



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Computer Helpdesk, Networking & Mobile Device Support Training Adult** contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
20	\$48,950	\$73,425	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

Employment and Training Contract Specialist
Delaware Department of Labor
Fox Valley
4425 N. Market Street
Wilmington, DE 19802
Phone: 302-761-8156



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July 15, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Computer Helpdesk, Networking & Mobile Device Support Training Adult** contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
20	\$48,950	\$73,425	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

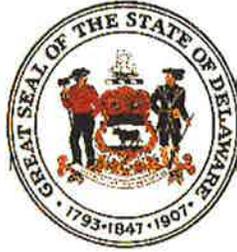
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Please contact me at 302-761-8156 with any additional questions you may have.

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July 13, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Licensed Practical Nursing** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
24	\$100,000	\$150,000	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

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Delaware Department of Labor-Fox Valley
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July 15, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Licensed Practical Nursing Training Adult** contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
24	\$100,000	\$150,000	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

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July 13, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **H.V.A.C & Building Energy Systems** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
15	\$32,340	\$48,510	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

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July 15, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **H.V.A.C & Building Energy Systems** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
15	\$32,340	\$48,510	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

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July 13, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Electrical Trades** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
15	\$30,534	\$45,801	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

Employment and Training Contract Specialist
Delaware Department of Labor-Fox Valley
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Wilmington, DE 19802
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July 15, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Electrical Trades** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
15	\$30,534	\$45,801	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

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July 13, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Welding & Fabrication** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
9	\$27,000	\$40,500	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

Employment and Training Contract Specialist
Delaware Department of Labor-Fox Valley
4425 N. Market Street
Wilmington, DE 19802
Phone: 302-761-8156



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POST OFFICE BOX 9828
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July 15, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Eric Wells:

Congratulations on being awarded the **Welding & Fabrication** Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
9	\$27,000	\$40,500	\$0

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Ashley.Francica@state.de.us no later than **Monday April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Ashley Francica

Employment and Training Contract Specialist
Delaware Department of Labor-Fox Valley
4425 N. Market Street
Wilmington, DE 19802
Phone: 302-761-8156



**STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
WILMINGTON, DE 19802**

April 12, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Mr. Eric Wells:

Congratulations on being awarded, as a result of your "Best and Final Offer", the Welding Career Lattice Training Adult contract for program year 2016. The entire program may be completed over a two year period. DE Skills Center has been awarded **\$141,992** for the first year (Year 1). The contract will be renewed for the second year contingent on satisfactory completion of the Year 1 goals and successful negotiation of the year two contract including budget and goals. Please see the attached Terms and Conditions of this award (Attachment A). All items specified in the Terms and Conditions are contingent upon full agreement between DET and DE Skills Center.

In order to write the contract, I need the following documents:

1. Revised Target Question 4 (Attachment B)
2. Revised Target Question 6 for Year 1 and 2 (Attachment C)
3. Statement of Completion for Year 1 and for Year 2 (a brief statement in Microsoft Word of what a client will achieve after Year 1 and then Year 2 of the program)
4. Budget for Year 1 only (Attachment D)
5. Training Order (Attachment E)

Please send the requested items to Joel.Riley@state.de.us in a Microsoft Word format no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley

TERMS AND CONDITIONS

Overall Purpose: This grant is being awarded by the Delaware Workforce Development Board (DWDB) and administered by the Department of Labor, Division of Employment and Training (DET) at the funding level indicated on the Award Letter with Blue Collar funds. The goal of funding Career Lattice Programs with Adult Blue Collar funds is to pilot a training program that integrates occupational, necessary reading and mathematics skills and soft skills training that result in individuals moving horizontally or vertically in terms of a career. In looking at performance, it is important to look beyond the first job placement to the second where career growth actually is demonstrated.

Governing Policies: The use of funds will be governed by DET's applicable Blue Collar program policies (<http://det.delawareworks.com/rfp-contract-services/>), Contract provisions, and the project specific policies noted below:

(1) PARTICIPANT ELIGIBILITY

- All participants must meet the Blue Collar Eligibility requirements outlined in ETO Policy 15.
- Participants may be employed or unemployed at the time of enrollment into the program. If a participant is employed at the time of enrollment, the Upgrade Placement definition found in ETO Policy 46 applies with the exception that no request needs to be made prior to enrollment for the upgraded placement to count for performance.

(2) PROGRAM DESIGN

- The contract start date will be **July 1, 2016** and the end date will be **June 30, 2017**.
- Delaware Skills Center (Contractor) will enroll a total of 18 participants within the contract period (Year 1).
- There must be participation in each of the four proposed Levels (1-4) and Modules (1-12).
- 12 enrollments must come from outside the Delaware Skills Center welding area. The expectation is that employers will begin to pay some or all of the cost of training employees they send for training. Failure to have a tuition plan for business will jeopardize future funding
- While Contractor does not have to incorporate all of the following Career Lattice (CL) characteristics below, at a minimum numbers 1, 3, 4, 5, and 7 will be an integral part of the program design.
 1. **Sector Strategy:** CL target a particular sector and rely heavily on local employers to determine skill requirements for employment and progression.
 2. **Stackable Educational/Training Options:** CL include a full range of secondary, adult, and postsecondary education options and use a non-duplicative progression of courses clearly articulated from one level of instruction to the next.

3. **Contextualized Learning:** CL education and training programs focus curriculum and instructional strategies that make work a central context for learning and help students attain work readiness skills
 4. **Integrated Education and Training:** CL combine occupational skills training with adult ed. services, give credit for prior learning, and adopt other strategies that accelerate advancement.
 5. **Industry-Recognized Credentials:** CL lead to (and make it easier to obtain) industry-recognized degrees or credentials that have value in the labor market.
 6. **Multiple Entry and Exit Points:** Allow workers of various levels to enter and advance within a specific sector or occupation.
 7. **Intensive Wrap-Around Services:** Academic and career counseling are essential to support the development of individual career plans-especially at the points of transition.
 8. **Designed for Working Learners:** CL programs are designed with the adult and non-traditional students in mind who often need to combine work and study. This includes flexible and non semester based scheduling, alternative class time and locations, and innovative uses of technology.
- Specifically for 4 above, programs will enable participants to increase their reading and math skills to the appropriate level needed to succeed in the trained occupational skill while participating in the program. **At least 25% of participants must benefit from this service.** Stand-alone remedial training or a General Educational Development (GED) certificate only, are not allowable activities.
 - The program will lead to various industry recognized credentials in the field of Welding. The definition of credential can be found in the contract.

(3) PERFORMANCE

The expected performance will be in Appendix D of the contract and is proposed by year below.

Year 1

Enrollment	18
Earned at least one certification	85%
Entered Employment Rate-Day 1 within the industry (includes placement upgrade for those employed)	79%
Employment Retention-Day 30 (of enrollments)	70%
Employment Retention-Day 90 (of enrollments)	70%
Enrolled for Year 2 services (of enrollments)	75%
Average Earnings	\$14,075

(4) REPORTING

All data entry and reporting will be conducted in Delaware Joblink (<https://joblink.delaware.gov>). Further guidance may be issued on how to enter data. Unless other guidance is issued, data entry and reporting will be consistent with Blue Collar Adult programs.



**STATE OF DELAWARE
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4425 NORTH MARKET STREET
WILMINGTON, DE 19802**

April 12, 2016

Delaware Skills Center
1300 Clifford Brown Walk
Wilmington, DE 19801

Mr. Eric Wells:

Congratulations on being awarded, as a result of your “Best and Final Offer”, the Multi-Craft- Industrial Trades Career Lattice Training Adult contract for program year 2016. The entire program may be completed over a two year period. DE Skills Center has been awarded **\$102,708** for the first year (Year 1). The contract will be renewed for the second year contingent on satisfactory completion of the Year 1 goals and successful negotiation of the year two contract including budget and goals. Please see the attached Terms and Conditions of this award (Attachment A). All items specified in the Terms and Conditions are contingent upon full agreement between DET and DE Skills Center.

In order to write the contract, I need the following documents:

1. Revised Target Question 4 (Attachment B)
2. Revised Target Question 6 for Year 1 and 2 (Attachment C)
3. Statement of Completion for Year 1 and for Year 2 (a brief statement in Microsoft Word of what a client will achieve after Year 1 and then Year 2 of the program)
4. Budget for Year 1 only (Attachment D)
5. Training Order (Attachment E)

Please send the requested items to Joel.Riley@state.de.us in a Microsoft Word format no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley

TERMS AND CONDITIONS

Overall Purpose: This grant is being awarded by the Delaware Workforce Development Board (DWDB) and administered by the Department of Labor, Division of Employment and Training (DET) at the funding level indicated on the Award Letter with Blue Collar funds. The goal of funding Career Lattice Programs with Adult Blue Collar funds is to pilot a training program that integrates occupational, necessary reading and mathematics skills and soft skills training that result in individuals moving horizontally or vertically in terms of a career. In looking at performance, it is important to look beyond the first job placement to the second where career growth actually is demonstrated.

Governing Policies: The use of funds will be governed by DET's applicable Blue Collar program policies (<http://det.delawareworks.com/rfp-contract-services/>), Contract provisions, and the project specific policies noted below:

(1) PARTICIPANT ELIGIBILITY

- All participants must meet the Blue Collar Eligibility requirements outlined in ETO Policy 15.

- Participants may be employed or unemployed at the time of enrollment into the program. If a participant is employed at the time of enrollment, the Upgrade Placement definition found in ETO Policy 46 applies with the exception that no request needs to be made prior to enrollment for the upgraded placement to count for performance.

(2) PROGRAM DESIGN

- The contract start date will be **July 1, 2016** and the end date will be **June 30, 2017**.

- Delaware Skills Center (Contractor) will enroll a total of 7 participants within the contract period (Year 1).

- There must be participation in each of the proposed Levels (1 & 2), all participants will rotate throughout the entire level One, and after successful completion of Level I participants will enter into Level II to receive more intensive OST in chosen career path.

- While Contractor does not have to incorporate all of the following Career Lattice (CL) characteristics below, at a minimum numbers 1, 3, 4, 5, and 7 will be an integral part of the program design.
 1. **Sector Strategy:** CL target a particular sector and rely heavily on local employers to determine skill requirements for employment and progression.
 2. **Stackable Educational/Training Options:** CL include a full range of secondary, adult, and postsecondary education options and use a non-duplicative progression of courses clearly articulated from one level of instruction to the next.

3. **Contextualized Learning:** CL education and training programs focus curriculum and instructional strategies that make work a central context for learning and help students attain work readiness skills
 4. **Integrated Education and Training:** CL combine occupational skills training with adult ed. services, give credit for prior learning, and adopt other strategies that accelerate advancement.
 5. **Industry-Recognized Credentials:** CL lead to (and make it easier to obtain) industry-recognized degrees or credentials that have value in the labor market.
 6. **Multiple Entry and Exit Points:** Allow workers of various levels to enter and advance within a specific sector or occupation.
 7. **Intensive Wrap-Around Services:** Academic and career counseling are essential to support the development of individual career plans-especially at the points of transition.
 8. **Designed for Working Learners:** CL programs are designed with the adult and non-traditional students in mind who often need to combine work and study. This includes flexible and non semester based scheduling, alternative class time and locations, and innovative uses of technology.
- Specifically for 4 above, programs will enable participants to increase their reading and math skills to the appropriate level needed to succeed in the trained occupational skill while participating in the program. **At least 25% of participants must benefit from this service.** Stand-alone remedial training or a General Educational Development (GED) certificate only, are not allowable activities.
 - The program will lead to various industry recognized credentials in the field of Level I, Multi-Craft Industrial Trades; Level II Carpentry, Plumbing, Electrical, HVAC, and Welding Level I certificates, Electrical Delaware Work License, HVAC E.P.A. 608 Universal, R-410A, and Welding GMAW (M.I.G.) certifications 1F to 4F. The definition of credential can be found in the contract.

(3) PERFORMANCE

The expected performance will be in Appendix D of the contract and is proposed by year below.

Year 1

Enrollment	7
Earned at least one certification	85%
Entered Employment Rate-Day 1 within the industry (includes placement upgrade for those employed)	79%
Employment Retention-Day 30 (of enrollments)	70%
Employment Retention-Day 90 (of enrollments)	70%
Enrolled for Year 2 services (of enrollments)	75%
Average Earnings	\$14,075

(4) REPORTING

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WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Technical and Community College-George
300 N. Orange Street
Wilmington, DE 19801

Cathren A. Hagan-Smith:

Congratulations on being awarded the Paraprofessional Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
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4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
15	\$21,667.00	\$35,351.00	\$2,851.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
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4425 NORTH MARKET STREET
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July 15, 2016

Delaware Technical and Community College-George
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Cathren A. Hagan-Smith:

Congratulations on being awarded the Paraprofessional Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

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Jim Tribbitt



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DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Technical and Community College-George
300 N. Orange Street
Wilmington, DE 19801

Cathren A. Hagan-Smith:

Congratulations on being awarded the Early Childhood Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
4	\$12,840.00	\$20,951.00	\$1,690.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Delaware Technical and Community College-George
300 N. Orange Street
Wilmington, DE 19801

Cathren A. Hagan-Smith:

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3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
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Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
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Sincerely,

Jim Tribbitt



STATE OF DELAWARE
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4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Delaware Technical and Community College-Terry
100 Campus Drive
Dover, DE 19901

Deborah Leech:

Congratulations on being awarded the Certified Nursing Assistant Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
22	\$22,720.00	\$37,280.00	\$3,200.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

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Sincerely,

Jim Tribbitt



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DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Radiologic Technologist Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
4	\$15,526.00	\$25,288.00	\$2,000.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

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Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Radiologic Technologist Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
4	\$15,526.00	\$25,288.00	\$2,000.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Associate Degree Nursing Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
5	\$19,753.00	\$32,130.00	\$2,500.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Associate Degree Nursing Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
5	\$19,753.00	\$32,130.00	\$2,500.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
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4425 NORTH MARKET STREET
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WILMINGTON, DE 19809-0828

July 15, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Medical Office Specialist with Electronic Health Records Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
6	\$25,909.00	\$42,520.00	\$3,657.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 13, 2016

Delaware Technical and Community College-Owens
21179 College Drive
Georgetown, DE 19947

Chala Breen:

Congratulations on being awarded the Medical Office Specialist with Electronic Health Records Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
6	\$25,909.00	\$42,520.00	\$3,657.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Polytech Adult Education
823 Walnut Shade Rd.
P.O. Box 102}
Woodside, DE 19980

Betsy Jones:

Congratulations on being awarded the Electro-Mechanical Technician Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
24	\$33,976.00	\$54,564.00	\$3,600.00

*The direct benefit was determined by the BAFO request. If you would like to change this amount, please let me know.

Please send the requested items to Jim.Tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt



**STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
WILMINGTON, DE 19802**

April 12, 2016

Polytech Adult Education
823 Walnut Shade Road
P.O. Box 102
Woodside, DE 19980

Dr. Betsy Jones:

Congratulations on being awarded, as a result of your "Best and Final Offer", the IT Professional Career Lattice Training Adult contract for program year 2016. The entire program may be completed over a two year period. Polytech has been awarded **\$110,289** for the first year (Year 1). The contract will be renewed for the second year contingent on satisfactory completion of the Year 1 goals and successful negotiation of the year two contract including budget and goals. Please see the attached Terms and Conditions of this award (Attachment A). All items specified in the Terms and Conditions are contingent upon full agreement between DET and Polytech Adult Education.

In order to write the contract, I need the following documents:

1. Revised Target Question 4 (Attachment B)
2. Revised Target Question 6 for Year 1 and 2 (Attachment C)
3. Statement of Completion for Year 1 and for Year 2 (a brief statement in Microsoft Word of what a client will achieve after Year 1 and then Year 2 of the program)
4. Budget for Year 1 only (Attachment D)
5. Training Order (Attachment E)

Please send the requested items to Joel.Riley@state.de.us in a Microsoft Word format no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley

TERMS AND CONDITIONS

Overall Purpose: This grant is being awarded by the Delaware Workforce Development Board (DWDB) and administered by the Department of Labor, Division of Employment and Training (DET) at the funding level indicated on the Award Letter with Blue Collar funds. The goal of funding Career Lattice Programs with Adult Blue Collar funds is to pilot a training program that integrates occupational, necessary reading and mathematics skills and soft skills training that result in individuals moving horizontally or vertically in terms of a career. In looking at performance, it is important to look beyond the first job placement to the second where career growth actually is demonstrated.

Governing Policies: The use of funds will be governed by DET's applicable Blue Collar program policies (<http://det.delawareworks.com/rfp-contract-services/>), Contract provisions, and the project specific policies noted below:

(1) PARTICIPANT ELIGIBILITY

- All participants must meet the Blue Collar Eligibility requirements outlined in ETO Policy 15.
- Participants may be employed or unemployed at the time of enrollment into the program. If a participant is employed at the time of enrollment, the Upgrade Placement definition found in ETO Policy 46 applies with the exception that no request needs to be made prior to enrollment for the upgraded placement to count for performance.

(2) PROGRAM DESIGN

- The contract start date will be **July 1, 2016** and the end date will be **June 30, 2017**.
- Polytech Adult Education (Contractor) will enroll a total of 25 participants within the contract period (Year 1).
- There must be participation in each of the proposed Levels (Computer, Automated Teller, Office Machine Repairers; Computer User Support Specialist; Computer Network Support Specialist; Network and Computer Systems Administrator).
- While Contractor does not have to incorporate all of the following Career Lattice (CL) characteristics below, at a minimum numbers 1, 3, 4, 5, and 7 will be an integral part of the program design.
 1. **Sector Strategy:** CL target a particular sector and rely heavily on local employers to determine skill requirements for employment and progression.
 2. **Stackable Educational/Training Options:** CL include a full range of secondary, adult, and postsecondary education options and use a non-duplicative progression of courses clearly articulated from one level of instruction to the next.
 3. **Contextualized Learning:** CL education and training programs focus curriculum and instructional strategies that make work a central context for learning and help students attain work readiness skills

4. **Integrated Education and Training:** CL combine occupational skills training with adult ed. services, give credit for prior learning, and adopt other strategies that accelerate advancement.
 5. **Industry-Recognized Credentials:** CL lead to (and make it easier to obtain) industry-recognized degrees or credentials that have value in the labor market.
 6. **Multiple Entry and Exit Points:** Allow workers of various levels to enter and advance within a specific sector or occupation.
 7. **Intensive Wrap-Around Services:** Academic and career counseling are essential to support the development of individual career plans-especially at the points of transition.
 8. **Designed for Working Learners:** CL programs are designed with the adult and non-traditional students in mind who often need to combine work and study. This includes flexible and non semester based scheduling, alternative class time and locations, and innovative uses of technology.
- Specifically for 4 above, programs will enable participants to increase their reading and math skills to the appropriate level needed to succeed in the trained occupational skill while participating in the program. **At least 25% of participants must benefit from this service.** Stand-alone remedial training or a General Educational Development (GED) certificate only, are not allowable activities.
 - The program will lead to various industry recognized credentials in the field of CompTIA A+, COMPTIA NET+ and CCNA certification. The definition of credential can be found in the contract.

(3) PERFORMANCE

The expected performance will be in Appendix D of the contract and is proposed by year below.

Year 1

Enrollment	25
Earned at least one certification	85%
Entered Employment Rate-Day 1 within the industry (includes placement upgrade for those employed)	79%
Employment Retention-Day 30 (of enrollments)	70%
Employment Retention-Day 90 (of enrollments)	70%
Enrolled for Year 2 services (of enrollments)	75%
Average Earnings	\$14,075

(4) REPORTING

All data entry and reporting will be conducted in Delaware Joblink (<https://joblink.delaware.gov>). Further guidance may be issued on how to enter data. Unless other guidance is issued, data entry and reporting will be consistent with Blue Collar Adult programs.



STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT & TRAINING
4425 NORTH MARKET STREET
POST OFFICE BOX 9828
WILMINGTON, DE 19809-0828

July 15, 2016

Sussex Tech Adult Division
P.O. Box 351
17099 County Seat Highway
Georgetown, DE 19947

Kimley Hines:

Congratulations on being awarded the Certified Nursing Assistant Training Adult contract for program year 2016. In order to write the contract, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
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3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order-attached

When completing the budget, please base the total off of the following figures:

Enrollments	Performance Portion (40%)	Total Cost Reimbursement Portion	Cost Reimbursement /Direct Benefits
18	\$30,400.00	\$49,600.00	\$4,000.00

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Please send the requested items to jim.tribbitt@state.de.us no later than **Monday, April 25, 2016**. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8152 with any additional questions you may have.

Sincerely,

Jim Tribbitt

