

MEMORANDUM OF UNDERSTANDING

One-Stop Career Center Partners

Greater Raritan
Workforce
Development
Board

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Memorandum of Understanding

Section 1: Purpose

Purpose

Provide a narrative of the mission and vision of the One Stop Career Center/American Job Center Network in the Local Workforce Development Area (LWDA).

This Memorandum of Understanding (MOU) is executed among the Local Workforce Development Board (LWDB), the One-Stop Career Center (American Job Center Network) Partners (Partners), and the Chief Elected Official (CEO). They are collectively referred to as the “Parties” to this MOU. The MOU incorporates an Infrastructure Funding Agreement (IFA) in which Parties agree to the shared costs and benefits of operating a local workforce system. The term “MOU” throughout this document incorporates the IFA.

Mission and Vision

“Through policy, oversight and planning, the Greater Raritan Workforce Development Board (GRWDB) ensures that workforce training and education are responsive to and meet the needs of employers and job seekers in Hunterdon and Somerset Counties.” This is the mission of the GRWDB, a public-private partnership responsible for oversight of the workforce development and delivery system in the two counties. The GRWDB envisions a flexible, seamless and robust workforce training and education system, reflected by:

- An environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- High standards for all operating areas of the GRWDB, including the One-Stop Operator, career training services, youth services, employment services and other system partners and related agencies providing career-related programming.
- Robust policies which create a framework for program delivery while leaving room for partners to embrace flexibility and develop innovative strategies based on the changing needs of those being served.
- A spirit of collaboration in which all system partners – local, county, regional and state -- understand what each offers and look for opportunities to braid services and co-enroll customers in complementary programs.
- A culture where performance metrics and program outcomes are exceeded, and accomplishments are recognized.
- Increased engagement of employers and job seekers with a focus on taking what was learned during the pandemic to expand outreach and develop innovative methods to provide workforce services.
- Expanding opportunities for employers with a focus on providing new and innovative services to local businesses.

- Expanding opportunities and outcomes for job seekers, particularly youth and those with barriers, with a focus on sustainable wage career employment.
- Shared collaboration to achieve these goals across the northern LWDBA region.

The GRWDB understands that employers and job seekers discover available system services through many different avenues, for many different reasons. Some job seekers, for example, may only need access to job listings and resume assistance, while others require skill and aptitude evaluations, adult education, occupational skills training, apprenticeships, individual training account grants, or some type of supportive service to reach their goals. Some businesses may simply require assistance through an in-person or virtual job fair while others would benefit from a more intensive Incumbent Worker Training opportunity. The GRWDB envisions a system in which partners and service providers can assist any customer in accessing services and information how, when and where needed, doing so guided by a spirit infused with motivation, innovation and collaboration.

Section 2: Effective Period

Effective Period

This MOU is effective as of March 31, 2024, which corresponds to the date of signing by the final signatory below and must terminate on December 31, 2026, unless any of the reasons in the Termination section (Section 10, MOU and IFA Process), apply.

Section 3: One-Stop/American Job Centers: Administration

One-Stop Career Centers/ American Job Centers

Mailing Address	Hours of Operations	Telephone Number	URL	Comprehensive (C) or Affiliate (A)
PO Box 3000, Somerville, NJ 08876-1262	Tues., Wed., Thurs., Fri. 8:30am – 4:30pm Mon. 8:30am – 7pm	(908) 541 - 5790	Home - Greater Raritan (theग्रwdb.org) Career Training Services Website	C
75 Veterans Memorial Dr E Ste 102, Somerville, NJ 08876	Mon. - Fri. 8:30am – 4:30pm	(908) 237-0016	Home - Greater Raritan (theग्रwdb.org) Career Training Services Website	C
6 Gauntt Place., Flemington, NJ 08822	Mon. – Wed. 8:30am-4:30pm By appointment Thu. and Fri.	(908) 237-0016	Home - Greater Raritan (theग्रwdb.org) Career Training Services Website	C

One-Stop Operator

Operator Name: Empower Somerset

Name of Operator Contact Person: Fernandel Almonor

Online location for all documentation for the competitive One-Stop Operator procurement and selection process: For RFP: [Exempt Services \(theग्रwdb.org\)](http://theग्रwdb.org). For the entire process: the Procured Services section on the GRWDB [About: One-Stop Partners page](http://www.theग्रwdb.org) on www.theग्रwdb.org

Date of Current Contract with One-Stop Operator: July 1, 2023 to June 30, 2025 with option for two-year extension

Common Identifier

The Partners agree to identify as The Greater Raritan One- Stop Career Center, ending with the following identifier: A Proud Partner of the American Job Center Network.

Fiscal Agent

Provide contact information for the fiscal agent.

Fiscal Agent: Somerset County, New Jersey

Name of Fiscal Agent Contact Person: Tara Machos, Accounting and Special Projects Supervisor - Grants

Fiscal Agent Mailing Address: 20 Grove Street, PO Box 3000, Somerville, NJ 08876

Fiscal Agent Phone Number: 908-231-6475

Fiscal Agent Email Address: machos@co.somerset.nj.us

Section 4: Role of Chief Elected Official

Name of Chief Elected Official: Shanel Robinson

Role/Title: Director of the Board of the Somerset County Commissioners

CEO Mailing Address: 20 Grove Street, PO Box 3000, Somerville, NJ 08876

CEO Phone Number: 908-231-7676

CEO Email Address: robinson@co.somerset.nj.us

Serves as a point of contact for partners in the absence of the LWDB Director, especially with urgent matters such as a data breach.

Section 5: Role of Local Workforce Development Board

Provide a brief narrative of the LWDB's role in working with partners to ensure the One Stop operations are effective.

There are two operating units often referred to collectively as the Greater Raritan Workforce Development Board, serving Hunterdon and Somerset Counties, as referenced in the Workforce Innovation and Opportunity Act (WIOA) of 2014.

1. The Greater Raritan Workforce Development Board (GRWDB) itself as the entity responsible for planning, policy, and oversight and employing staff to carry out its priorities.
2. Greater Raritan Fiscal Agent (County of Somerset, NJ) as the recipient and custodian of federal and state workforce investment grant funds.

In order to establish a governance structure for the Greater Raritan Local Area, certified by the New Jersey State Employment and Training Commission, both Boards of County Commissioners of Hunterdon and Somerset Counties and the Greater Raritan Workforce Development Board entered into a "Joint Agreement" to further define roles and responsibilities of the partners.

The Joint Agreement was first entered into on January 31, 2003, and has been revised several times over the past two decades. An updated Joint Agreement was entered into on January 1, 2023, and can be [read here](#).

Among other provisions, the Joint Agreement:

- Establishes GRWDB Member appointments, and GRWDB Board responsibilities.
- Designates staff and committee structures.
- Designates the County of Somerset, New Jersey as the Grant Recipient and Fiscal Agent.
- Requires the GRWDB to develop a four-year Local Plan and participate in the development of a four-year Regional Plan.

The GRWDB is responsible for the planning and oversight of the local One-Stop system. This includes working with the Chief Elected Official (CEO) of Somerset County and the Governor to get agreement on local Performance Standards. As part of the Joint Agreement, the GRWDB also will:

- Competitively select a One-Stop Operator.
- Competitively select providers of Career Training Services, Youth Services, WorkFirst New Jersey services and Workforce Learning Link services.
- With agreement of the CEO, enter into a Memorandum of Understanding with the Local Area's One-Stop Partners for the development and operation of comprehensive One-Stop Centers in the two counties.

Section 6: Role of One-Stop Operator

Provide a brief narrative of ways the One Stop Operator works with partners to ensure effective operations, service delivery, and service integration.

The Operator ensures the implementation of partner responsibilities and contributions agreed upon in the MOU and coordinates the service delivery of the required One-Stop partners and service providers.

- Evaluates partner performance data and drafts monthly progress reports.
- Identify and analyze One-Stop customer workflow inefficiencies and challenges.
- Works with One-Stop partners to devise and implement solution strategies.

The One-Stop Operator is one of the partners collaborating with the GRWDB to achieve the board's vision for the Local Area:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, One-Stop Operator, career services, and training services.
- Creating a culture where expectations are exceeded and accomplishments are recognized.

- Increasing the engagement of employers and job seekers with a focus on increased customer satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career

Working in collaboration with the GRWDB, the One-Stop Operator ensures that the local One-Stop delivery system is customer-focused, uses state metrics and dashboard systems to help direct strategies and programs, produces as appropriate monthly reports on customer usage and financial progress of grant expenditures, and focuses on providing wide access to all services available in the system to job seekers and businesses.

Section 7: Partners

*References: MOU/IFA Guidance, Section 5; Policy on Local Governance, WD-PY21-6
LWDB Narrative*

Contact information for partners to the MOU should be included in Table B, on page 6. Following this table on page 6, please provide a short (1-2 paragraph) narrative for each partner that is a party to the MOU. The narrative should explain:

- *The services that partner provides*
- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*
- *Strategies for cross-training other staff and partners*
- *The partner's role in outreach, recruitment, and marketing*
- *The partner's contributions to programmatic accessibility*
- *The partner's contributions to any priorities of service and/or to targeting particular special populations*

Department leads from Career Training Services (CTS), Employment Services (ES), Department of Vocational Rehabilitation Services (DVRS), Business Services (BS) and Greater Raritan Workforce Development Board (GRWDB) agree to meet in-person once a month to ensure effective communication, coordination and collaboration across the One-Stop system. Entire system team meetings may be called as needed by the GRWDB to ensure clarity of purpose and collaboration effectiveness.

Department Leads from Work First New Jersey, CTS, ES, DVRS, BS and GRWDB agree to meet together once a quarter to ensure effective communication, coordination and collaboration in Greater Raritan Work First New Jersey workflow.

Required Federal Partners

Provide the names and contact information for required federal Partners in Table B.

Partner Program	Signatory Name and Title	Mailing Address	Telephone Number	Email Address
New Jersey Department of Labor and Workforce Development Employment Services	Robert Asaro-Angelo, Commissioner	75 Veterans Memorial Drive East Suite 102 Somerville, New Jersey 08876-2950	908-704-3000	Poo.lin@dol.nj.gov
Greater Raritan One-Stop Career Center, Adult, Dislocated Worker and Youth, Title I CTE (Career technical education programs)	Monica Mulligan, Director	27 Warren St, PO Box 3000, Somerville, NJ 08876	908-541-5780	onestop@co.somerset.nj.us
Employment Services, NJ Department of Labor and Workforce Development, Wagner-Peyser Title III	Robert Asaro-Angelo, Commissioner	1 John Fitch Plaza, Trenton, NJ	609-9414	workforce@dol.nj.gov
Hunterdon County Educational Services Commission,	Fran Leddy, Supervisor Adult Programs and Services		908 439 4280	Fleddy@hunterdonesc.org

Adult Education and Family Literacy, Title II				
Division of Vocational and Rehabilitation Services, Vocational Rehabilitation, Title IV	Karen Carroll	75 Veterans Memorial Drive East, Suite 101, Somerville, NJ 08876-2952	908 704 3030	Danielle.Kwan@dol.nj.gov
National Farmworkers Job Program Grantee / Pathstone	Minnett Santiago, Senior Director	76 West Landis Avenue, Vineland, NJ 08360	800-888-6770	msantiago@pathstone.org
Trade Act/TRA, NJ Department of Labor and Workforce Development	Robert Asaro-Angelo, Commissioner	1 John Fitch Plaza, Trenton, NJ 08625	973-648-3660	Howard.miller@dol.nj.gov
Hunterdon County Polytech, Career and Technical Education	Dr. Todd G. Bonsall, Superintendent	8 Bartles Corner Road, Flemington, NJ 08822	908-788-1119	tbonsall@hc.vd.org
NJ Department of Labor and Workforce Development, Veterans	Robert Asaro-Angelo, Commissioner	550 Jersey Ave, New Brunswick, NJ 08901	732-937-6214	John.lehnert@dol.nj.gov
Community Services Block Grant	Kimberly Cowart, Director	27 Warren St, Somerville, NJ 08876	908-541-5756	kcowart@co.somerset.nj.us

Division of Unemployment Insurance, NJ

Darlene Wilson

Darlene.Wilson@dol.nj.gov

Department of Labor and Workforce Development				
New Jersey Commission for the Blind and Visually Impaired	Bernice Davis	153 Halsey St. Newark, NJ 07102	473-648-31 60	
Second Chance Act	No presence in our area			
Housing and Urban Development Services	See Community Services Block Grant			

State Partners (Recommended)

Provide the names and contact information for any recommended state Partners who are party to the MOU in Table B.

Partner Program	Signatory Name and Title	Mailing Address	Telephone Number	Email Address
Business Services, NJ Department of Labor and Workforce Development	Robert Asaro-Angelo, Commissioner	1 John Fitch Plaza, Trenton, NJ 08625	973-648-36 60	Howard.miller@dol.nj.gov

Hunterdon County Division of Social Services, TANF	Lisa Piazza, Division Head	6 Gauntt Place, Flemington, NJ 08822	908-788-13 00	lpiazza@co.hunterdon.nj.us
Somerset County Board of Social Services, TANF	Marion B. Cooper, Director	73 East High Street, Somerville, NJ 08876	908-231 6448	mcooper@co.somerset.nj.us
Raritan Valley Community College, Career and Technical Education	Michael McDonough	118 Lamington Road, Branchburg, NJ 08876		Michael.McDonough@raritanval.edu
Somerset County Vo-Tech, Career and Technical Education	Robert Presuto, Superintendent	14 Vogt Drive, Bridgewater, NJ 08807	908-526-89 00	rpesuto@scvt.net

Additional Partners (optional)

Provide the names and contact information for any additional Partners in Table B.

Partner Overview

**TABLE B
PARTNER INFORMATION**

<i>A. Required Federal Partners</i>	Contact Person/Signatory	Contact Information	Service Provision Method
Title I Adult, Dislocated Worker, and Youth Programs	Monica Mulligan, Director	908-541-5780 onestop@co.somerset.nj.us	In Person/ Virtual/ Cross Training Partners
Title I NFJP (National Farmworker Job Program)/MSFW (Migrant and Seasonal Farmworker)/ PathStone	L. Minnette Santiago, Senior Direct New Jersey Operations	856-696-1000 ext. 124 msantiago@pathstone.org	In Person/ Virtual
Title I Job Corps	N/A	N/A	N/A
Title I YouthBuild	N/A	N/A	N/A
Title III Unemployment Compensation	Darlene Wilson	Darlene.Wilson@dol.nj.gov	
Title III Wagner-Peyser	Robert Asaro-Angelo, Commissioner	908 704 3000 Poo.lin@dol.nj.gov	In Person/ Virtual/ Cross Training Partners

SCSEP (Senior Community Service Employment)	Mariana K. Beshai-Ascander, State Director SCSEP	609 960 5043 Mariana.Beshai-Ascander@dol.nj.gov	In Person/ Virtual
TAA Program (Trade Adjustment Assistance)	Howard Miller	609 984 4437 howard.miller@dol.nj.gov	
Jobs for Veteran State Grants	Robert Asaro-Angelo, Commissioner	908 704 3000 Poo.lin@dol.nj.gov	In Person/ Virtual
REO (Reentry Employment Opportunities)	N/A	N/A	N/A
Title II AEFLA (Adult Education and Family Literacy Act) program	Fran Leddy	908 439 4280 fleddy@huntedonesc.org	In Person/ Virtual
Title IV State VR (Vocational Rehabilitation) Service	Robert Asaro-Angelo, Commissioner	908 704 3030 Danielle.kwan@dol.nj.gov	In Person/ Virtual/ Cross Training Partners
CTE (Career technical training education programs) at postsecondary level - Carl D. Perkins Act	Paul Grzella, Director	908 203 6044 grzella@co.somerset.nj.us	
HUD (Housing and Urban Development) Employment and Training programs	Kimberly Cowart, Director	908-541-5756 kcowart@co.somerset.nj.us	

HHS (Health and Human Services) Employment and training activities carried out under Community Services Block Grant	Kimberly Cowart, Director	908-541-5756 kcowart@co.somerset.nj.us	
TANF (Temporary Assistance for Needy Families) programs	Marion Cooper	908 231 6448 mcooper@co.somerset.nj.us	In Person/ Virtual
<i>B. Required State Partner</i>			
New Jersey DOL State Business Outreach Team	Howard Miller	609 984 4437 Howard.Miller@dol.nj.gov	
<i>C. Recommended State Partners</i>			
New Jersey Youth Corps (NJYC)	N/A		
Pathways to Recovery	N/A		
Pre-Apprenticeship in Career Education (PACE)	N/A		
Growing Apprenticeships in Nontraditional Sectors (GAINS)	N/A		
Reentry Services and Training Opportunities to Reestablish Employment (ReSTORE)	N/A		

WorkFirst New Jersey Employment and Training (E&T) - General Assistance	Fran Leddy, Supervisor	908 439 4280 fleddy@hunterdonesc.org	
Somerset County Board of Social Services, TANF	Marion Cooper, Director	908 231 6448 mcooper@co.somerset.nj.us	In Person/ Virtual
Hunterdon County Division of Social Services, TANF	Lisa Piazza, Division Head	908-788-1300 lpiazza@co.hunterdon.nj.us	
Trade Act/TRA, NJ Department of Labor and Workforce Development	Robert Asaro-Angelo, Commissioner	609 984 4437 Howard.Miller@dol.nj.gov	
Somerset County Vo-Tech, Career and Technical Education	Robert Presuto, Superintendent	908-526-8900 ext. 7212 rpresuto@scvts.net	
Raritan Valley Community College, Career and Technical Education	Michael McDonough	Michael.McDonough@raritanval.edu	
Hunterdon County Polytech, Career and Technical Education	Dr. Todd G. Bonsall, Superintendent	908-788-1119 tbonsall@hc vd.org	
Hunterdon County Educational Services Commission, Adult Education and Family Literacy, Title II	Fran Leddy	908 439 4280 Fleddy@hunterdonesc.org	

New Jersey Department of Labor and Workforce Development	Robert Asaro-Angelo, Commissioner	908-526-8900 rpesuto@scvt.net	
EmPoWER Somerset	Kristen Schiro, Executive Director	908 722 4900 x 103 kristen@empowersomerset.com	
DCF Division on Women, Employment Readiness Initiatives	Maureen Ochse	609-273-9572 maureen.ochse@dcf.nj.gov	
Commission for the Blind and Visually Impaired [CBVI]	Bernice Davis	973-648-2111 Esther.Lavarin@dhs.nj.gov	In Person/ Virtual
[Additional Partner]			

Partner Narratives

One-Stop Partner Commitment

- ∅ Actively support and implement the One-Stop vision, mission, principles, and policies and procedures.
- ∅ Utilize the expertise and unique perspective of each Partner to build and maintain a One Stop system that endorses a team approach to service delivery and places a value on excellent customer service.
- ∅ Engage in an intensive and comprehensive functional analysis of the operating policies and procedures for One-Stop Center services (process mapping) as needed.
- ∅ Identify resources to commit to the operation of the comprehensive One-Stop Center(s) and Satellite Center(s).

- ∅ Identify minimum standards of service – both qualitative and quantitative.
- ∅ Provide career related services as outlined (Attachment 2).

One-Stop Commitment to Job Seekers:

- ∅ Provide access to Basic Career Services.
- ∅ Provide access to Individual Career Services.
- ∅ Provide access to Follow Up Career Services
- ∅ On-site WIOA Adult and Dislocated Worker and Youth services.
- ∅ On-site Vocational Rehabilitation services.
- ∅ On-site Employment Service services to targeted populations such as Veterans and Youth.
- ∅ Access to Unemployment Assistance.
- ∅ Referral to other Partners for other career services, as needed.

All One-Stop sites will be characterized by the following:

- ∅ Provides customer-focused services (individual customers and employers/businesses).
- ∅ Imparts an open, inviting and business-like atmosphere with easy access to information and resources for all visitors.
- ∅ Provides easy access to frequently used services and resources, while providing for ample private and quiet areas for assessments and private counseling/discussions.
- ∅ Offers accommodations for persons with disabilities.
- ∅ Invites clients to spend their waiting time productively, such as exploring or using other resources.
- ∅ Provides adequate signage to facilitate identification of the One-Stop Center and the services within.
- ∅ Maintains a logical work and traffic-flow from both the client and employee perspectives.
- ∅ Provides employees with their own workspace and easy access to the tools/resources they most frequently use in their workday.
- ∅ Utilizes common/multi-purpose space to maximize use of the facility.
- ∅ Provides for appropriate level of security and safety for all users of the facility (employees, customers, children, visitors).

Partner Responsibilities:

Each required partner must:

- (a) Provide access to its programs or activities through the one-stop delivery system, in addition to any other appropriate locations;
- (b) Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with Federal cost principles in 2 CFR parts 200 and 2900 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable), to:
 - (1) Provide applicable career services; and
 - (2) Work collaboratively with the State and Local WDBs to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure through partner contributions that are based upon:
 - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received;
 - (ii) Federal cost principles; and
 - (iii) Any local administrative cost requirements in the Federal law authorizing the partner's program. (This is further described in § 678.700.)
 - (3) Enter into an MOU with the Local WDB relating to the operation of the one-stop delivery system that meets the requirements of § 678.500(b);
 - (4) Participate in the operation of the system consistent with the MOU terms, requirements of authorizing laws, the Federal cost principles, and other applicable legal requirements; and
 - (5) Provide representation on the State and Local WDBs as required and participate in Board committees as needed.

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement, including:

1. Effective communication, information sharing, and collaboration with the One-Stop Operator.
2. Joint planning, policy development, and system design processes.
3. Commitment to the joint mission, vision, goals, strategies, and performance measures.
4. The design and use of common intake, assessment, referral, and case management processes.
5. The use of common and/or linked data management systems and data sharing methods
6. Sharing of assessments and employment plans developed by Partners for co-enrolled customers to streamline services and eliminate duplication of services.
7. Leveraging of resources, including other public agency and non-profit organization services.
8. Participation in a continuous improvement process.
9. Participation in regularly scheduled Partner meetings to support the above.

Employment Services (ES)

- *The services that partner provides:*

ES helps jobseekers who need career counseling or vocational guidance, job seekers who need job readiness skills training, individuals referred from the Board of Social Services through the Workforce NJ program, veterans of the US Armed Forces seeking employment. Services provided include individual counseling and vocational guidance, job search workshops, and federal bonding. There are computers, phones, faxes and copiers to conduct job searches. The Jersey Job Club offers unemployed professionals seeking peer support and networking opportunities to meet regularly at the One Stop to learn how to strengthen their job search skills. Another specialist works with justice-involved individuals. For veterans there is a specialist versed in employment programs geared specifically for veterans. Free resources for businesses include hiring incentives, training grants, targeted recruitment events, job listing services, work opportunity tax credits and free labor market information.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

E.S continues to develop opportunities to provide service access to jobseekers and employers alike through the use of flexible hours and virtual technology. Assistance with language including English classes. ES services offered in culturally and linguistically appropriate manner, including bilingual one-stop staff, translated list of services and programs, referrals to appropriate supportive services resources. Increased co-enrollment with WIOA core programs, including Title I and II for training options. Addressing unmet employment and training needs by offering and incentivizing training and employment programs, including work experience components, On the Job Training (OJT), Incumbent Worker training, as well as partnering with community businesses to create employment and training opportunities tailored to meet unique needs of MSFWs.

In-person and virtual case management options. Significant MSFW office staff and management, outreach workers and the appropriate personnel are provided with the computer-based training on services to farm workers and farm employers. NJDOL has assigned the necessary personnel, including one individual in the Somerville office, to provide effective outreach services to MSFWs. Each significant office has a dedicated staff person conducting outreach during the growing season. Self-assessments of One-Stop Career Centers include reviews of MSFW daily outreach during the growing season. Self-assessments of One-Stop Career Centers include reviews of MSFW daily outreach logs and plans, Complaint System logs, MSFW program performance and compliance reports. Field office reports to the State Monitor Advocate include information compiled through internal and external customer contacts, customer satisfaction surveys, system generated reports, and input provided by stakeholders. Outreach staff will contact the current majority of the area's MSFWs through the use of existing data and as required and communicated through Federal and State regulations and guidance.

- *Strategies for cross-training other staff and partners.*

Training that includes in-person and computer-based training on services to farmworkers and farm employers, Agricultural Recruitment System (Intrastate and Interstate Clearance. Review of MSFW data entry and tracking into NJ's case management system, American One Stop Operating System.

Targeted training by NJ Labor Market Analysts to address local area and labor demand needs, including partnership strategies with local area Business Resource Centers. Ongoing cross-training with WIOA Partners, including Titles I and II, to increase co-enrollment into funded employment and training programs. Enhancing collaboration with MSFWs' service provider organizations in order to assist with outreach efforts, including sharing resources and collaborative training efforts to address service delivery, referrals, rights and protections, and career and employment opportunities.

- *The partner's role in outreach, recruitment, and marketing*

Ensure bilingual outreach staff assigned to significant MSFWs career centers make visits to farms, labor camps, and/or MSFWs gathering places, so a large number of MSFWs are provided with information on the full range of career center services, benefits and protections, and any other organizations serving the MSFW's community. Provide PathStone with information and training when feasible on the state's MSFWs initiative, through the state NJDLWD office or local WDBs.

- *The partner's contributions to programmatic accessibility*

NJDLWD and PathStone agree to share information regarding MSFWs, including but not limited to, number of outreach contacts made, number of participants enrolled, number of referrals made, services provided, performance indicators, labor market and wage information, supportive services available, and participants receiving reemployment assistance benefits.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

ES staff members include veterans, reentry, migrant seasonal farmworker, WorkFirst specialists. The staff work with the unemployed through RESEA as well as the underemployed, and staff members regularly connect individuals to Career Training Services, DVRS and other services as appropriate.

The Greater Raritan Workforce Development Board (GRWDB)

- *The services that partner provides:*

The GRWDB is a public/private partnership overseeing the investment of approximately \$3.5 million in state and federal workforce grants. The public workforce development system can help employers find or attract new talent and tap into talent retention resources, incentives and training programs and find, attract, recruit, develop and retain top talent. The GRWDB is the link to the public workforce system. Like a Board of Directors, they identify the needs of the local job market, leverage resources, and oversee One Stop Career Centers and direct workforce investment programs in our area.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

The GRWDB maintains a robust website which highlights the programs and services available from the GRWDB and its partners. Over the past four years, the board introduced SkillUp Greater Raritan

which more than 4,000 residents of the two counties have used for personal and organizational training needs. The board offers a free Resume Portal on the website which has been used by residents to build new resumes or improve existing ones through an AI-based system. The website features a Resources tab with individual links to the SkillUp, the Resume Portal, constantly updated pages of Job Seeker and Employer resources, and a data page that features a custom-designed Unemployment Tracker, links to labor market information reports developed by state partners and other self-services resources. The page also has a detailed Events tab with a link to all meeting packages for every meeting for the past five years as well as a constantly updated calendar. All of this is guided by a philosophy of providing information and services in a way that can be managed by the individual or by a partner trained to use the resources while working with a customer.

In 2022, the GRWDB launched a Chromebook loaner program for WorkFirst NJ customers as a way to enable the population to access career training resources when and where they are needed. Since its introduction, more than 200 individuals have utilized the 45 Chromebooks in the loaner fleet (15 of them are loaned out with the WiFi enabled). This successful project is a collaboration between the GRWDB, the WFNJ vendor and the Somerset County Library System, which helps manage the loan process.

The board works with state Business Services Representatives to organize, sometimes cohost and promote individual or group virtual or in-person Job Fairs as desired by local businesses. Twice a year, the GRWDB hosts Job Fairs with 60 or more employers and also works with partners to host county-specific or regional events related to workforce development programs and/or issues. In addition, the GRWDB offers On-the-Job Training and Incumbent Worker Training programs for businesses; the later includes access to the SkillUp Greater Raritan portal.

- *Strategies for cross-training other staff and partners.*

The GRWDB convenes a minimum of 20 meetings a year - four board meetings annually plus four meetings each for its Disabilities, Literacy, Operations and Youth Committees. These meetings are an opportunity for partners to share information, challenges, ideas and programmatic suggestions and solutions. The website also is a repository for all of the GRWDB's policies which have been shared with partners and which act as guideposts that partners should use to build out their own programs. Key to this ongoing effort is an understanding that all partners should act collaboratively, sharing processes and identifying opportunities to increase positive outcomes for those being served.

- *The partner's role in outreach, recruitment, and marketing*

As noted above, the GRWDB website has been developed as a central resource for the job seekers and businesses served in the two counties. The home page is updated several times a week as is the calendar page and other pages throughout the website. This includes the Job Seekers – Resources page which starts with downloadable PDFs of weekly job postings in the two counties. These two files run anywhere from 500 to 1,500 postings per week and are shared in multiple places.

In a corollary effort, the GRWDB is taking over maintenance of its mobile platform previously maintained by the Career Training Services Center team. The mobile platform will be updated by the

One-Stop Operator, supported by the GRWDB director, and will be used aggressively as an engagement tool.

The GRWDB director posts on social media almost daily and a team member keeps the GRWDB's LinkedIn and Facebook pages updated weekly with new posts and shares. He also writes news releases that keep the home page of the website fresh and are shared through the Somerset County Public Information Office with all print and digital media sites. All this information sharing is designed to keep awareness of the partners' work in front of the wider public. All GRWDB staff also participate in numerous committees in both counties to keep awareness of services high; the director also regularly presents at commissioner meetings, which are live streamed.

In the fall of 2023, through an American Rescue Plan grant, the GRWDB helped develop awareness of an expanded literacy initiative, First Steps Basic English. As part of this initiative, funding was included for social media outreach and some of that outreach focused on general resources on the GRWDB website. As the promotion rolled out, there was an uptick in calls and emails about services, which shows that this approach can bring success. With that in mind, the GRWDB is identifying other opportunities for outreach and marketing and will be updating its PY24 budget to carve out funding specifically for these purposes. In addition, GRWDB staff has asked youth vendors who already have marketing as part of their budgets to provide updated plans on how their outreach dollars will be used.

Board staff also support outreach efforts of the Training Center vendor, and designs flyers for all Business Services events in the Local Area. In the fall, board staff also designed collateral for a regional event that occurred in Somerset County as well as identifying the location and helping with promotion. This event is serving as a template for how the board can assist with other regional events in the future.

- *The partner's contributions to programmatic accessibility*

The GRWDB adopted a policy on accessibility in 2022, and this, along with other board policies, are found on the [Missions, Policies and Strategic Priorities page](#) of the website. The GRWDB is doing an accessibility review of the center in the first quarter of 2024, following up on work done in 2020. In addition, this is a focus of the GRWDB Disabilities Committee, which hosted a Job Fair in 2022, co-supported an event presented by Somerset County partners in 2023, and will continue to support co-brand events in 2024 and beyond in both counties.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

The GRWDB adopted a policy on priority of services and special populations in 2022, and this, along with other board policies, is found on the [Missions, Policies and Strategic Priorities page](#) of the website. All committee and Board meetings have a section on service priorities and the board continues to identify ways to serve different populations.

The GRWDB received \$88,000 in American Rescue Plan (ARP) funding to support a Raritan Valley Community College scholarship for students in need who are studying in-demand occupations at the

college. To date, 42 students have received the scholarship and additional funding is available through 2024. Similarly, the GRWDB received \$260,000 in ARP funding to launch additional literacy classes in Somerset County beyond Title II funding. Five classes started in the fall of 2023 in areas which didn't previously have classes and another three will start in March of 2024. The current classes have 70 students in attendance, and in total, 140 to 150 students will be served. This initiative is also supporting the expansion of classes for tutors being trained by the Literacy Volunteers of Somerset County, which will allow individuals to be tutored one-on-one or in small groups.

The board also has collaborated with partners for an annual Disabilities Career and Resource Fair for the past two years and which will continue in 2024. The GRWDB produced a Job Fair focused on youth in 2022, and for 2024, board staff are working on another youth-focused event built around apprenticeship opportunities in the Local Area and the state. In addition, board staff have worked closely with the state veterans' business services representative and have worked with two statewide reentry-focused service agencies, bringing representatives in to present to partners.

Career Training Services

- *The services that partner provides:*

The One-Stop Career Training Services Center provides quality, accessible, and comprehensive employment and supportive services access responsive to the needs of job seekers, employers, and the community, including services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability. Services for residents of Somerset and Hunterdon Counties include career and vocational counseling, aptitude, interest and skill assessments, job seeker workshops and webinars, training grants to increase marketability, on-the-job training grants, connection to literacy services including high school equivalency and English as a second language, access to recruitment events, weekly job postings and labor market information.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

The One-Stop Career Training Services Center provides direct services to jobseekers through in-person, virtual and/or hybrid formats, depending on the individual need of the customer. Staff provide direct linkage to ancillary services including, but not limited to treatment for substance use and mental health treatment, supportive services for domestic violence survivors, food banks, housing, childcare, transportation.

In-person and virtual case management options.

The One-Stop Career Training Service Center's services are delivered to jobseekers in person, virtually via email, phone and/or Zoom, or through a hybrid combination of in-person and virtual service delivery, depending on the individual need of the customer.

- *Strategies for cross-training other staff and partners.*

All One-Stop Career Training Services Center team members achieved certification as Certified Workforce Development Professionals (CWDP) as conferred by the National Association of Workforce Development Professionals (NAWDP). The modules for this credential are part of the onboarding process for all new staff and acclimates them to all aspects of the workforce system. Team members participate in a minimum of 20 hours per year of professional development training in workforce development. Career Navigators are trained in all aspects of services to WIOA and WFNJ customers. The One-Stop Career Training Services Center provides informational workshops on its services to WIOA Partners and community-based organizations, trains WIOA partners in AOSOS data entry and coordinates monthly case management meetings with WIOA Partners to ensure that there is a coordinated effort to understand each other's work and how to best serve shared customers.

- *The partner's role in outreach, recruitment, and marketing*

The One-Stop Career Training Services Center takes an active role in outreach, recruitment, and marketing of its services and the services of its Partners. The Community Outreach Specialist provides informational workshops on its services and the services of workforce partners. In addition, the One-Stop Career Training Services Center actively performs system outreach efforts promoting all WIOA Partner services through a wide spectrum of activities including hard copy and electronic flyers in English and Spanish which are displayed in offices throughout the County at community events, on social media platforms and on County websites; hosting the Career Café and Open House events throughout the year, participating in staffing the Department of Human Services Somerset Cares mobile outreach initiative; staffing tables at recruitment and job fairs; monthly electronic outreach to all new Unemployment Insurance applicants; mass mailings about services to faith-based and non-profits organizations in Somerset and Hunterdon Counties; and the creation of a series of informational videos entitled Greater Raritan One-Stop PEP Talk (Preparing for Employment Possibilities) which are posted on Somerset County's YouTube channel, the Greater Raritan One-Stop Career Training Services Center's website, on Somerset County's social media accounts, and on the homepage of the Greater Raritan Workforce Development Board website.

- *The partner's contributions to programmatic accessibility*

The One-Stop Career Training Services Center, in compliance with Section 188 of WIOA legislation, TEGL 19-16 and NJWIN 11-16, provides physical and programmatic accessibility as outlined in its 2017 Policy and Procedures Manual. This policy is also part of the GRWDB's AJC / One-Stop Certification Policy.

The One-Stop Career Training Services Center provides reasonable accommodations for individuals with disabilities, administers programs in the most integrated setting appropriate, communicates with persons with disabilities as effectively as with others, and provides appropriate auxiliary aids or services. All team members receive annual training on meeting the needs of those living with disabilities that address staff knowledge, disclosure of disability, accommodation of requests, registration, evacuation procedures, orientation, and service delivery. Outreach materials clearly identify available accommodations, and all customers are provided with the Notice of Equal Opportunity and Non-Discrimination and are provided with a form that acknowledges their understanding of available accommodations and allows an opportunity for the request of one or more accommodations. In addition, all One Stop Career Training Services Center's team members are provided with on-going training on cultural competence and race equity and inclusion.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

The One-Stop Career Center provides services in alignment with TEGL 19-16, NJWIN 11-16 and the GRWDB's Priority of Service policy which encompasses services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients, those living with a disability and other locally identified populations.

NJDOL Business Services (Titled Business Engagement & Sector Strategies)

NJDOL Business Services Unit is comprised of multiple sub-units as outlined below. All outreach services will be coordinated with local WDB areas as part of this MOU process. Full scope is outlined below for consideration of continued coordination efforts.

State Business Engagement/Outreach Team

Roles/positions:

- o State Business Services Representatives
- o State OJT writers
- o State Business Services Coordinators
- o Apprenticeship Outreach

This unit provides employer engagement related to direct marketing of the local public workforce system in coordination with local WDB guidance and support. It also includes apprenticeship outreach and coordination with USDOL Office of Apprenticeship to help grow the apprenticeship model in New Jersey. This unit also provides talent acquisition services and management of State hiring incentive funds.

Industry Partnership / Sector Strategies Team

Roles/positions

1. Sector Lead / Project Manager

The Industry Partnership group focuses on collective workforce needs of identified sectors by region in alignment with State economic development strategies. The Industry Partnership team convenes businesses into action teams to discover common pipeline workforce needs, gain agreement on which workforce issues to tackle, and assist in facilitating outcome opportunities. The IP Team then works within the framework of existing NJDOL, State & local education partners, and local WDB partners to connect resources to meet the identified skill needs defined by employers.

Trade Act Unit (TAA)

Roles/positions

1. Trade Act Counselors

This unit provides career counseling and funds support to select employees identified as having lost their jobs due to a company being identified as negatively impacted by international trade.

- At this time TAA has not been reauthorized. The program expired on June 30th, 2022. No new applications may be processed. Only customers already part of the established protocol may be served to completion. Until TAA is reauthorized this service will not be part of the MOU.

Federal Bonding

Roles/positions

1. Bond Writer

This program provides employers with a no-cost, six-month, \$25,000, federal bond insuring employers against theft, forgery, larceny, or embezzlement for hiring hard-to-place job seekers such as individuals who have poor credit histories, recovering substance abusers, individuals on public assistance, and parolees.

Work Opportunity Tax Credit Unit (WOTC)

Roles/positions

1. Data Entry Clerks

This Federal tax credit ranging from \$2,400 to up to \$9,600 is offered to employers who hire and retain veterans and individuals from other target groups with significant barriers to employment. The application process is simple, but paperwork must be submitted within 28 days of hire.

Funded Programs

State Incumbent Worker unit (Upskill Grants)

Competitive block grants awarded to employers designed to cost share approved training needed by NJ businesses to help grow or retain high skill / high wage job functions.

Opportunity Partnership Grants

Competitive Block Grants are awarded to training providers working in conjunction with identified employers to fund predicate skills trainings for dislocated workers. Employers are expected to be a part of both curriculum development and recruitment.

Fellowship Grants

Competitive 2-year grants awarded to NJ businesses to fund PHD candidates performing technology research at NJ companies contributing to the Science & Technology ecosystem of the State.

The services that partner provides:

Provides job leads and career networking opportunities to One-Stop Partners. The partners then share these opportunities with appropriate customers. B.S. also networks with and supports local employers.

Business Services offers the following services to One-Stop employers and participants:

- Job postings and talent search
- Talent Acquisition Services
- Connection to workforce resources
- Career Pathway development to address workforce pipeline needs.
- Rapid Response
- State funded incentives for businesses
- Virtual job fairs and informational sessions
- Return & Earn and On-The-Job Training
- Trade Adjustment Act Services
- Federal Bonding Program
- Work Opportunity Tax Credit Program

- Additional services for veteran-friendly companies and companies who want to employ people with disabilities.
- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

All State Business Engagement Services are provided both in person and virtually based on the need and convenience of employer(s).

- *Strategies for cross-training other staff and partners.*

NJDOL Business Engagement & Sector Strategies Unit is in the process of securing training for up to 150 staff associated with business outreach activities. The training is a continuation of the NextGen Sector academy developed in 2019. This training will focus on both a reboot and advancement of the sector strategies model. It will include all State Business Services staff as well as local WDB identified staff. The goal is to ensure all parties are working in tandem as well as understand the complimentary role each staff member contributes to addressing business workforce needs. This is an opportunity to bring together both State and local staff rallying around a sector-based theme and can be aligned to specific WDB needs.

- *The partner's role in outreach, recruitment, and marketing*

NJDOL Business Engagement & Sector Strategies contributes to the Outreach, Recruitment, and marketing of the public workforce system and its services to the business community of designated WDB areas in alignment with local service delivery plans. Includes development of marketing materials, distribution, event/recruitment management.

- *The partner's contributions to programmatic accessibility*

NJDOL Business Engagement & Sector Strategies serves all New Jersey employers equally but will focus services on a sector strategy aligned with local WDB agreement. As part of the outreach and marketing strategy our team promotes equity and inclusion of all populations serviced by the One-Stop Career Center.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

NJDOL Business Engagement & Sector Strategies aligns our Outreach and Recruitment strategies to local WDB area goals and needs. This can include special or targeted job seeker populations based on area need.

Division of Vocational Rehabilitation Services

- *The services that partner provides:*

The New Jersey Division of Vocational Rehabilitation Services (NJDVRS) provides services and support to help New Jersey residents with disabilities prepare for, find, and maintain employment. Agency staff work directly with individuals to develop career goals and identify the supports they need to succeed in the workplace.

Some of the key services provided include: vocational counseling and guidance, job coaching, resume and interview preparation, vocational training programs, interpreter services for those with hearing loss, assistive technology evaluations and equipment, transportation assistance, and more. The goal is to help each individual overcome barriers to employment and obtain a good job that matches their qualifications and interests.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

DVRS provides in-person and virtual service options to customers. The approach is person-centered, focusing on everyone's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Working closely as a team, the individual, their counselor, and other partners such as medical professionals develop an Individualized Plan for Employment. This plan outlines the services, accommodations, training, and other assistance the individual will receive from NJDVRS.

- *Strategies for cross-training other staff and partners.*

To best serve communities, NJDVRS engages in ongoing cross-training and collaboration with partner agencies. They regularly share information and coordinate services with organizations such as One-Stop Career Centers, educational institutions, mental health providers, and disability support groups. Cross-training helps ensure a warm hand-off and continuity of services for individuals moving between our agencies. It also prevents duplication of efforts.

- *The partner's role in outreach, recruitment, and marketing*

Marketing and outreach are important responsibilities for NJDVRS. They aim to raise awareness of the services available through our division and help more job seekers with disabilities learn about the supports they are eligible for. Some of their outreach strategies include attending community events, developing informational materials for distribution, conducting presentations, meeting with employer groups, and utilizing social and traditional media. Partnering with other agencies on outreach allows them to spread the word about vocational rehabilitation to even more people.

- *The partner's contributions to programmatic accessibility*

This is foundational to the agency and explained above.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

In summary, through individualized services, cross-agency collaboration, and active marketing, NJDVRs strives to empower New Jersey residents with disabilities to find sustainable employment that matches their skills and goals.

Hunterdon County Education Services Commission

- *The services that partner provides:*

Hunterdon County Educational Services Commission (HCESC) provides literacy services to adult learners in Hunterdon and Somerset Counties. These services include high school equivalency preparation, adult basic skills, and English language acquisition through the WIOA Title II Consolidated Adult Basic Skills grant. Short-term literacy programs which include high school equivalency preparation, adult basic skills and basic computer skills are provided through the Workforce Learning Links that are located in Flemington and Somerville.

In addition, HCESC is a contracted vendor to provide Job Readiness and Community Work Experience programs for Work First New Jersey recipients in both counties. These programs assist individuals to prepare and execute a competitive job search process and to develop or increase employment soft skills and digital literacy skills.

As a One-Stop partner, the HCESC has established procedures for effective coordination and integration with the One-Stop system and participates in all One-Stop Leadership Meetings. Additionally, the supervisor attends all quarterly One-Stop Partner meetings, Greater Raritan Workforce Development Board (GRWDB) meetings and is a member in good standing of the GRWDB Literacy and Disability committees.

All HCESC staff members are cognizant of the services and activities available through the Greater-Raritan One-Stop Career Training Services Center. This information is disseminated through workshop orientations, brochures and whole group informational sessions with One-Stop partner staff members such as Employment Services and WIOA counselors. In addition, each site maintains a bulletin board with information on current job opportunities and recruitments provided by the DOL Business Services Representative and disseminated through the One-Stop Career Center weekly text message which contains the most up to date information for job seekers

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

HCESC collaborates and cooperates with all agencies and members of the GRWDB and its committees. We have a well-articulated system of referral with the One-Stop Partners and counselors as well as the GRWDB's educational partners so that all customers can enter adult education and literacy activities at a level that is aligned with their skills and goals. If appropriate, HCESC will co-enroll customers who are currently enrolled under Title I and participate in case management for these individuals.

Virtual learning plays a critical role in the 21st century. We offer traditional, in-person learning for our students who prefer the classroom environment. We have successfully incorporated video conferencing with Zoom and Google Meet in a blended model for synchronous learning. Aztec Learning System and Burlington English are used for asynchronous educational lessons based on the College and Career Readiness Standards.

- *Strategies for cross-training other staff and partners.*

HCESC participates in joint planning and professional development with the One-Stop Career Training Services Center in order to streamline customer flow and share resources. This collaboration ensures that all customers are referred to the most effective adult literacy program to address their academic and career goals.

- *The partner's role in outreach, recruitment, and marketing*

Individuals with the most need are the underemployed and those who have significant barriers to self-sustaining employment. Through our connections with Human Services partner agencies in both counties and membership in the Human Services Advisory Councils, we have developed a strong relationship of referrals for those in need of literacy services. HCESC is responsible for conducting all WFNJ workshops in both counties so customers from those programs who lack the literacy skills necessary to compete in the current workplace and/or to enter a successful career path, are enrolled in HCESC literacy programs. HCESC instructors meet bi-weekly with the Youth Employment Service counselors to provide high school equivalency instruction to any individual with multiple barriers to employment.

The GRWDB's Job Seekers Resource Page contains a link to our website and the GRWDB Literacy Committee collaborated to create a Resource Guide of Services which highlights our programs. The GRWDB Director works with HCESC each year to create a new flyer advertising literacy service in both counties. This flyer is included in packets that were mailed by the One-Stop Training Center to community partners and faith-based organizations. The HCESC participates in the monthly Human Services Advisory Council meetings in both counties, bi-monthly Greater Raritan Customer Flow meetings in both counties and in the monthly One-Stop Partner meetings and shares information and flyers. The classes are advertised on our website www.hunterdonesc.org showing the dates for registration for the fall and winter semesters. Teachers reconnect with prior students via texting, emailing, and calling at the start of each program year. HCESC has been providing Title II services for more than 25 years in Hunterdon and Somerset counties. Therefore, former students are one of our best resources for marketing our programs.

- *The partner's contributions to programmatic accessibility*

The HCESC addresses the needs of the students by providing face-to-face instruction, blended instruction (face-to-face and distance learning) and distance learning options. We offer day and evening classes at a variety of locations. Students who require one-to-one instruction, due to mental health issues or learning difficulties, are scheduled accordingly and instructional strategies are modified to accommodate their learning needs. We can accommodate those who require small group instruction, as well as additional practice and tutoring. Some students require shorter schedules and participate in learning activities for one- and one-half hours every day, five days per week.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

Our priority is to serve the Work First New Jersey population, out-of-school youth, low-income adults, learners with low-literacy skills, and non-English speaking learners who seek a high school equivalency diploma or the language skills necessary to transition to post-secondary education, occupational training, and/or on-the-job training. HCESC facilitates individualized opportunities for registration and orientation to customers referred from the WFNJ and YES programs as well as One-Stop Training Services Center customers who need to upgrade their skills in advance of participating in post-secondary and/or occupational training programs.

Work First New Jersey Partner Services

Following are details of services provided by HCESC, in collaboration with system partners:

- ***Assessment of participants***

Each WFNJ Customer completes the following intake procedures with Hunterdon County Educational Services Commission:

Barrier Assessment Worksheet

- Customers identify and self disclose personal barriers to employment.
- Customers devise a planned strategy to overcome said barriers with guidance from WFNJ instructors and Somerset County Board of Social Services and/ or One-Stop Career Training Center case managers.

Goals Worksheet

- Customers work with WFNJ staff to identify micro and macro life goals (ie. employment, affordable housing, childcare, etc).
- Customers work with WFNJ staff to devise successful strategies to accomplish identified goals.

Employment Preference Assessment

- Customers use a career interest assessment tool to identify what type of work they might be suited to.
- Customers work with Instructors to define paths related to employment preferences, such as additional training, resume refocusing, etc.

CASAS (Comprehensive Adult Student Assessment Systems) test administration-

- Provides testing of basic and academic skills. Scores are used to determine need for remedial basic skills education, aptitude for employment training programs.

- ***Individualized Employment Plans (IEP)***

Starting August 1, 2024, IEPs will be incorporated into the WFNJ intake procedures. HCESC was previously using a derivative version with similar questions. This will ensure that the same IEP is being used by all partners, which will enhance collaboration and co-enrollment in available system services.

- ***Career Services Training (Supervised Job Search/Job Readiness)***

WFNJ TANF customers co-enrolled at HCESC Job Readiness Workshops and through the WIOA One-Stop Career Training Services Center. The Job Search/ Job Readiness program follows a four-week curriculum based on the basic skills needed to develop a successful job search and job retention plan. At the Career Training Service Center, customers receive one-to-one career counseling from Career Navigators. This includes career planning and implementation support along with identification of perspective training and career opportunities. Customers use the GRWDB's text message service to access job leads and career fair opportunities, as well as job listings posted weekly on the Resources - Job Seekers page of www.thegrwb.org. Opportunities are also emailed directly to customers and shared by Navigators as appropriate.

- ***Training Services and Certifications***

While attending the Job Readiness/Job Search program, customers are informed of training opportunities available through the WIOA training grant. Those expressing interest in career training attend an orientation program with the One-Stop Career Center and work with a Career Navigator to identify appropriate, in demand occupational training programs and eligible training providers. In addition, customers can access SkillUp Greater Raritan, an online learning portal with more than 7,000 classes; these include classes focusing on certifications in three in-demand areas: business certifications, desktop certifications and IT certifications. Learners can take all classes for free, and the GRWDB can assist with the separate certification exam through its Supportive Services policy.

- ***Supportive Services***

WFNJ customers have access to a host of in-house support service options which include:

- The loaning of personal Chromebooks for job searches and developing employment marketing materials. The Chromebook fleet is being doubled from 45 to 90 through the GRWDB's successful application of NJDOL TANF Innovation grant dollars. As part of this initiative, all 45 new Chromebooks will be loaned out with the WiFi activated.
- Soft skills training through SkillUp Greater Raritan as well as the career training program.
- Limited subsidized car repair support and license restoration through the TANF Initiative (at least 15 spots for each).
- Subsidized transportation support to employment, child care and training facilities. In addition, as part of the TANF Initiative, the Somerset County Transportation Department is dedicating a bus to assist with TANF clients transportation needs.
- Ten guaranteed spots for child care for TANF clients through Program Year 2024

Customers also have access to additional supportive services through the One-Stop's vast network of local supportive service partners.

- ***Unsubsidized Employment (increasing opportunities for)***

The GRWDB and its state business services partner consistently hosts large job fairs and individual employer recruitment events, giving customers access to hundreds of local employers. The One-Stop Operator is also developing with system partners an employment pipeline pilot program specifically designed to assist hard-to-place WFNJ customers. This pilot, once built out and tested, will be expanded to other customer populations.

- ***Job Retention Strategies***

Each customer is assigned a case manager. Case managers execute routine check-ins providing job retention services when necessary. Retention topics are covered during the Job Readiness workshop, soft skills training while participating in CWEP, and during follow-up calls from team member from HCESC, the WFNJ vendor. In addition, the Somerset County Board of Social Services, Hunterdon County Board of Social Services and One-Stop Career Training Center case managers follow up with customers. multiple times to keep customers engaged and involved in the system.

In addition, the new TANF Initiative will provide individual incentives -- \$250 gift cards - to customers who stay in a job for at least 90 days.

Middle Earth

- *The services that partner provides:*

Middle Earth's mission is to provide individuals, primarily youth, with prevention and intervention services to help them develop into self-sufficient members of the community. We provide an array of services through our WIOA Outreach and Visions Program. We recruit youth who meet the requirements for this grant by reaching out to a wide variety of community based agencies, schools, businesses and more to identify youth. Once they are determined eligible we work with them in our Visions Program. This program provides an employment readiness curriculum to teach soft skills and readies participants for the workforce. Topics include how to apply for a job, how to interview which includes mock interviews, conflict resolution in the workplace, how to dress appropriately, financial preparedness and how to access other supportive services within the community. We also discuss topics related to appropriately handling stress that help to promote and build on social and emotional regulation skills. We also provide a paid internship to youth as well as a paid credential.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

We provide youth with both in person and virtual opportunities. It is important to note that the youth who are eligible for our programs are typically dealing with many issues that make participation a struggle. We firmly believe that building a trusting relationship with each youth is imperative to helping them to succeed. It is not just about delivering a curriculum. As we are focused on being a trauma informed agency, we believe that meeting a youth where they are at is important in establishing a good working relationship in which learning is optimized. We also assist with transportation when necessary to eliminate that barrier.

- *Strategies for cross-training other staff and partners.*

Middle Earth holds monthly staff meetings and several trainings throughout the year. All of the programs are explained to new hires so that there is a familiarity with what each program does and who we serve. We also hold Leadership Team Meetings that provide a more in-depth discussion of each of our programs that includes needs, challenges, etc. We are open to having other partners attend any of our specialized trainings when appropriate.

- *The partner's role in outreach, recruitment, and marketing*

Outreach, recruiting and marketing are provided on behalf of YES by making extensive contacts with schools, community based agencies and local nonprofits who also serve similar client base with youth who may be eligible for the YES Program services. We also work hard to recruit businesses that might be open to hosting a youth as a paid intern. We table at multiple events and provide written materials and branded give-aways in order to reach more youth and businesses. In addition, we post information on our website and our social media.

- *The partner's contributions to programmatic accessibility*

Access to the One-Stop Career Centers services are provided through our recruitment of youth for the YES program in schools and local partners throughout the County.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

Middle Earth is using the expertise that we have developed over the past 50 years to engage and work with youth who are experiencing an array of issues that could impede their path towards independent living. We provide a safe place with caring and experienced staff who teach youth valuable employment readiness skills, give community service opportunities, and provide workforce education experiences. Youth who participate are out of school youth facing significant barrier(s). Our value comes in our reputation for building positive relationships with youth who fall into this category.

Hunterdon Polytech

- *The services that partner provides:*

Polytech consists of one-, two-, or four-year programs of study, in which students learn the skills necessary to prepare them for post-secondary education opportunities or immediate entry into the workforce. Polytech offers both secondary and post-secondary programs.

Polytech students work with state-of-the-art equipment and receive hands-on training in a variety of fields. Many of Polytech's programs also offer Articulation Agreements with various post-secondary schools, enabling students to earn college credits while still in high school. All of our shared-time

programs give students the opportunity to enroll in a Polytech program and also attend their home high school.

Polytech is the vendor for YES program outreach in Hunterdon County. As such, the outreach coordinator sits on the GRWDB Youth Committee and participates in all discussion and strategy sessions. In addition, this partner has a state PACE (pre-apprenticeship program) grant, which the GRWDB and its partners support through referrals. This also presents an opportunity to introduce the PACE participants to the services available in the local workforce system.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

N/A

- *Strategies for cross-training other staff and partners.*

N/A

- *The partner's role in outreach, recruitment, and marketing*

See YES outreach section above. The Polytech superintendent and the Polytech regional apprenticeship coordinator sit on the full board of the GRWDB and contribute to discussion, strategy and programmatic planning.

- *The partner's contributions to programmatic accessibility*

N/A

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A

Somerset Board of Social Services/ Work First New Jersey

- *The services that partner provides:*

Somerset Board of Social Services/ Work First New Jersey administers public assistance programs for Somerset County residents. The state's welfare reform program, Work First New Jersey, emphasizes work as the first step toward building a new life and a brighter future. Our goal is to help people get off welfare, secure employment and become self-sufficient, through job training, education, and work activities.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

Somerset County Board of Social Services Work First New Jersey program provides case management to eligible Temporary Assistance for Needy Families and General Assistance clients by evaluating the clients for work readiness, identifying personal barriers, and registering clients for job training in in-person classrooms or on-line virtual classrooms. Job training is instructed by Hunterdon County Education Services Commission.

- *Strategies for cross-training other staff and partners.*

Somerset County Board of Social Services Work First New Jersey staff are available to participate in panel discussions to review services and supports clients are eligible for.

- *The partner's role in outreach, recruitment, and marketing*

Work First New Jersey's role is to provide case management to eligible TANF, and GA clients. Work First New Jersey case managers outreach eligible clients via telephone to evaluate them for work readiness, register them in program activities and to monitor their attendance until their benefits terminate. Every month representatives from WFNJ/TANF and GA greet new participants to inform them of the various types of assistance available to them on their journey to self-sufficiency. Work First New Jersey notifies clients of job fairs and job postings via handouts and announcement board.

- *The partner's contributions to programmatic accessibility*

Somerset County Board of Social Services provides dedicated classrooms for clients to participate in Work First New Jersey program activities. WorkFirst New Jersey case managers assist with transportation reimbursement and childcare referrals to support clients' participation in WFNJ program activities.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

Somerset County Board of Social Services Work First New Jersey program is designed for clients that are receiving TANF, GA and SNAP benefits. Priority of service would be expressly given to this group.

National Farmworkers Job Program/ PathStone

- *The services that partner provides:*

The National Farmworker Jobs Program (NFJP) is a nationally directed, locally administered program of services for migrant and seasonal farmworkers and their dependents. Career Services and Training grant recipients help farmworkers, and their dependents acquire the necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. NFJP is an integral part of the services offered by Pathstone.

PathStone will provide the full range of Title I services- Career Services offered under WIOA at all PathStone field offices.

- A. Basic Career Services
- B. Individual Career services
- C. Education/Training services
- D. Senior Services
- E. Youth Services

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

PathStone primarily provides in-person services and is equipped to deliver virtual services based on individual needs.

Co-enrollments provide an opportunity to link services and resources.

- *Strategies for cross-training other staff and partners.*

PathStone NJ Staff meets quarterly to provide cross-training needs and program updates and discuss population trends in the counties in which we operate.

Partners are individually cross-trained on eligibility criteria and available services and discuss co-enrollment opportunities.

Participating in partner meetings is utilized to exchange information and identify opportunities for program and staff integration.

- *The partner's role in outreach, recruitment, and marketing*

PathStone utilizes unorthodox schedules to reach targeted populations.

Developed outreach plans are utilized to visit farm labor camps during the agricultural season, providing an opportunity to partner with WDB outreach staff to disseminate program materials and deliver informational sessions.

Outreach to inner-city neighborhoods, social service providers, minority-based community centers, low-income housing complexes, faith-based organizations, radio/television stations, newspapers, and local businesses are best practices to reach the population and provide program information.

Social media platforms enhance marketing efforts and allow the sharing of partners' service information.

- *The partner's contributions to programmatic accessibility*

PathStone ensures equity and inclusion of all individuals via its diverse marketing and outreach strategies. Marketing brochures are available in English, Spanish, and Haitian Creole.

PathStone maintains a diverse and multilingual workforce, which enhances the accessibility of services.

Yearly staff training on Nondiscriminatory policies and procedures provides a recap of state and federal laws.

Handicap-accessible facilities, transportation services, and telecommunications relay service are available for eligible individuals.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

PathStone's programs are considered special populations under the U.S. Department of Labor (i.e., seniors, youth, Migrant and Seasonal Farmworkers).

Pathstone

Provides subsidized, part-time, work-based community service training for lower-income workers over 55 that face barriers to employment. Program participants work 15-20 hours a week in a community service assignment and are paid by Path Stone the minimum wage in New Jersey. Local Host agency training sites gain additional workers at no cost. While USDOL regulations prohibit participants from replacing paid workers, we have found many agencies benefit from having participants fill supportive roles to assist current staff that they otherwise could not fund. The program is a partnership designated to meet the needs of our NJ older workers, employers, local non-profits, and State/Local government agencies.

Raritan Valley Community College Workforce Training Center

- *The services that partner provides:*

Raritan Valley Community College's state-of-the-art facility houses its career-training programs. The Workforce Training Center hosts a variety of career training programs including Automotive Technology, Advanced Manufacturing Technology (metal-works fabrication), Cosmetology, Esthetics (skincare), non-credit Allied Health Programs including: Community Health Worker; ECG & Pharmacy Technician; Phlebotomy Lab Assistant; and Environmental Control Technology (including residential and commercial HVAC) and Commercial Energy Management.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

Classes offered in-person, through synchronous and asynchronous electronic formats, and hybrid. Electronic Learning Platforms are also used.

- *Strategies for cross-training other staff and partners.*

N/A

- *The partner's role in outreach, recruitment, and marketing*

RVCC uses predominantly electronic marketing through driving traffic to the RVCC website. RVCC uses social media platforms and purchases placement on digital platforms to recruit and market programs.

- *The partner's contributions to programmatic accessibility*

All RVCC programs are ADA compliant.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

Priority services exist for veterans.

Somerset County Vocational Technical School

- *The services that partner provides:*

The Somerset County Vocational and Technical High School (SCVTHS) is a fully accredited, four-year vocational public high school. The school offers more than 20 different programs, on both a full-time and part-time basis, that combine training in occupational and academic skills. Full-time students earn both a high school diploma and a vocational certificate in their specific specialty area. Part-time students earn a certificate from SCVTHS in their specialty area and receive an academic education at their home district.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

N/A

- *Strategies for cross-training other staff and partners.*

N/A

- *The partner's role in outreach, recruitment, and marketing*

N/A

- *The partner's contributions to programmatic accessibility*

N/A

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A

Community Development Block Grant

- *The services that partner provides:*

The Community Development Block Grant (CDBG), one of the longest-running programs of the U.S. Department of Housing and Urban Development, funds local community development activities with the stated goal of providing affordable housing, anti-poverty programs, and infrastructure development. CDBG, like other block grant programs, differ from categorical grants, made for specific purposes, in that they are subject to less federal oversight and are largely used at the discretion of the state and local governments and their subgrantees.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

N/A

- *Strategies for cross-training other staff and partners.*

The GRWDB Director is a member of the CoC operated by CDBG. This represents a vast number of community and county agencies providing direct services to county residents. This gives the GRWDB Director an opportunity to talk about local workforce system services. The Director is also a member of the CoC Executive Committee.

- *The partner's role in outreach, recruitment, and marketing.*

Shares all workforce system flyers provided by the GRWDB and its partners.

- *The partner's contributions to programmatic accessibility.*

N/A

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A

Hunterdon County Division of Social Services

- *The services that partner provides:*

The overall goal of the Work First New Jersey programs is to deliver employment and training services that will allow Hunterdon County TANF, GA, and SNAP recipients to secure and retain unsubsidized employment, thus alleviating the need for continued public assistance and enhancing self-sufficiency. The programs seek to assist participants to gain the skills necessary to compete in the workplace, and to assume ownership of lifelong learning.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

The Division of Social Services determines eligibility for all WFNJ programs in Hunterdon County, except for Lambertville General Assistance. Hunterdon County assesses each applicant's ability to participate in a program to obtain employment. If an applicant is found employable, a referral is made to the vendor, ESC. The job search program is administered by ESC. If an applicant is not participating, Social Services may begin the sanction process (if applicable) in accordance with Division of Family Development regulations. Social Services staff are available in person and via phone to provide services. Applicants may also use the state website to apply for benefits, certain programs may require an in-person interview as directed by the state.

- *Strategies for cross-training other staff and partners.*

Hunterdon County assigns staff to Cyber security and Sexual Harassment training each year. Additional trainings such as Family Violence, customer service and de-escalation training are available through the County MEL and State LMS systems to assist the participants to the best of the worker's ability.

- *The partner's role in outreach, recruitment, and marketing*

The Division of Social Services conducts outreach in the community through the Hope One van and through the County and State websites.

- *The partner's contributions to programmatic accessibility*

Hunterdon County currently offers free transportation via the LINK and when this is not available assists participants in acquiring bus passes or gas cards. Participants are referred to the Safe Link program for assistance with an emergency cell phone.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

Hunterdon County must treat all participants equally. No special populations can be targeted. If accommodations are requested, they will be addressed on a case-by-case basis.

Unemployment Insurance Benefits Office (UI)

- *The services that partner provides:*

Helps people who have been laid off, were fired or quit, those out of work due to a disaster, those who want to re-open or extend their claim, those in need of unemployment insurance after a temporary disability claim has expired.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

N/A

- *Strategies for cross-training other staff and partners.*

N/A

- *The partner's role in outreach, recruitment, and marketing*

N/A

- *The partner's contributions to programmatic accessibility*

N/A

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A

Empower Somerset

Empower Somerset (Empower) is a non-profit organization whose mission is to empower individuals and families to make positive lifestyle choices by promoting healthy communities through education, collaboration, and connections to resources. With a rich history dating back to 1974, Empower focuses on reducing risk factors and building protective factors to enhance mental health and emotional well-being. The organization has a proven track record of delivering evidence-based prevention education across community settings throughout New Jersey. Over five decades, Empower has successfully reached diverse populations, spanning youth, adolescents, families, adults, and veterans.

Additionally, Empower takes pride in managing the Pioneer Family Success Center (FSC), which was established in 2012 as a community hub connecting families with valuable resources and fostering a sense of togetherness through local events. The center's knowledgeable staff,

including bilingual team members, are well-versed in community services and provide friendly assistance to individuals and families seeking support and guidance, particularly during crisis situations when people may be unsure where to turn. As part of a network of nearly 60 Family Success Centers throughout the state, the Pioneer FSC serves as a vital resource for the community.

- *The services that partner provides:*

Empower is the vendor providing the Greater Raritan One-Stop Operator.

In addition, Empower provides the following services:

- Prevention education in the areas of substance misuse, suicide prevention, mental health awareness, health promotion, adolescent health, and life skills
 - Narcan (naloxone) distribution and utilization training for businesses and community members
 - Connections to resources
 - Free family events
- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

Empower provides services in-person and virtually and links families to needed resources.

- *Strategies for cross-training other staff and partners.*

N/A

- *The partner's role in outreach, recruitment, and marketing*

N/A

- *The partner's contributions to programmatic accessibility*

N/A

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A

New Jersey Commission for the Blind and Visually Impaired

- *The services that partner provides:*

Mission is to promote and provide services in the areas of education, employment, independent living and eye health through informed choice and partnership with persons who are blind or visually impaired, their families and the community. Their service programs are designed to enable consumers to achieve full inclusion and integration in society through success in employment, independent living, and social self-sufficiency.

- *The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, direct linkage)*

CBVI Services are generally provided in-person by itinerant staff who meet with consumers in their homes, schools, public areas, churches etc.

If appropriate, services may be provided virtually via telephone, Zoom, TEAMS etc. (Example: Pandemic)

- *In-person and virtual case management options.*

Consumers cases may include a virtual element when in-person training is not possible. However, all consumers must be assessed in-person.

- *Strategies for cross-training other staff and partners.*

Host meetings with joint groups in MOU. Presentations and trainings for the dissemination of each agencies services. Send agency outreach materials to other agencies prior to meeting.

- *The partner's role in outreach, recruitment, and marketing*

Outreach efforts are provided by CBVI staff through presentations, attending job fairs, building relationships with employers, sharing agency materials and community events as appropriate.

We recruit consumers through collaboration on MOU's to maintain community involvement and referrals.

- *The partner's contributions to programmatic accessibility*

CBVI specifically serves individual who are blind, deaf-blind and/or visually impaired.

We provide accessible materials for our consumers and staff, ensure the agency website is accessible, and provide translators as needed.

We employ individuals who are blind, deaf-blind and/or visually impaired.

- *The partner's contributions to any priorities of service and/or to targeting particular special populations.*

N/A. CBVI does not provide priority services.

SCSEP MOU/IFA Language

The SCSEP program is implemented by New Jersey's Department of Labor and Workforce Development Division of Workforce and National Grantees. This partnership is directly responsible for providing seamless and comprehensive services to participants, host agencies, and employers.

Senior Community Service Employment Program (SCSEP) provides subsidized, part-time, community service training for lower-income workers over 55 that face barriers to employment. Program participants work 15 to 25 hours a week in a community service assignment and are paid New Jersey's minimum wage. SCSEP is designed to meet the needs of our NJ older workers.

SCSEP is fully integrated into the One-Stop Career Center system. This integration provides older workers with job placement assistance, vocational counseling, career exploration, and job search support, as well as access to foundational skill development, occupational training, and a wealth of supportive services to help eliminate barriers and increase employment opportunities.

Co-enrollment in WIOA ensures participants receive a full array of wrap-around services. Participants receive career services, training, supportive services, and job coaching/mentoring to increase employment and retention opportunities.

1. The services that each partner provides

SCSEP provides the following to participants:

- Assessment
- Intake/Registration
- Individual Employment Plans (IEP)
- Basic Skills/ESL Training
- Career Services
- Occupational Training
- Supportive Services
- Employment/Retention Services

The SCSEP Program continues to be fully integrated within the One-Stop system. As such, participants receive training, supportive services, and job placement and retention services. Program staff will continue to collaborate and ensure co-enrollment with the One-Stop system.

2. The method(s) the partner uses to provide services (in-person, virtually, through cross-trained partners, through direct linkage)

SCSEP provides services to participants via:

- In-person
- Virtual
- Partnerships with Community Based Organizations/ Non-profits (such as libraries) and host agencies
- Co-enrollment with One-Stop Career Centers (OSCC)

3. Strategies for cross-training other staff and partners

SCSEP grantees deliver consistent quality training and technical assistance on policies and procedures to staff on a regular basis. Teams calls are held with program staff to communicate program policy and vital information and provide training and technical assistance regarding policy changes, program goals and performance. The State SCSEP Director promptly informs grantees, management and staff of all policy changes and updates.

4. The partner's role in outreach, recruitment, and marketing

SCSEP continues to develop outreach strategies (i.e. websites, social media, job fairs) to increase enrollment and unsubsidized employment opportunities for seniors. Through on-going marketing and outreach efforts as well as partnerships with employers, economic development partners, Chambers of Commerce, business associations, and other economic development groups job opportunities for participants are increased statewide.

5. The partner's contributions to programmatic accessibility

SCSEP program staff will continue to provide quality services to older workers. SCSEP is successfully integrated into the One-Stop delivery system and has a positive reputation with employers, who have reported high satisfaction with SCSEP participants who have entered employment. NJ SCSEP's long-term strategy is to continue to upskill older workers to expand career paths that lead to employment, retention, and self-sufficiency.

SCSEP staff will continue to strengthen its collaboration with NJDOL's workforce development system (Apprenticeship/Business Engagement, Office of Research Information, and One-Stop Career Centers) to

ensure participants are co-enrolled and have access to a wealth of programs, services, training, and employment opportunities. This will ensure the program's continued accessibility and success

6. The partner's contributions to any priorities of service and/or to targeting special populations

In selecting eligible individuals for SCSEP participation priority will be given to individuals who have one or more of the following characteristics:

- Are 65 years of age or older.
- Have a disability.
- Have limited English proficiency.
- Have low literacy skills.
- Reside in a rural area.
- Are veterans (or eligible spouses of Veterans).
- Have low employment prospects.
- Have failed to find employment after using services provided under WIOA.
- Are homeless or are at-risk of homelessness.
- Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

Title II

Access to and Understanding of AEFLA Title II Services

In coordination with the Title II partner(s), the Greater Raritan One-Stop Career Center (OSCC) serving Hunterdon and Somerset Counties will work to ensure initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and need for supportive services is generated upon client intake at the OSCC and shared with the appropriate parties.

Access to services in partnership will take place through cross training of Title II/OSCC staff and access to services as available through a direct linkage to the Greater Raritan Local Area.

Title II providers will agree to represent the Adult Education and Family Literacy Act (AEFLA) program in a part-time capacity at OSCC location or if not feasible, the Title II provider will work with the One-Stop Operator to develop and provide an annual required training held with OSCC staff on AEFLA and NJ Title II policies; including intake, assessment, referrals, and Title II provider locations/contacts for service within or near either County, and any required follow-up.

Referrals

Greater One OSCC partners will provide referrals to and coordination of activities with other programs and services, including programs and services within the One-stop delivery system and, when appropriate, other workforce development programs, including AEFLA Title II. The Greater Raritan One-Stop Operator/GRWDB will provide annually an updated flow chart of service intake to all mandated partners and providers.

Referrals will be made via the following approved mechanisms: Electronically via forms/case management system shared weekly with Title II providers or through other means. Title II clients found eligible for Learning Link, WIOA and other Greater Raritan partner services will be referred to the appropriate partner following the local area's co-enrollment and referral procedures which focus on shared customer flow responsibilities and programmatic awareness to promote seamless service.

Section 8: One Stop/American Job Center Operations

Description of Services

*Review and update the **Partner-Service Matrix** prepared for your local plan to reflect any additional partners or partnership changes. Include the updated Matrix as an attachment to the MOU or cut and paste the Matrix into this section of the MOU. If included as an attachment, please note the page of the Matrix in your final document.*

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Co-Enrollment and Integrated Case Management

Describe the methodology partners agree to use to achieve co-enrollment and integrated case management.

Partners are to co-enroll all customers eligible for multiple One-Stop Partner programs based on the customer's need for those services. Co-enrolled customers must be served through an integrated case management system in one, or combination of, the following methods:

1. Partner staff are cross-trained to the extent that any staff person, regardless of the program to which they are attached, can provide case management for co-enrolled customers.
2. Staff from different programs will communicate on a regular basis regarding the status and needs of co-enrolled customers.

Referral Processes

Provide a narrative of the referral processes and strategies among partners and the ways the system ensures effective referrals.

Partners agree to implement the following referral process elements:

1. 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 LWDA's One-Stop Career Center Network,
2. Develop materials summarizing their program requirements and making them available for Partners and customers,
3. Develop and utilize common intake, eligibility determination, assessment, and registration forms,
4. Provide substantive referrals – in accordance with the LWDB Area Referral Policy to customers who are eligible for supplemental and complementary services and benefits under Partner programs,
5. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
6. Commit to robust and ongoing communication required for an effective referral process, and
7. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

Both business and job seeker customers need to access One-Stop system services that provide them with optimum utilization of available partner and community resources that lead to successful outcomes. Partners commit to connect customers as quickly as possible with services through referral processes that are impartial and designed to rapidly and efficiently meet the customer's individual needs.

One-Stop Career Center referral methods include:

- AOSOS
- County level Human Services websites
- Partner specific websites
- Verbal referrals to/from One-Stop Partners

- Written referrals to/from One-Stop Partners
- Marketing material distributed to Partners, employers, vendors, community and faith-based organizations
- Direct link access/referrals made via Partner orientations, including but not limited to, group training orientations, individualized training orientations, school orientations, Re-Employment Assessments (REAs) and Project Reemployment Opportunity System (PROS), WorkFirst NJ orientations and job readiness programs, county-level Partner meetings and WDB committee meetings.
- Partner site visits where co-location is not feasible.

All information provided through Greater Raritan One Stop and/or their Partners will be mutually accessible to all Partners to avoid duplication of services, to the extent permitted by regulations. General information regarding Partner and One Stop programs, services, activities and resources (e.g., labor market information, job leads, programmatic and participant information) will be accessible as allowable.

All job-seekers and/or employers visiting or calling the Greater Raritan One Stop or Partner location will be greeted by professionally trained staff familiar with the One Stop's menu of services. Visitors will be briefly assessed to determine the most appropriate program, service, activity or resource needed, and subsequently referred to the appropriate Partner.

Data Sharing

Describe the different data systems being utilized; how information is shared to ensure relevant information is entered in AOSOS; how participant confidentiality is maintained; and additional data are shared with Operators to track progress of activities.

1. Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.
2. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.
3. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- a. Customer PII will be properly secured in accordance with the WDB's policies and procedures regarding the safeguarding of PII.
 - b. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
 - c. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
 - d. Customer data may be shared with other programs, for those programs' purposes, within the One-Stop Career Center Network only after the informed written consent of the individual has been obtained, where required.
 - e. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
4. All data exchange activity will be conducted, as practicable, in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).
 5. All One-Stop Center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
 6. Partner staff will immediately notify the LWDB when a security incident(s) involving data shared under this MOU is suspected or verifiably detected, so the other partners may take steps to determine whether its system has been compromised and to take appropriate security precautions. Staff will provide reasonable support to their counterparts in support of analysis and/or investigation into any security incidents. "Security incident" refers to an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

Service Integration

Describe plans for service integration and for deepening relationships among partners, especially among partners in the business and employer community.

Vendor partners working directly with participants will have their individual team members certified as workforce development professionals using the NAWDP certificate and to have team members participate in ongoing GSETA training programs. They also will send team members to annual GSETA Conference and identify other training opportunities available in and around the state of New Jersey.

Partners will further promote system integration to the maximum extent feasible through:

1. Effective communication, information sharing, and collaboration with the One-Stop Operator.
2. Joint planning, policy development, and system design processes.
3. Commitment to the joint mission, vision, goals, strategies, and performance measures.
4. The design and use of common intake, assessment, referral, and case management processes.
5. The use of common and/or linked data management systems and data sharing methods, as appropriate.
6. Sharing of assessments and employment plans developed by Partners for co-enrolled customers to streamline services and eliminate duplication of services.
7. Leveraging of resources, including other public agency and non-profit organization services.
8. Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction.
9. Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
10. Coordinating outreach and recruitment, including targeted efforts for populations most at risk or most in need; outreach to out-of-school youth; and development of coordinated marketing tools and materials.

**ATTACHMENT: New Jersey Local WIOA Planning:
Partner-Service Matrix**

Please use the matrix below to identify key areas in which individual partners will contribute to service integration. The regional and local plan must offer an overarching strategy for how different partners can and will contribute to operations and service delivery in your local One Stop Career Centers. The specifics of these agreements will be determined through the subsequent development of Memoranda of Understanding (MOU) and Infrastructure Funding Agreements (IFA). This matrix serves as tool in linking plan development and MOU/IFA processes as your LWDA engages required and additional partners in building a system of services and supports for job seekers, workers, and employers.

Please assess the anticipated involvement of each individual partner in contributing to each service and support area listed (1=Minimal Involvement, 2=Some Involvement, 3=Extensive Involvement). SETC and NJDOL encourage prioritizing specific service areas that match partner service strengths and assets.

One Stop Partners*	Participant Outreach/ Recruitment	Assessment/Plan Development/ Career Counseling	Job Preparation, Search, and Placement	Ongoing Case Management	Classroom Training	Work-Based Learning	Supportive Services	Employer Engagement	Staff Cross-Training	Other Services/ Supports (Please Specify)
Title I Adult	3	3	3	3	3	1	3	1	3	
Title I Dislocated Worker	3	3	3	3	3	1	3	1	3	
Title I Youth	3	3	3	3	3	2	3	1	3	
Title II Adult Education/Literacy	3	3	2	3	3	1	3	1	3	
Title III Wagner-Peyser	3	3	3	3	1	1	2	1	2	
Title IV Vocational Rehabilitation	3	3	3	3	1	1	2	2	2	
Title III Unemployment Compensation	1	1	1	1	1	1	1	1	1	
WorkFirst New Jersey	3	3	3	3	3	1	2	1	2	
Pathstone/Migrant and Seasonal Farmworkers Program	3	3	3	2	1	1	1	2	2	
Trade Adjustment Assistance (TAA) Program	1	1	1	1	1	1	1	1	1	
Senior Community Service Employment Program	2	1	2	2	1	1	1	1	1	
Jobs for Veterans State Grant	1	1	1	1	1	1	1	1	1	
Reentry Employment Opportunities	3	3	3	3	2	1	2	1	3	
Title I Job Corps	1	1	1	1	1	1	1	1	1	
Title I YouthBuild	1	1	1	1	1	1	1	1	1	
Career and Technical Education (CTE) Programs	3	2	1	1	1	2	1	1	1	
HUD Employment and Training	1	1	1	1	1	1	1	1	1	
HHS Employment and Training	1	1	1	1	1	1	1	1	1	
Business Service Representatives	3	1	3	1	1	1	1	3	3	
Greater Raritan WDB	3	2	3	1	2	3	3	3	3	
Comm For Blind/Visually Impaired	1	1	1	1	1	1	1	1	1	
DCF Div of Women Employ. Read.	2	1	2	1	1	1	2	1	1	

*Please include additional local, state, and federal workforce partners, as relevant.

Section 9: Infrastructure Funding Agreement

Reference: MOU/IFA Guidance, Section 9

This IFA is entered into on March 31, 2024. This IFA will become effective as of the date of signing by the final signatory below and must terminate on December 31, 2026, unless any of the reasons in the Termination section below apply.

Infrastructure Funding Agreement (IFA) Description

1. One Stop infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center, including, but not limited to:

a. Rental of the facilities;

b. Utilities and maintenance;

c. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,

d. Technology to facilitate access to the American Job Center, including technology used for the Center's planning and outreach activities.

2. All Parties to this MOU and IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job Center or not. Each Partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

3. Partners funding the costs of infrastructure according to this IFA are the same as identified in the Partners section of the MOU.

4. All Parties agree that the cost allocation methodology for this IFA will be the same as described in the Cost Allocation Methodology section of the MOU.

One Stop Operating Budget

Attach the completed One Stop Operating Budget developed with the Infrastructure Funding Agreement template, negotiated according to the process outlined in Section 10 and 10(d) of

the MOU/IFA Guidance. Please note the pages of your One Stop Operating Budget in your final document.

The One-Stop Operating Budget developed with the Infrastructure Funding Agreement template is included as an attachment.

Cost Reconciliation and Allocation

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide the LWDB with the following information no later than fifteen (15) days after the end of each quarter, as applicable:

- a. Quarterly cost information and documentation of the actual costs,
- b. Updated staffing information (per the 1st day of the 1st month of each quarter), and
- c. Actual customer participation numbers (per the last day of the last month of each quarter).

2. Upon receipt of the above information, the LWDB will:

- a. Compare budgeted costs to actual costs,
- b. Update the allocation bases, and
- c. Apply the updated allocation bases, using a cost allocation methodology agreed to by all Partners, to determine the actual costs allocable to each Partner.

3. The LWDB will prepare an updated budget document showing cost adjustments and will alert each Partner to the actual costs allocable to each Partner for the quarter.

4. The LWDB will submit the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of the LWDB's preparation and submission of adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the LWDB area, the LWDB will only send a copy of the updated budget.

5. Upon receipt of the adjusted budget, each Partner will review both documents and will reconcile any necessary budgeted offsets to the satisfaction of LWDB no later than fifteen (15) days following receipt.

6. Partners will communicate any disputes with the adjusted budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner within ten (10)

days of receipt of notice of the disputed costs. When necessary, the LWDB will revise the adjusted budget upon resolution of the dispute.

Describe plans and processes in place to reconcile budgeted and actual costs on an ongoing basis, as outlined in Section 9(b) of the MOU/IFA Guidance.

Cost Reconciliation and Allocation Narrative

The attached budget templates detail our related costs. With state permission, we used the templates that were provided for the 2020 MOU. Based on how the local area is organized, the GRWDB is not requiring quarterly reconciliation costs and budgets from its partners.

Total Partner Contributions - By Allocation Base						
Partner Program	On-Site Partner (Yes or No)	Total Square Footage Cost	Additional Infrastructure Costs *	FTE Cost **	Customers Served Cost ***	Total
ES	Yes	\$142,654				\$142,654
DVR/S	Yes	\$23,900				\$23,900
UI	Yes	\$101,452				\$101,452
WDB	Yes	\$8,879				\$8,879
WIOA	Yes	\$109,566				\$109,566
DVR/F	Yes	\$95,630				\$95,630
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total						482081

Note: The allocation base for on-site (co-located) partners can be based on square footage/square footage ratios.

Note: Grand totals for each table must equal.

* Additional infrastructure costs include utilities and maintenance not included in the Total Square Footage Costs, Equipment, and Technology. Contributions can be allocated based on square footage ratios for on-site partners.

** FTE costs are based on the average cost (salary and benefits) for a staff working in a job title or function

*** Customers Served Cost is generally only applicable to non-co-located partners whose customers use the physical One-Stop. Costs attributable to these customers include infrastructure costs for shared space such as public access, services such as attributed to intake and assessment, and similar. The cost allocable to non-co-located partners is the ratio of the partner customers using the physical One-Stop to the universe of customers using the One-Stop multiplied by the Total One-Stop Operating Budget.

27 Warren Street

Total Partner Contributions - By Cost Category						
Partner Program	On-Site Partner (Yes or No)	Infrastructure Costs	Shared Services Cost	Career Services Cost	Square Footage Occupied	Total
ES	Yes	\$142,654	\$0	\$0	5145	\$142,654
DVR/S	Yes	\$23,900	\$0	\$0	862	\$23,900
UI	Yes	\$101,452	\$0	\$0	3659	\$101,452
WDB	Yes	\$8,879	\$0	\$0	654	\$8,879
WIOA	Yes	\$108,570	\$0	\$0	4007	\$108,570
DVR/F	Yes	\$95,630	\$0	\$0	3218	\$95,630
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total						481085

Note: Grand totals for each table must equal.

SOMERVILLE - 75 Veteran's Memorial

Infrastructure Funding Agreement - Based on Square Footage Occupied

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Partner Program	Total Infrastructure Contributions from One-Stop Budget	Square Footage Charged including Common Space	Square Footage Occupied including Common Space	Cost Allocation Methodology Percentage	Total Infrastructure Owed Based on Proportionate Use and Benefits Received	Amount to be Reimbursed to Partner
ES	\$142,654	5,145	5,145	38.85%	\$142,654	\$142,654
UNEMPLOYMENT	\$101,452	3,659	3,659	27.63%	\$101,452	\$101,452
DVR/S	\$23,900	862	862	6.51%	\$23,900	\$23,900
DVR/F	\$95,630	3,218	3,218	24.30%	\$95,630	\$95,630
JVSG (DVOP)	\$5,831	120	120	0.91%	\$5,831	\$5,831
SCSEP (PathStone)	\$8,856	240	240	1.81%	\$8,856	\$8,856
Total Infrastructure Costs	\$378,323	13,244	13,244	100.00%	\$378,323	\$378,323

27 WARREN STREET

Infrastructure Funding Agreement - Based on Square Footage Occupied

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Partner Program	Total Infrastructure Contributions from One-Stop Budget	Square Footage Charged including Common Space	Square Footage Occupied including Common Space	Cost Allocation Methodology Percentage	Total Infrastructure Owed Based on Proportionate Use and Benefits Received	Amount to be Reimbursed to Partner
ONE STOP OPERATOR	\$940	35	35	0.79%	\$940	-\$940
WIOA	\$96,994	3,468	3,468	78.60%	\$96,994	\$0
WDB	\$12,036	654	654	14.82%	\$12,036	-\$3,157
WLL	\$6,854	255	255	5.78%	\$6,854	\$6,854
Total Infrastructure Costs	\$116,824	4,412	4,412	100.00%	\$116,824	

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 REIMBURSE ONE STOP CS

8 GAUNT PLACE, FLEMINGTON

Infrastructure Funding Agreement - Based on Square Footage Occupied

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Partner Program	Total Infrastructure Contributions from One-Stop Budget	Square Footage Charged including Common Space	Square Footage Occupied including Common Space	Cost Allocation Methodology Percentage	Total Infrastructure Owed Based on Proportionate Use and Benefits Received	Amount to be Reimbursed to Partner
WIOA	\$12,572	344	344	58.69%	\$12,572	\$0
ES	\$8,849	273	273	41.31%	\$8,849	\$8,849
Total Infrastructure Costs	\$21,421	617	617	100.00%	\$21,421	

REIMBURSE ONE STOP CS

Section 10: Process for Developing the MOU

All parties agree to the process for developing, modifying, and terminating the MOU (incorporating the IFA) outlined in this section.

Complete Table C below, the Planning and Meeting Form, and a narrative of the process undertaken to identify and convene partners to complete the MOU and IFA.

Process Narrative – The table starting on Page 62 details our notes describing the process narrative.

TABLE C

MOU/IFA MEETING AND PLANNING FORM

PROGRAM YEAR 2023

1. To ensure all required partners in the local area are aware of the submitted contents of this form, the form must be circulated to all required partners. Please indicate here the date by which the preliminary budget will be shared with all required partners: Jan. 18, 2024

2. Please identify the lead negotiator for the MOU negotiations in your LWDA.

Paul Grzella
grzella@co.somerset.nj.us
908-203-6044
Greater Raritan Workforce Development Board

3. Please identify the impartial budget negotiator in your LWDA. Enter name here

Chika Okoye
cokoye@co.somerset.nj.us
908-541-5723
Greater Raritan WDB Finance Manager

4. Please identify the individual responsible for conducting periodic reconciliation of budgeted to actual costs in your LWDA.

Chika Okoye
cokoye@co.somerset.nj.us
908-541-5723
Greater Raritan WDB Finance Manager

5. Please identify the frequency at which reconciliation of budgeted to actual costs will occur in your local area (must occur at least semi-annually).

Semi-annually beginning in June 2024

6. Using the fillable table below, please submit information about the meetings that developed the MOU and IFA. Please include:
1. Title of the meeting;
 2. What was discussed;
 3. Whether the meeting was in-person or remote; and
 4. Date of the meeting.

PRIMARY ACTIVITY IN NEGOTIATIONS	DATE
Ongoing meetings between One-Stop Operator and GRWDB Director, at 27 Warren St., and virtually and on phone as needed	Began in September of 2023 and continued regularly/as needed
<p>One-Stop Operator/ DVRS Meeting, 75 Veterans Memorial Drive East, Suite 101, Somerville, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	9/13/23 2:30pm
<p>One-Stop Operator/ Middle Earth Meeting, 520 N Bridge St., Bridgewater</p> <p>In person meeting to discuss operations, challenges and opportunities. ter</p>	9/20/23 9:15am
<p>One-Stop Operator/ Somerset County Board of Social Service Meeting, 73 E High St., Somerville, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	9/20/23 2:30pm

<p>One-Stop Operator/ Employment Services Meeting, 75 Veterans Memorial Drive East, Somerville, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/21/23 11am</p>
<p>One-Stop Operator/ Hunterdon Youth Employment Services Meeting, 10 Junction Rd. Flemington, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/21/23 2pm</p>
<p>One-Stop Operator/ Somerset County Vocational Technical Schools Meeting, 12 Vogt Dr., Bridgewater, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/26/23 12pm</p>
<p>One-Stop Operator/Hunterdon County Educational Services Commission/Workforce Learning Link for Hunterdon and Somerset County Meeting ,75 E. High St., Somerville, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/26/23 2pm</p>
<p>One-Stop Operator/ Work First New Jersey, 73 E High St., Somerville, NJ 08876</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/27/23 2:30pm</p>
<p>One-Stop Operator/ Hunterdon County Human Services, 8 Gauntt Pl.. Flemington, NJ</p> <p>In person meeting to discuss operations, challenges and opportunities.</p>	<p>9/28/23 10am</p>
<p>MOU/IFA Planning Meeting, 27 Warren St., Somerville, NJ</p> <p>Operator and GRWDB meeting to discuss MOU/IFA drafting plan.</p>	<p>10/10/23 12pm</p>

Monthly meetings with Local Team leaders (state, county and vendors) began in November; these touch on a number of topics and include MOU/IFA updates	November 2023 December 2023 etc
Ongoing meetings between One-Stop Operator and Career Training Services Director, at 27 Warren St., Somerville, NJ	8/28/23 2pm , 9/13/23 11:15am, ect.
GRWDB/ One-Stop Partners MOU/IFA Review Meeting, 75 Warren St., Somerville, NJ – included discussions and a few additions of service descriptions. Partners agreed upon draft document, including a discussion on the fact that the IFA would stand as is from the 2020 MOU. This meeting and its meetings are documented on the GRWDB website.	1/18/24
Final version of MOU/IFA, incorporating two comments from the state review, was completed and sent to all partners for signature	2/26/24 and 2/27/24
MOU/IFA Introduced by Somerset County Board of County Commissioners via resolution, followed by final approval	3/12/24 and 3/26/24

Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local area that would benefit from a WIOA orientation.

Steps in MOU/IFA Process

References: MOU/IFA Guidance Section 10

1. Notification of Partners

The WDB Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU, including the IFA, and provide all applicable policies and preceding MOU documents, as applicable.

2. Initial Meeting

The LWDB Chair (or designee) is responsible for convening all required and optional AJC/One Stop Career Center Partners to formally begin negotiations, and to ensure that, at a minimum, all One Stop Career Center Partners from all counties within the LWDB Area are appropriately represented.

3. Negotiations

Partners must submit all relevant documents to the LWDB Chair (or designee) to begin the drafting of the MOU. During a timeframe established by the LWDB in accordance with the timeline provided by the state and NJDOL, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

4. Draft MOU

The LWDB Chair (or designee) must email a complete draft of the MOU to all Parties.

5. Review and Comment upon Conclusion of the Negotiations

Within a timeframe determined by the LWDB, of receipt of the draft MOU, all Parties must review and return feedback to the LWDB Chair (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the LWDB Chair (or designee) to ensure all AJC/One Stop Career Center Partners to the MOU are aware of the comments and revisions that are needed.

Steps to Reach Consensus

Partners will make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the LWDB Area AJC/One Stop Career Center Network. In the event that the LWDB cannot reach consensus with a required partner, the State Funding Mechanism is triggered. The State Funding Mechanism cannot be triggered by additional One Stop Partners not reaching consensus. IFAs must include information on the

steps the LWDB, CEO, and One Stop Partners took to reach consensus or the assurance that the local area followed the State Funding Mechanism and a description of the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

Modification Process

Modifications to the MOU require approval of the LWDB and Partners, but not of the Chief Elected Official.

1. Notification - When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).
2. Discussion/Negotiation - Upon notification, the LWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

If the modification is minor, discussion can take place through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the LWDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed. If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed. If determined that a Partner is unwilling to agree to the MOU modification, the LWDB Chair (or designee) must ensure that the process in the Dispute Resolution section is followed.

3. Signatures - The LWDB Chair (or designee) must immediately circulate the MOU modification and secure Partner signatures within a designated timeframe such as two weeks from receipt. The modified MOU will be considered fully executed once all signatories have reviewed and signed. The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties. During the rollout of an MOU, the LWDB should make all Partners aware of the requirements concerning modification and renewal of the MOU (as outlined in TEG 16-16, RSA TAC 17-02, and OCTAE Program Memo 17-4). Renewal of an MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed.

Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as changes in One Stop Partners, or a change due to the election of a new CEO, will require renewal of the MOU.

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. A disagreement is considered to have reached the level of dispute resolution when through thorough and productive discussion, a consensus cannot be reached. It is the responsibility of the CEO to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CEO and all Parties to the MOU regarding the conflict within 10 business days.
3. The CEO shall determine the merit of the dispute and propose a resolution. In the event that the dispute is about contributions to the Infrastructure Funding Agreement, the CEO will indicate that failure to accept the proposed resolution will trigger the State Funding Mechanism.
4. The decision of the CEO shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The CEO must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
7. The CEO will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

Termination

This MOU will remain in effect until the end date specified in the Effective Period section, unless:

1. All Parties mutually agree to terminate this MOU prior to the end date.
2. Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period.
3. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
4. WIOA is repealed or superseded by subsequent federal law.
5. Local area designation is changed under WIOA.
6. A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the LWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
7. In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.
8. Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.
9. 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.

Section 11: General Provisions, Assurances, and Certifications

References: MOU/IFA Guidance, Section 11

This section includes the provisions and assurances to which the Parties agree. It ensures compliance with federal and state laws.

Legal Authority

All Parties to this agreement shall comply with:

1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
3. Section 504 of the Rehabilitation Act of 1973, as amended,
4. The Americans with Disabilities Act of 1990 (Public Law 101-336),
5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
6. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
7. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
8. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
9. The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603), all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts.
10. The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

11. Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section of the MOU,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination.

Data Confidentiality

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.

6. 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

29 CFR 38.13 requires that:

(a) No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities.

(b) All WIOA Title I-financially assisted programs and activities must be programmatically accessible, which includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communication with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

Accessibility to the services provided by the American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the One Stop Career Center Network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, 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.

One Stop Centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities).

Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Monitoring

The LWDB, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

1. Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
2. Those laws, regulations, and policies are enforced properly;
3. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
4. Outcomes are assessed and analyzed periodically to ensure performance goals are met,
5. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
6. All MOU terms and conditions are fulfilled.

Non-Discrimination and Equal Opportunity

1. All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.
2. 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.
3. 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

1. 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 LWDB and the One Stop Operator have no responsibility and/or liability for any actions of the One Stop Center employees, agents, and/or assignees.

2. Likewise, the Parties have no responsibility and/or liability for any actions of the LWDB or the One Stop Operator.

Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Drug- and Alcohol-Free Workplace

1. All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace.

2. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute.

3. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification Regarding Lobbying

1. All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450.

2. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

Debarment and Suspension

All Parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

Buy American Provision

Each Party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Salary Compensation and Bonus Limitation

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and TEGL 09-21, restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the State of New Jersey. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

Section 12: Summary of Attachments

The following items are included as part of this MOU:

- Narrative description of each partner’s services (Section 7)

The following items are attached as part of this MOU:

- Partner-Service Matrix (Section 8)
- Infrastructure Funding Agreement and Operating Budget (Section 9)

AUTHORIZING THE SUBMISSION OF A MEMORANDUM OF UNDERSTANDING / INFRASTRUCTURE FUNDING AGREEMENT BETWEEN THE GREATER RARITAN WORKFORCE DEVELOPMENT BOARD'S ONE-STOP CAREER CENTER PARTNERS

WHEREAS, the Board of County Commissioners of the County of Hunterdon, New Jersey and the Board of County Commissioners of the County of Somerset, New Jersey have entered into an Agreement establishing the Greater Raritan Workforce Development Board; and

WHEREAS, the Agreement between the County of Hunterdon, New Jersey and the County of Somerset, New Jersey establishes the County of Somerset, New Jersey as the administrative entity for the Greater Raritan Workforce Development Board; and,

WHEREAS, the federal Workforce Innovation and Opportunity Act of 2014 requires local Workforce Development Boards to collaborate with community partners for increased efficacy and efficiency, including the development a Memorandum of Understanding (MOU) / Infrastructure Funding Agreement (IFA) with all One-Stop Career Center Partners; and,

WHEREAS, a MOU / IFA was completed and signed by all partners in 2020 with the exception of New Jersey Department of Labor; and,

WHEREAS, the New Jersey Department of Labor contacted all Workforce Development Boards in the spring of 2023 and directed that a new, expanded template be used to complete a new One-Stop Career Center Partners MOU / IFA by December 30, 2023, with the deadline subsequently extended to March 30, 2024; and,

WHEREAS, Greater Raritan's One-Stop Operator met with all partners throughout the fall of 2023 to discuss the new agreement and get partner feedback and subsequently conducted an all-partner meeting on January 18, 2024, in which partners agreed in principle to the MOU / IFA, which when signed, is effective from January 1, 2024 to December 30, 2026; and,

WHEREAS, the board of the Greater Raritan Workforce Development Board reviewed the document on February 1, 2024, and approved the submission of the agreement; and,

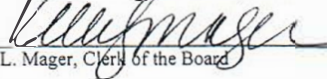
NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of the County of Somerset, New Jersey recognizes the efforts all partners made in developing this collaborative agreement; and,

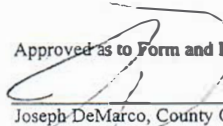
BE IT FURTHER RESOLVED that the Greater Raritan One-Stop Career Centers MOU / IFA is executed between Greater Raritan Workforce Development Board, the One-Stop Career Center Partners and the Chief Elected Official (CEO); and,

BE IT FURTHER RESOLVED that the Board of County Commissioners of the County of Somerset, New Jersey authorizes submission of the Greater Raritan Workforce Development Board One-Stop Career Center Partners MOU / IFA to the New Jersey Department of Labor; and,

BE IT FURTHER RESOLVED that copies of this Resolution be provided to the Board of County Commissioners of the County of Hunterdon, New Jersey, and the Greater Raritan Workforce Development Board.

I, Kelly L. Mager, Clerk of the Board of County Commissioners of the County of Somerset in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by said Board of County Commissioners at its regular meeting on March 26, 2024.


Kelly L. Mager, Clerk of the Board

Approved as to Form and Legality

Joseph DeMarco, County Counsel

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Baden Almonor certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: *Baden Almonor*

Date: 3/20/24

Name and Title: Baden Almonor, Director Career Services

Agency Name: New Jersey Department of Labor and Workforce Development

Partner Programs

Represented: Title III and JVSG

Agency Contact

Information: Baden.Almonor@dol.nj.gov

Sec on 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Paul Grzella certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: 

Date: 26 March 2024

Name and Title: Paul Grzella, Director

Agency Name: Greater Raritan Workforce Development Board

Partner Programs

Represented: WIOA, WFNJ, Learning Link and other partner programs

Agency Contact

Information: 908-541-5790; info@thegrwdb.org; grzella@co.somerset.nj.us

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Monica Mulligan certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:

Monica Mulligan

Date:

3/18/24

Name and Title:

Monica Mulligan, Director

Agency Name:

One Stop Career Training Services Center

Partner Programs

Represented:

Adult, Dislocated Worker and Youth Programs, Title I

Agency Contact

Information:

onestop@co.somerset.nj.us; 908-541-5780

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Mariana Beshai-Ascander certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: *Mariana Beshai-Ascander*

Date: 03/27/2024

Name and Title: Mariana Beshai-Ascander, State Director of SCSEP

Agency Name: NJDOL

Partner Programs

Represented: Senior Community Services Employment Program (SCSEP)

Agency Contact

Information: Mariana.Beshai-Ascander@dol.nj.gov

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Kimberly Cowart certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2026, or upon amendment, modification, or termination.

Signature:

Kimberly Cowart

Date:

3.20.24

Name and Title:

Kimberly Cowart

Agency Name:

CDBG

Partner Programs

Represented:

CDBG

Agency Contact

Information:

cowart@co.somerset.nj.us

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Karen Carroll, DVRS Director certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: *Karen Carroll*

Date: 3/18/24

Name and Title: Karen Carroll, Director

Agency Name: NJ Division of Vocational Rehabilitation Services

Partner Programs

Represented: _____

Agency Contact

Information: LWD, P. O. Box 398, Trenton, NJ 08625 (609) 292-5987

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Dr. Bernice Davis certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

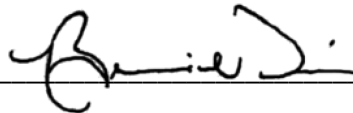
By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:



Date:

3/11/2024

Name and Title:

Dr. Bernice Davis, Executive Director

Agency Name:

Commission for the Blind and Visually Impaired

Partner Programs

Represented:

Agency Contact

Information:

bernice.davis@dhs.nj.gov | (973) 648-3160

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Kristen Schiro certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

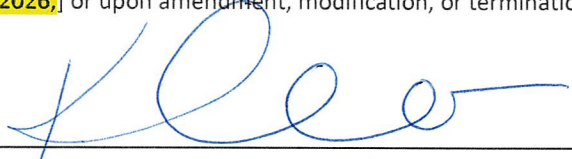
By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 31, 2026, or upon amendment, modification, or termination.

Signature:



Date:

3/21/2024

Name and Title:

Kristen Schiro, Executive Director

Agency Name:

Empower Somerset

Partner Programs

Represented:

One Stop Operator

Agency Contact

empowersomerset.com

Information:

908-722-4900 kristen@empowersomerset.com

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Corinne Steinmetz certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

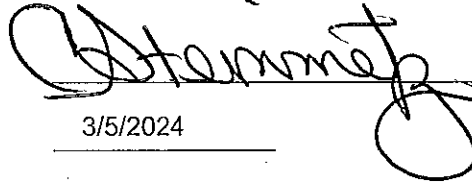
- The MOU
- The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:



Date:

3/5/2024

Name and Title:

Corinne Steinmetz, Superintendent

Agency Name:

Hunterdon County ESC

Partner Programs

Represented:

One Stop Partners / Greater Raritan Workforce Investment Board

Agency Contact

Information:

Fran Leddy, Supervisor of Adult Programs & Services

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Todd Bonsall certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement


By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:

_____

Date:

____03/05/2024_____

Name and Title:

____~~Todd Bonsall, Superintendent~~_____

Agency Name:

____~~Hunterdon County Vocational School District~~_____

Partner Programs

Represented:

____~~Cynthia Douglass - Yes~~ and YTTW_____

Agency Contact

Information:

____Cdouglass@hcvsd.org_____

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Lisa Piazza Long certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:

Lisa Piazza Long

Date:

3-21-24

Name and Title:

Lisa Piazza Long

Agency Name:

Hunterdon County Division of Social Services

Partner Programs

Represented:

Same as above.

Agency Contact

Information:

See above

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Maria Strada certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:

Maria Strada

Date:

2/29/24

Name and Title:

Maria Strada, Executive Director

Agency Name:

Middle Earth

Partner Programs

Represented:

WIOA OUTREACH
WIOA WORK BASED LEARNING (VISIONS)

Agency Contact

Information:

Maria Strada
mstrada@middleearthnj.org

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, L. Minnett Santiago certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

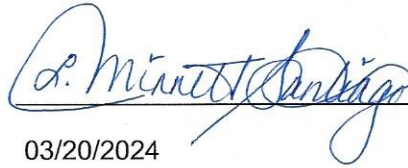
By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:



Date:

03/20/2024

Name and Title:

L. Minnett Santiago, Sr. Director Training & Employment -NJ Operations

Agency Name:

PathStone Corporation

Partner Programs

Represented:

National Farmworker Jobs program &
Senior Community Service Employment Program

Agency Contact

Information:

76 W. Landis Avenue, Ste. B-C Vineland NJ 08360
T: 856-696-1000 ext.124, F: 856-696-4892, msantiago@pathstone.org

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, MICHAEL McDONOUGH certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.


My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: 

Date: 3-5-'24

Name and Title: MICHAEL McDONOUGH, PRESIDENT

Agency Name: KANIHAN VALLEY COMMUNITY COLLEGE

Partner Programs Represented: _____

Agency Contact Information: _____

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, _____ certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature:

Marion Cooper

Date:

3/21/2024

Name and Title:

MARION COOPER, DIRECTOR

Agency Name:

Somerset County Board of Social Services

Partner Programs

Represented:

WORK FIRST NJ

Agency Contact

Information:

Annah Reeves

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Robert Presuto certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: Robert Presuto

Date: 3/18/24

Name and Title: Robert Presuto, Superintendent

Agency Name: Somerset County Vocational-Technical Schools

Partner Programs

Represented: N/A

Agency Contact

Information: rpresuto@scvts.net

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Danielle Jubanyik certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: *Danielle Jubanyik*

Date: 3/26/24

Name and Title: Danielle Jubanyik, State Director for Adult Ed.

Agency Name: NJDOL

Partner Programs

Represented: WIOA Title II Adult Literacy, WLL

Agency Contact

Information: danielle.jubanyik@dol.nj.gov

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Howard K. Miller Jr. certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026], or upon amendment, modification, or termination.

Signature:

Howard K. Miller Jr.

Date:

3/1/2024

Name and Title:

Howard K. Miller Jr. / AD Business Engagement & Sector Strategies

Agency Name:

New Jersey Department of Labor & Workforce Development

Partner Programs

Represented:

Trade Act & State Business Services

Agency Contact

Information:

Howard.Miller@doh.nj.gov

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully-executed MOU/IFA.

By signing my name below, I, Sherie Jenkins certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

The MOU

The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on [December 31, 2026,] or upon amendment, modification, or termination.

Signature: *Sherie' G. Jenkins*

Date: 3/28/2024

Name and Title: Sherie Jenkins, Director OTWS

Agency Name: NJDOL

Partner Programs

Represented: TANF, SNAP, GA

Agency Contact

Information: Sherie.Jenkins@dol.nj.gov

Section 13: Authority and Signature

Each Partner agency signatory should sign and date their own signature page for incorporation into the fully executed MOU/IFA.

By signing my name below, I, Ronald L. Marino certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

By signing this document, I also certify that I have the legal authority to bind my agency to the terms of (check all that apply):

- The MOU
- The Operating Budget and Infrastructure Funding Agreement

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either on December 30, 2027, or upon amendment, modification, or termination.

Signature: *Ronald Marino*

Date: July 8, 2024

Name and Title: Ronald L. Marino, Assistant Commissioner

Agency Name: Income Security

Partner Programs Represented: Unemployment Insurance

Agency Contact Information: Ronald.Marino@dol.nj.gov