**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**OFFICE OF COMMUNITY SERVICES,**

**COMMUNITY SERVICES BLOCK GRANT PROGRAM,**

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**AND**

**STATE OFFICE OF VOLUNTEERISIM (SOV),**

**AMERICORP - DELAWARE LEADERSHIP IN SERVICE PROGRAM (DLISP)**

**WHEREAS,** the Community Services Block Grant (CSBG) provides funds to alleviate the causes and conditions of poverty in communities including addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health. Furthermore, allowing for discretionary funds to be allotted at the statewide or local level to associations with demonstrated expertise in addressing the needs of low-income individuals, families and communities.

**WHEREAS,** the Low Income Home Energy Assistance Program (LIHEAP) mission is to assist low income households, particularly those with the lowest incomes that pay a high proportion of household income for home energy, primarily in meeting their immediate home energy needs. Furthermore, allowing the use of such funds for activities under Assurance 16, to provide services that encourage and enable households to reduce their home energy consumption and thereby the need for energy assistance.

**WHEREAS,** the US Department of Health and Human Services, Administration for Children and Families has expressed their support of partnerships that facilitate implementation of low-income youth job programs by providing linkages to supportive services and government-sponsored and private sector job opportunities. (IM 129); as well as encouraging linkages between LIHEAP and CSBG programs and services; and

**WHEREAS,** Division of State Service Centers (DSSC), State Office of Volunteerism (SOV), AmeriCorps Program is implementing the Pilot Delaware Leadership in Service Program (DLISP) modeled out of the AmeriCorps program; and

**WHEREAS,** the Delaware Leadership In Service Program will expose economically disadvantaged youth between the ages of 14 and 20 to meaningful service, volunteerism and productive work experiences as an avenue for learning, leadership and skill building while serving the communities where they live.; and

**WHEREAS** the DLISP pilot program has been deemed consistent with the mission and purpose of CSBG and LIHEAP in its plan to educate and engage a broad network of public and community organizations in the recruitment, training, employment of low-income youth in energy related activities and service, introduction to prerequisite protocols/etiquettes of a positive work environment and leadership to address critical community needs; and

**WHEREAS,** the DLISP will utilize CSBG discretionary funds in the amount of **$49,917.19** ($40,354.69) contracted to Neighborhood House Inc. and $9,562.50 remaining internally with State Office of Volunteerism and LIHEAP funds in the amount of **$76,955.23** ($49,767.73 contracted to Neighborhood House Inc., $6,000 contracted to Catholic Charities for utility credits, $18,000 for energy kits and $3,187.50 remaining internally with SOV)

**WHEREAS,** the DLISP will help coordinate the use of these funds for services as outlined in the Scope of Services (see Part A); used per the spending plan outlined in the program budget (see Part B) of this memorandum for the period of May 1, 2013 through September 15, 2013; and

**WHEREAS,** the funds are to be used for programmatic and administrative delivery of services to individuals whose annual family income is at or below 125% of the poverty level for CSBG funded youth/services and 200% of poverty for LIHEAP funded youth/services (See Part C); and

**WHEREAS,** the administrative portion of the funds includes administrative and management costs for a consultant, program supplies, travel/mileage costs related to the work of SOV DLISP program; and

**WHEREAS**, performance data and narrative reporting on the use of these funds will be submitted and used for the FY 2013 Community Services Block Grant (CSBG) Information survey and LIHEAP report on Assurance 16 activities to be submitted to the U.S. Department of Health and Human Services through the National Association of State Service Centers on or before February 15th 2014 and HHS on or before December 15, 2013; and

**WHEREAS,** it is critical that our two offices clearly articulate how these funds shall be distributed, utilized, tracked and accounted for in each of our affected programs;

Now, therefore, be it agreed that the following provisions will serve as an outline for the working roles and responsibilities within this relationship:

1. Both offices will designate one or more points of contact for execution of the MOU and continued coordination of this program.
2. Both offices will abide by all DSSC fiscal and state accounting and auditing requirements as they relate to any federal, state and other funds.
3. Office of Community Services will act as programmatic point of contact and the fiscal agent for the respective grant funding sources to ensure compliance with the reporting requirements of the U.S. Department of Health and Human Services, Administration for Children and Families.
4. State Office of Volunteerism will provide a preliminary budget that will be attached to this MOU with a breakdown of costs associated with their internal program.
5. All requisitions and or invoices pertaining to CSBG and LIHEAP funding must go through the Office of Community Services for coding and processing.
6. State Office of Volunteerism will provide the Office of Community Services with the contract developed to delineate the role of the CSBG and LIHEAP funded DLISP Youth Coordinator position.
7. State Office of Volunteerism on a bi-weekly basis will be required to submit to the Office of Community Services a progress report on youth employment site monitoring and AmeriCorps mentor related workshop and activities performed.
8. The State Office of Volunteerism will be responsible for supervision of the DLISP contracted Youth Coordinator position.
9. The State Office of Volunteerism will make available to the Office of Community Services policies, procedures and program model to be employed in the coordination of the DLISP program. This should be provided at least two weeks before the program start date.
10. The State Office of Volunteerism will ensure proper coordination of commitments pertaining to the DLISP program as stated under the scope of services attached.
11. State Office of Volunteerism will be required to submit a final financial and narrative program outcome report within 15 days following the end of the program.
    1. EXPENDITURES CLAIMED BUT NOT PROPERLY DOCUMENTED WILL BE DISALLOWED.

IN WITNESS WHEREOF, both parties have caused the Memorandum of Understanding to be executed by their duly authorized officials.

**State Office of Volunteerism: Office of Community Services:**

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**Erastus Mong’are Robert Broesler**

**Senior Social Services Administrator Senior Social Services Administrator**

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**Date Date**