>	<b>Mock Interview</b>	Review common interview questions and improve interviewing skills
<input type="checkbox"/>	<b>Job Development</b>	Get connected to employer through an interview
<input type="checkbox"/>	<b>Job Referrals</b>	Let hiring managers know your skills and that you are looking for employment
<input type="checkbox"/>	<b>Job Search Assistance Program (JSAP)</b>	Learn topics to improve their job search
<input type="checkbox"/>	<b>Job Club</b>	Receive assistance with your job search while learning strategies to increase your success
<input type="checkbox"/>	<b>Resource Room Booklets</b>	Gain knowledge in various life skills
<input type="checkbox"/>	<b>Job Search</b>	Access to over 15,000 job openings
<input type="checkbox"/>	<b>Program Coordination</b>	Review needs to determine appropriate program referrals
<input type="checkbox"/>	<b>Orientation to the One Stop system</b>	Learn of the services available to you
<input type="checkbox"/>	<b>Business Connections</b>	The One Stop staff have valuable connections to businesses looking to hire
<input type="checkbox"/>	<b>Active Resource Coordination</b>	Direct linkage to partners in the One Stop System that may offer what you need
<input type="checkbox"/>	<b>Integrated Resource Teams</b>	Meet with your service providers or potential service providers to reach your employment goal
<input type="checkbox"/>	<b>Eligible Training Provider List</b>	A list of training opportunities eligible for WIOA Title I tuition assistance.
<input type="checkbox"/>	<b>Free Application for Federal Student Aid (FAFSA)</b>	Resources on how to complete your FAFSA.
<input type="checkbox"/>	<b>Follow Up Services</b>	Additional assistance as you transition to post-secondary training or your new job.
<input type="checkbox"/>	<b>Employment Plan Development</b>	Receive career decision making assistance and plan the steps necessary to reach your goal.
<input type="checkbox"/>	<b>Financial Literacy</b>	Learn facts about the financial world while receiving guidance with your personal budget
<input type="checkbox"/>	<b>Job Shadow / Informational Interview</b>	Learn more about your career interest by time on the job or through an employer interview
<input type="checkbox"/>	<b>Structured Job Search</b>	Organized and accountable job search
<input type="checkbox"/>	Internships	Learn more about potential sites related to your career interest.
<input type="checkbox"/>	<b>Case Management</b>	One-on-one assistance in reaching your employment goals
<input type="checkbox"/>	<b>Tutoring</b>	This is done in coordination with an appropriate training provider or Adult Education and Literacy
<input type="checkbox"/>	<b>High school completion</b>	This is done in coordination with the school system or Adult Education and Literacy
<input type="checkbox"/>	<b>Mentoring (Youth)</b>	Receive assistance from an adult who can help guide you with life decisions

# ONE-STOP PARTNER PROGRAMS AND SERVICES

## ADULT, DISLOCATED WORKER AND YOUTH PROGRAM:

## PARTICIPANT BENEFITS:

<b>Work Experience</b>	Planned, structured learning experience to take place in the work place
<b>Transitional Jobs</b>	Time-limited subsidized work experience
<b>Support Services</b>	Employment & Training related assistance: transportation, housing, work attire, daycare, etc.
<b>Entrepreneurial Skills Training</b>	Learn what steps you need to complete to start your own business
<b>Pre-Apprenticeship</b>	Program to prepare you for a Registered Apprenticeship program
<b>Registered Apprenticeship</b>	Learn a trade and improve your skills while making money on the job
<b>On-the-Job Training</b>	Training related to a specific job provided by an approved employer
<b>Customized Training</b>	Classroom training specific to a job and provided by employer's request
<b>Soft Skills</b>	Learn about and develop the skills employers are looking for
<b>Post-Secondary Preparation</b>	Brush up on your math & reading skills! This is done in partnership with the Adult Education & Literacy Program.
<b>Employed worker skill upgrading through employer</b>	Increase your competitiveness and self-sufficiency through training while being employed
<b>Tuition Assistance</b>	Assistance in paying for training linked to employment.
<b>Counseling</b>	Referrals and support services for mental health, behavioral, alcohol, drug, etc. counseling
<b>Leadership Development (Youth)</b>	Activities in the community or amongst your peers to develop responsibility and other positive behaviors

## ADULT EDUCATION AND LITERACY SERVICES:

<b>Literacy and Numeracy</b>	Adults improve their ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
<b>GED® Test [preparation]</b>	Adult learners prepare for their High School Equivalency exams in Math, Language Arts, Science, and Social Studies.
<b>Workforce Preparation</b>	Instruction, activities, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.
<b>Integrated Education and Training</b>	A service approach that provides adult education activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
<b>English Language Acquisition</b>	Adults who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language—as well as supporting the attainment of a secondary school diploma, a transition to postsecondary education and training, or employment.

# ONE-STOP PARTNER PROGRAMS AND SERVICES

<input type="checkbox"/> <b>Integrated English Literacy and Civics</b>	Education services provided to adult English language learners that enable ELLs to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.
<input type="checkbox"/> <b>Family Literacy</b>	Adults make sustainable improvements in the economic prospects for their families that better enable parents or family members to support their children’s learning needs.
<input type="checkbox"/> <b>Basic Skills Assessments</b>	Tests of Adult Basic Education (TABE); BEST Plus (oral/aural exam for ELLs); BEST Literacy (reading/writing exam for ELLs); KeyTrain

## VOCATIONAL REHABILITATION SERVICES:

## PARTICIPANT BENEFITS:

<b>Employment Situational Assessments</b>	A service to assess an individual’s performance in a specific job. The individual performs the actual job tasks and the assessment addresses strengths and weaknesses to assist with vocational planning and training.
<b>Vocational Rehabilitation Counseling</b>	Vocational Rehabilitation Counselors assist the individual to understand their disability and how their disability impacts employment. Vocational Rehabilitation Counselors provide job exploration counseling, post-secondary education counseling and other services to assist students with disabilities to prepare for and obtain employment.
<b>Paid Work Experiences</b>	Vocational rehabilitation works with local school districts to provide up to 250 hours of paid work experience each school year giving youth an opportunity to gain career experiences. A similar program is available for adults with disabilities.
<b>Vocational or other Post-Secondary Training Services</b>	Depending on the approved employment goal and financial need guidelines, financial assistance can be provided to individuals seeking specific vocational training or degrees.
<b>Benefits Specialist Services</b>	Individuals who are Social Security Beneficiaries can receive an assessment of their SSA benefits and guidance on how their SSA benefits will be impacted by with employment earnings. Guidance is provided to individuals on how to utilize work incentives or other means to maximize their work earnings.
<b>Assistive Technology</b>	Assessment to determine the appropriate technology to perform work tasks, provision of assistive technology devices and training on utilizing assistive technology to accomplish work tasks.
<b>Transition Services</b>	An array of services to assist a students with a disabilities as they transition from school to adult services. Pre-employment transition services include self-determination training; work based learning experiences, workplace readiness training to develop social skills and independent living instruction in self-advocacy, career counseling, and leadership training.
<b>Disability Specific Services</b>	A variety of services available to individuals such as interpreting services for an individual who is deaf or hard of hearing, personal attendant services for an individual with mobility impairments, blindness skills training and large print/braille documents for an individual who has visual impairments are some examples of disability specific services.
<b>Job Placement Services</b>	This service is provided by the Vocational Rehabilitation Counselor or an approved Employment Specialist to assist an individual to prepare for or obtain employment.
<b>Job Coaching Services</b>	Employment Specialists provide one-on-one training on the job site to assist with learning job tasks when individuals with disabilities obtain employment.

*Veterans receive priority service at DLR local offices and are given priority in DLR training programs they are eligible for.*

# ONE-STOP PARTNER PROGRAMS AND SERVICES

<b>Supported Employment Services</b>	Supported Employment Services consist of intensive job placement and job coaching for individuals with the most significant disabilities who need ongoing supports to maintain employment. Services are coordinated with an approved service provider to continue ongoing supports to maintain employment.
<b>Post-Employment Services</b>	This service option is available for individuals who previously obtained success with their Vocational Rehabilitation Program but are now experiencing some difficulty in maintaining their employment. The Vocational Rehabilitation Counselor can assist with additional employment services to help the individual maintain their job.

## HOUSING AND URBAN DEVELOPMENT SERVICES:

<b>All subsidized housing</b>	Household pays 30% of adjusted gross income for rent, remainder of rent is subsidized by one of the below HUD programs the family is participating in.
<b>Public Housing</b>	The low-rent housing units under this program are owned and managed by a local Public Housing Agency (PHA). Individuals/families need to contact a local PHA to apply.
<b>Housing Choice Voucher (formerly referred to as Section 8 Vouchers)</b>	Many PHAs provide Vouchers. Applicants must apply at the PHA office. When qualified, an applicant will be issued a voucher. It will be the applicants' responsibility to find a suitable rental unit that meets their needs. Many PHA's have long waiting lists for this type of assistance.
<b>Project Based Assistance</b>	This type of rental assistance is tied to the project. A family must apply directly at the project that has assistance.
<b>Looking for Housing Assistance</b>	Contact the HUD office at (605) 330-4223 or <a href="http://www.hud.gov/southdakota">www.hud.gov/southdakota</a> or <a href="mailto:sdwebmanager@hud.gov">sdwebmanager@hud.gov</a>

## PARTICIPANT BENEFITS:

## JOB CORPS SERVICES:

<b>Career Assessment</b>	Application includes a career assessment; student works with career counseling to select career training that fits his/her career goals and interest.
<b>Literacy and Numeracy (Reading and Math)</b>	Students improve their understanding of basic reading and math necessary to succeed in today's workforce.
<b>Education</b>	Students who need it will be enrolled in GED programs, additionally; the Box Elder Job Corps operates a high diploma program as part of the Lead/Deadwood school district allowing students up to the age of 24 the opportunity to earn their diploma.
<b>Career and Technical Training</b>	Core component of Job Corps and offered in several growing industry sectors including construction/manufacturing, carpentry, electrical, welding, hospitality, culinary arts, medical, Certified Nursing Assistant.
<b>Career success standards</b>	Counseling and discussion of the following success standards occur throughout enrollment in the program and contribute to lasting success in the workplace...workplace relationships, ethics, communications, personal growth and development, interpersonal skills, information management, multi-cultural awareness, career and personal planning, independent living, continuous learning, problem solving and critical thinking.
<b>English Language learning program</b>	ELL provides youth needing to increase English proficiency the opportunity to learn the language and be better able to communicate.

## PARTICIPANT BENEFITS:

# ONE-STOP PARTNER PROGRAMS AND SERVICES

<input type="checkbox"/> <b>Work-based learning</b>	As part of Career and Technical training, students participate in On-the-job training with partnerships with department on centers and employers.
<input type="checkbox"/> <b>Career transition Services</b>	Before graduation students learn how to write a resume, search for jobs, apply for jobs and interview. Graduates are assigned a career transition specialist in the area they relocate to who will continue these services for a year following his or her placement in to the job, college or the military.

## CAREER AND TECHNICAL EDUCATION SERVICES:

<input type="checkbox"/> <b>Technical skills training programs</b>	Certificates, Diplomas and Associate of Applied Science degrees designed to train individuals for high demand occupations
<input type="checkbox"/> <b>Tutoring to enrolled students</b>	
<input type="checkbox"/> <b>Time management and study skills training</b>	
<input type="checkbox"/> <b>Success coaching</b>	Access to success coaches to assist you throughout your program of study or training program
<input type="checkbox"/> <b>Connect students with community resources</b>	Connect post-secondary students to community resources to assist in completion of training program.
<input type="checkbox"/> <b>Americans with Disabilities Act accommodations</b>	Accommodations are available to assist in completion of training program.
<input type="checkbox"/> <b>Credit by Exam opportunities</b>	Opportunities for students to shorten training program
<input type="checkbox"/> <b>Testing and Certification Center (MTI)</b>	Certification testing available to enhance student employability
<input type="checkbox"/> <b>Administers the Veterans' Textbook Assistance Program and the NAHA funds.</b>	Assists students with getting resources they need to be successful
<input type="checkbox"/> <b>Job Fairs</b>	Job Fairs are held on each of the technical institute campuses as well as in communities to assist in connecting students and job seekers to employers.
<input type="checkbox"/> <b>Career counseling/job search assistance</b>	One-on-one or group career counseling designed to assist students with career decision-making and job searching. Resume writing, interview coaching
<input type="checkbox"/> <b>Scholarships</b>	Qualifying students may receive assistance in paying for training programs linked to employment.
<input type="checkbox"/> <b>Advanced technical training through corporate education</b>	Advanced technical training programs such as CDL and short-term training programs are available through each technical institute's corporate education center
<input type="checkbox"/> <b>Workforce Recruitment Program (MTI, STI, LATI)</b>	This program matches interested and qualifying students with sponsoring companies who pay part or all of the student's tuition and fees. The student agrees to an agreed-upon commitment to work for the company following graduation.
<input type="checkbox"/> <b>Ed2Go (MTI)</b>	Over 200 six week long online courses in the following areas: technology, certification prep, writing, personal enrichment, entrepreneurship/business, languages, test prep, legal, and medical.

## PARTICIPANT BENEFITS:

# ONE-STOP PARTNER PROGRAMS AND SERVICES

**OTHER ONE-STOP PARTNER PROGRAMS:**

**DESCRIPTION:**

	<b>Trade Adjustment Assistance Services</b>	Assist individuals who have lost their jobs due to foreign competition. The business must be federally certified for individuals to be eligible for TAA.
	<b>Dakota Roots</b>	Dakota Roots matches out-of-state job seekers with Job Advisors in the One Stop to assist individuals in the job-seeking process. Job Advisors will notify job seekers of openings available to meet their career interests.
	<b>Senior Community Service Employment Program</b>	DLR develops partnerships with non-profits and government agencies to provide individuals, age 55 or older, the opportunity for part-time work experiences and other training activities to become self-sufficient.
	<b>National Farmworker Jobs Program</b>	Provides funding to community-based organizations and public agencies to assist migrant and seasonal farmworkers (MSFWs) and their dependents attain greater economic stability.
	<b>Supplemental Nutrition Assistance Program Employment &amp; Training</b>	Helps low-income individuals buy the food they need to stay healthy while they work to regain financial independence.
	<b>Temporary Assistance for Needy Families</b>	Designed to provide temporary assistance and economic self-sufficiency for children and families
	<b>Native American Programs</b>	The programs are designed to support employment and training activities in order to develop more fully the academic, occupational and literacy skills; make individuals more competitive in the workforce; and promote economic and social development in accordance with the goals and values of such communities. These programs are administered in a way that not only meet regulatory requirements, but also in ways that are consistent with the traditional cultural values and beliefs of the people they are designed to serve.
	<b>Unemployment Insurance</b>	The Unemployment Insurance program provides benefits to individuals who have lost their job through no fault of their own, and meet other eligibility requirements. Unemployment Insurance is not public assistance or an entitlement program. Unemployment Insurance benefits are intended to provide temporary, partial wage replacement to individuals, until they find other employment. In order to be eligible for benefits individuals must have some attachment to the workforce. This is usually determined by the amount of wages an individual has earned, and whether they are able and available to work. The program is funded by employers through payroll taxes. Workers do not contribute to this program.
	<b>Jobs for Veterans State Grants (JVSG)</b>	The JVSG program provides funds to the States to exclusively serve eligible veterans, eligible spouses, and perform outreach to employers.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Veterans receive priority service at DLR local offices and are given priority in DLR training programs they are eligible for.*

**AMERICAN JOB CENTERS INFRASTRUCTURE FUNDING AGREEMENT**

Attachment F

**INFRASTRUCTURE BUDGET | AMERICAN JOB CENTERS**

July 1, 2017 - June 30, 2018

| SOUTHDAKOTA AMERICAN JOB CENTER NETWORK | MEMORANDUM OF UNDERSTANDING

One Stop Location:	Aberdeen				<u>Office</u>
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	44,085		6,672		50,757
Computer Services	20,077		-		20,077
Telecommunications	3,010		-		3,010
Janitorial	7,389		713		8,101
Electrical	8,772		846		9,618
Garbage/Sewer	1,174		113		1,288
Water	417		40		457
Natural Gas	710		69		779
Other Facility Costs	-		-		-
<b>Total:</b>	<b>85,634</b>	<b>-</b>	<b>8,453</b>	<b>-</b>	<b>94,088</b>
<i>Square Footage</i>	<i>4,493</i>		<i>680</i>		<i>5,173</i>

One Stop Location:	Brookings				<u>Office</u>
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	43,482	877	8,580		52,939
Computer Services	15,560	3,346	-		18,906
Telecommunications	2,332	502	-		2,834
Janitorial	8,530	171	-		8,701
Electrical	6,087	115	-		6,202
Garbage/Sewer	727	-	-		727
Water	-	-	-		-
Natural Gas	-	-	-		-
Other Facility Costs	-	-	-		-
<b>Total:</b>	<b>76,718</b>	<b>5,010</b>	<b>8,580</b>	<b>-</b>	<b>90,308</b>
<i>Square Footage</i>	<i>4,874</i>	<i>92</i>	<i>900</i>		<i>5,866</i>

One Stop Location:	Huron				<b>Office</b>
<b>Infrastructure Cost</b>	<b>DLR</b>	<b>VR</b>	<b>AEFLA</b>	<b>NFJP</b>	<b>Total</b>
Rent	24,897	3,242			28,139
Computer Services	11,712	1,673			13,385
Telecommunications	1,756	251			2,006
Janitorial	6,616	861			7,478
Electrical	2,836	369			3,205
Garbage/Sewer	154	20			174
Water	168	22			189
Natural Gas	144	19			162
Other Facility Costs	439	57			496
<b>Total:</b>	<b>48,720</b>	<b>6,514</b>	<b>-</b>	<b>-</b>	<b>55,234</b>
<i>Square Footage</i>	<i>2,400</i>	<i>313</i>			<i>2,713</i>

One Stop Location:	Madison				<b>Office</b>
<b>Infrastructure Cost</b>	<b>DLR</b>	<b>VR</b>	<b>AEFLA</b>	<b>NFJP</b>	<b>Total</b>
Rent	58,501				58,501
Computer Services	10,039				10,039
Telecommunications	1,505				1,505
Janitorial	10,808				10,808
Electrical	7,603				7,603
Garbage/Sewer	734				734
Water	476				476
Natural Gas	1,486				1,486
Other Facility Costs	2,342				2,342
<b>Total:</b>	<b>93,494</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>93,494</b>
<i>Square Footage</i>	<i>5,319</i>				<i>5,319</i>

One Stop Location:	Mitchell				<u>Office</u>
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	49,899	1,175			51,074
Computer Services	13,385	1,673			15,058
Telecommunications	2,006	251			2,257
Janitorial	9,672	228			9,900
Electrical	5,341	126			5,467
Garbage/Sewer	79	2			81
Water	420	10			430
Natural Gas	474	11			486
Other Facility Costs		-	-		-
<b>Total:</b>	<b>81,278</b>	<b>3,475</b>	<b>-</b>	<b>-</b>	<b>84,753</b>
<i>Square Footage</i>	<i>4,582</i>	<i>108</i>			<i>4,690</i>

One Stop Location:	Pierre				<u>Office</u>
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	53,642				53,642
Computer Services	15,058				15,058
Telecommunications	2,257				2,257
Janitorial	7,326				7,326
Electrical	4,765				4,765
Garbage/Sewer	768				768
Water	210				210
Natural Gas	1,486				1,486
Other Facility Costs	471				471
<b>Total:</b>	<b>85,983</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,983</b>
<i>Square Footage</i>	<i>5,210</i>				<i>5,210</i>

One Stop Location:	Rapid City				<b>Office</b>
<b>Infrastructure Cost</b>	<b><u>DLR</u></b>	<b><u>VR</u></b>	<b><u>AEFLA</u></b>	<b><u>NFJP</u></b>	<b><u>Total</u></b>
Rent	163,545	45,566			209,110
Computer Services	60,232	28,443			88,674
Telecommunications	9,029	4,264			13,292
Janitorial	27,436	6,820			34,256
Electrical	26,169	6,215			32,384
Garbage/Sewer	1,005	239			1,243
Water	599	142			741
Natural Gas	3,372	801			4,173
Other Facility Costs	277	66			343
<b>Total:</b>	<b>291,664</b>	<b>92,554</b>	<b>-</b>	<b>-</b>	<b>384,218</b>
<i>Square Footage</i>	<i>22,374</i>	<i>4,061</i>			<i>26,435</i>

One Stop Location:	Sioux Falls				<b>Office</b>
<b>Infrastructure Cost</b>	<b><u>DLR</u></b>	<b><u>VR</u></b>	<b><u>AEFLA</u></b>	<b><u>NFJP</u></b>	<b><u>Total</u></b>
Rent	193,075	56,756		2,280	252,112
Computer Services	61,905	-		3,346	65,251
Telecommunications	9,280	-		502	9,781
Janitorial	10,273	5,044		121	15,439
Electrical	19,879	9,761		235	29,874
Garbage/Sewer	8,214	4,413		97	12,724
Water	1,660	815		20	2,495
Natural Gas	1,256	617		15	1,887
Other Facility Costs	4,109	2,018		49	6,176
<b>Total:</b>	<b>309,650</b>	<b>79,424</b>	<b>-</b>	<b>6,665</b>	<b>395,739</b>
<i>Square Footage</i>	<i>13,498</i>	<i>6,627</i>		<i>162</i>	<i>20,286</i>

One Stop Location:	Spearfish				Office
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	44,787	2,533			47,320
Computer Services	16,731	3,346			20,077
Telecommunications	2,508	502			3,010
Janitorial	7,889	446			8,335
Electrical	5,054	286			5,340
Garbage/Sewer	1,116	63			1,179
Water	280	16			295
Natural Gas	3,391	192			3,582
Other Facility Costs	860	49			908
<b>Total:</b>	<b>82,616</b>	<b>7,432</b>	<b>-</b>	<b>-</b>	<b>90,048</b>
<i>Square Footage</i>	<i>4,072</i>	<i>230</i>			<i>4,302</i>

One Stop Location:	Vermillion				Office
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	29,597		5,481		35,078
Computer Services	13,385		-		13,385
Telecommunications	2,006		-		2,006
Janitorial	6,325		1,581		7,907
Electrical	437		109		547
Garbage/Sewer	79		20		99
Water	274		69		343
Natural Gas	528		132		660
Other Facility Costs		-	-		-
<b>Total:</b>	<b>52,632</b>	<b>-</b>	<b>7,392</b>	<b>-</b>	<b>60,024</b>
<i>Square Footage</i>	<i>2,446</i>		<i>453</i>		<i>2,899</i>

One Stop Location:	Watertown				Office
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	44,995	6,215	6,983		58,193
Computer Services	16,731	8,366	-		25,097
Telecommunications	2,508	1,254	-		3,762
Janitorial	9,564	1,317	1,449		12,330
Electrical	4,705	650	730		6,085
Garbage/Sewer	219	30	34		284
Water	298	41	46		386
Natural Gas	808	112	125		1,044
Other Facility Costs	2,108	290	319		2,718
<b>Total:</b>	<b>81,936</b>	<b>18,275</b>	<b>9,688</b>	<b>-</b>	<b>109,899</b>
<i>Square Footage</i>	<i>5,197</i>	<i>716</i>	<i>792</i>		<i>6,705</i>

One Stop Location:	Yankton				Office
<u>Infrastructure Cost</u>	<u>DLR</u>	<u>VR</u>	<u>AEFLA</u>	<u>NFJP</u>	<u>Total</u>
Rent	47,755		6,562		54,316
Computer Services	13,385		-		13,385
Telecommunications	2,006		-		2,006
Janitorial		-	-		-
Electrical		-	-		-
Garbage/Sewer		-	-		-
Water		-	-		-
Natural Gas		-	-		-
Other Facility Costs		-	-		-
<b>Total:</b>	<b>63,146</b>	<b>-</b>	<b>6,562</b>	<b>-</b>	<b>69,708</b>
<i>Square Footage</i>	<i>2,620</i>		<i>360</i>		<i>2,980</i>

<b>GRAND TOTAL:</b>	<b>1,353,471</b>	<b>212,684</b>	<b>40,675</b>	<b>6,665</b>	<b>1,613,494</b>
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