

**A RESOLUTION OF THE NEW YORK CITY
WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE
WORKFORCE INVESTMENT BOARD AND THE NEW YORK CITY
DEPARTMENT OF SMALL BUSINESS SERVICES**

WHEREAS, the City of New York is transferring all responsibility for Workforce Investment Act adult and dislocated worker programs from the New York City Department of Employment (DOE) and the New York City Human Resources Administration (HRA) to the New York City Department of Small Business Services (DSBS) for the purposes of establishing more direct linkages between workers and businesses, targeting workforce development programs to business needs, and connecting workforce development initiatives with DSBS's other business and economic development initiatives; and

WHEREAS, as a result of such transfer, DSBS shall become a mandated partner in New York City's One-Stop System under the Workforce Investment Act;

WHEREAS, each mandated partner is required to enter into a Memorandum of Understanding with the New York City Workforce Investment Board for the purpose of establishing, *inter alia*, the partner's role and responsibilities in the New York City Workforce Investment System and One-Stop System; now therefore, be it,

RESOLVED, by the Executive Committee, as follows:

1. The Chairperson of the New York City Workforce Investment Board (WIB) is hereby authorized to execute a Memorandum of Understanding between the WIB and the New York City Department of Small Business Services containing the material terms substantially as described in Exhibit 1 attached hereto.

Exhibit 1
Material Terms of WIB-DSBS MOU

1. Parties
 - a. The New York City Workforce Investment Board (“WIB”)
 - b. The New York City Department of Small Business Services (“DSBS”)

2. Term.
 - a. Three (3) years, subject to renewal with the consent of all the parties.
 - b. Each party shall have the right to withdraw from this MOU upon 90 days notice to the other party.

3. Description of Workforce Investment System. The MOU shall set forth an overview of the New York City Workforce Investment System and One-Stop System as established by the WIB, which shall include:
 - a. a list of WIA mandated partners;
 - b. performance requirements and goals; and
 - c. a description of One-Stop System core, intensive, training and other existing and proposed services, as well as service providers and funding sources.
 - d. a description of One-Stop System customer referral arrangements

4. DSBS Participation and Services
 - a. DSBS shall participate with the other WIA mandated partners in a coordinated delivery system of workforce development services. Generally, DSBS shall participate in various duties and activities of mandated partners as appropriate.
 - b. DSBS shall provide the following specific services:
 - (i) Administration of WIA adult and dislocated worker funds, including fiscal oversight;
 - (ii) Services to employers and coordination with economic development agencies;
 - (iii) Provision of staff and/or vendors for One-Stop Career Centers;
 - (iv) Coordination of One-Stop System services with DSBS Small Business Solution Centers
 - c. DSBS shall participate in the New York State Job Bank.

5. Cost Allocation. DSBS acknowledges that certain costs of the One-Stop Center functions shall be subject to cost allocation among the mandated partners according to the cost allocation principles established by the WIB.