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MEMORANDUM OF UNDERSTANDING BETWEEN OKLAHOMA DEPARTMENT OF COMMERCE AND OKLAHOMA DEPARTMENT OF LIBRARIES

The Oklahoma Department of Commerce (ODOC) is the state entity designated by the Governor of Oklahoma to receive and administer all federal grants received through the Workforce Innovation and Opportunity Act (WIOA). The Oklahoma Office of Workforce Development (OOWD) is the division of the ODOC that provides the direct administration of the grants. The Oklahoma Department of Libraries (ODL) is the official state library of Oklahoma. ODL assists with public library development and coordinates library and information technology projects for the state. ODOC/OOWD and ODL are the signatory parties to this Memorandum of Understanding. It is the mutual understanding of these parties that:

1. Purpose:

The purpose of this agreement is to establish technical cooperation and support between the organizations to deliver a pilot program focusing on adult education. This program will increase the number of Oklahomans with a high school diploma and will make the required course work available virtually everywhere.

Using statewide formula funding for the WIOA Youth and Adult programs, ODOC/OOWD is entering into this Memorandum of Understanding to provide up to \$275,000.00 from the above-identified funds for program expenses associated with statewide software/portal licenses, student tuition costs, required hardware such as Wi-Fi Hotspots, and staff administration costs. In accordance with 2 CFR 2900, funds will be provided in advance and expenditures reported/tracked.

2. Background:

The State Workforce Board, the Governor's Council for Workforce and Economic Development, brings together leaders from business, government, education, and non-profit sectors to jointly develop ways to coordinate workforce development with economic development and education. The Governor's Council works to develop creative solutions that expand and improve Oklahoma's workforce, providing better jobs for workers and a skilled workforce for business and industry. To accomplish this goal, the Governor's Council has prioritized strategies to increase the number of Oklahomans with a high school education or equivalency within their strategic plan with the hope that these individuals will continue on into postsecondary education or advance along an in-demand career pathway.

This pilot program between ODOC/OOWD and ODL proposes a statewide license to utilize an available online High School platform to be determined via the competitive bid process. Through the pilot program, eight library system sites and up to 17 independent libraries will help adult learners earn a diploma from an accredited online high school. Students will take courses in language arts, social



studies, mathematics and science. Unlike a GED, the curriculum emphasizes workforce readiness by having students create a resume and cover letter, develop job skills and earn a career certificate in a high-demand/growth field. Career certificates will be offered to include certified protection officer, child care and education, commercial driving, food and hospitality, general career preparation, homeland security, office management and retail customer service.

The selected platform will provide a totally online experience with one-on-one academic coaching from accredited teachers that allow busy adult learners to participate according to their own work/life commitments. This online experience and coaching enable Oklahomans to learn and obtain a high school diploma virtually everywhere. All participants will be connected to the local workforce boards for initial intake, co-enrollment in WIOA programs, case management, and wrap-around supportive services.

Eight Oklahoma public library systems are comprised of 87 library branches in 22 counties. Based on the percentage of adults 25 and over that do not have a high school diploma in Oklahoma (according to the 2010 census), these systems can serve a potential population of 278,240. The independent libraries will add to the potential service population and will be selected based on a competitive application process. This partnership will complement Oklahoma's efforts under WIOA Title II, Adult Basic Education, by adding additional capacity to serve individuals in the areas of the state with the highest need.

3. Scope of Work:

ODOC/OOWD and ODL will collaborate to pilot an adult education program. To accomplish this:

ODL will:

- Identify and coordinate with identified local library pilot sites to implement the program.
- Procure and deploy a student recruitment portal software license.
- Provide student scholarships or other tuition assistance for individuals, as needed.
- Provide staff coordination and assistance to local library sites with the program.
- Recruit participants for the program.
- Develop a process for connecting potential participants to local workforce boards for initial intake and enrollment.

ODOC/OOWD will:

- Provide funding up to \$275,000 to support software, student tuition costs, and staff administration related to program deployment.
- Assist with coordination and program deployment.
- Partner with local workforce boards to provide initial intake, enrollment, case management, wrap-around supportive services, job placement, or other appropriate services as needed.

4. Contacts:

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5. Accessibility:

All electronic and information technology must meet the applicable accessibility standards of 36 C.F.R. § 1194 et seq. and Section 508 of the Rehabilitation Act of 1973, as amended. (29 U.S.C. § 794). Specifically, the following Section 508 technical standards may be applicable. “Software Applications and Operating Systems (36 C.F.R. § 1194.21)” Web-based Intranet and Internet Information and Applications (36 C.F.R. § 1194.22) “Video or Multimedia Products (36 C.F.R. § 1194.24). Contracts and RFPs must, at a minimum, state the level of compliance to each applicable regulator section.

6. Term of Memorandum of Understanding

This agreement shall enter into effect on the latest date of its signature.

For Oklahoma Department of Commerce




Don Morris, Executive Director
Oklahoma Office of Workforce Development

For Oklahoma Department of Libraries

Melody A. Kellogg

Digitally signed by Melody A.
Kellogg
Date: 2021.06.02 13:22:41 -05'00'

Melody Kellogg, Director
Oklahoma Department of Libraries

 6/2/2021
Josh McGoldrick, General Counsel
Oklahoma Department of Commerce



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