



State of Delaware

Delaware Office of the State Fire Marshal

Department of Services for Children, Youth & Their
Families

1537 Chestnut Grove Road
Dover, DE 19904-1544
Ph: 302-739-5665

1825 Faulkland Road
Wilmington, De 19805
Ph: 302-633-2701

MEMORANDUM of UNDERSTANDING (MOU)

**Delaware Office of the State Fire Marshal
&
Department of Services for Children, Youth & Their Families**

I. PURPOSE

This cooperative agreement represents an understanding between the Department of Services for Children, Youth, and Their Families (hereinafter "DSCYF") and The Office of the State Fire Marshal. DSCYF's Office of Child Care Licensing (hereinafter "OCCL") located within the Division of Family Services (hereinafter "DFS") acts under the authority of "The Delaware Child Care Act" (31 Del. C. 3 §341-345) to license early care and education and school-age centers, child care homes, and child welfare facilities. According to DELACARE Regulations a fire safety inspection is required for license issuances and renewals for all early care and education and school-age centers, large family child care homes, and residential child care facilities. 29 Del. C. §6531 provides that when one State agency provides services to another State agency on a reimbursement basis, it shall be reimbursed in the amount of which is not less than the full cost of the services.

II. AUTHORITY AND RESPONSIBILITIES

It is agreed between the parties as follows:

A. DSCYF agrees to provide the following:

1. Salary and related employment costs and fees for one (1) Fire Safety Inspector in the Office of the State Fire Marshal whose primary function and responsibility will be to conduct fire safety inspections for child care facilities.
2. A monthly list from OCCL to the Office of the State Fire Marshal of the child care facilities requiring annual inspections. The applicants for initial licensure will contact the Office of the State Fire Marshal directly to request inspection.
3. Reimbursement to the Office of the State Fire Marshal on a monthly basis. The agreed upon annual budget is detailed on the required twelve (12) month DSCYF Budget Form, Salary Detail, and Budget Narrative (Attachment A). The 12 month budget will be effective July 1, 2016 and govern each subsequent 12 month period until such time as a revised budget is submitted and mutually agreed upon.

B. The Office of the State Fire Marshal agrees to provide the following:

1. Fire safety inspections for initial and annual licensure of the following statewide child care facilities not under the jurisdiction of another fire inspection authority:

- a. Early Care and Education and School-Age Centers – approximately 450
 - b. Large Family Child Care Homes – approximately 85
 - c. Child Welfare Facilities – approximately 23
2. Supervisory, secretarial and engineering support for fire safety inspections of child care facilities.
 3. Fire Safety Inspection reports submitted to the referring Licensing staff for each facility inspected.
 4. Contact with the referring Licensing staff by the next working day when a serious fire safety violation is found. The Fire Safety Inspector and the Licensing staff will collaborate to develop a plan of correction to ensure the safety of the children in the facility in question.
 5. Contact with the referring Licensing staff if an inspection cannot be completed in the month it is requested.
 6. Monthly invoices to DSCYF which detail expenses and facilities inspected. All invoices shall be submitted via mail or email to:

State of Delaware - DSCYF
 Attn: Kelly McDowell
 1825 Faulkland Road
 Wilmington, DE 19805
Kelly.McDowell@state.de.us

- C. This agreement may be modified at any time upon the written agreement of all parties signed by each party's authorized personnel.

III. AGREEMENT REVIEW

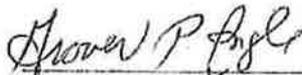
This ongoing Agreement shall be effective immediately upon the written signatures of all parties and will remain in effect until a new agreement is signed.

The Agreement shall be reviewed annually by appropriate personnel from each agency and shall be reauthorized at least every five (5) years by each party.

IV. ACCEPTANCE

In consideration of the spirit and intent of this Memorandum of Understanding, the following signatures confirm their understanding of, and commitment to, the responsibilities embodied herein.

OFFICE OF THE FIRE MARSHAL


 Delaware State Fire Marshal 03-24-16
 _____ Date

**DEPARTMENT OF SERVICES FOR CHILDREN,
 YOUTH AND THEIR FAMILIES**


 DSCYF, Cabinet Secretary 3-28-16
 _____ Date


 DFS, Director 3-11-16
 _____ Date

DSCYF BUDGET FORM

ATTACHMENT A

A Separate Budget Form Must be Completed for Each Service/Facility in the Contract

Agency: Office of the State Fire Marshal
 Service/Facility: _____
 Prepared by: Office of the State Fire Marshal
 Budget Term: 12 months Effective 7/1/16

Service Budget

LINE ITEM

Expense Item

1 SALARIES:

a. Salaries (enter total from Salary Detail)

	\$34,872.00
Subtotal (1a):	\$34,872.00

2 OTHER EMPLOYMENT COSTS:

- a. Unemployment Compensation
- b. Pensions
- c. Health Insurance
- d. Workmen's Compensation
- e. FICA
- f. Other Benefits (specify in narrative)

	\$35.00
	\$2,654.00
	\$5,426.00
	\$340.00
	\$2,280.00
	\$0.00
Subtotal (2a-f):	\$10,735.00

3 TRAVEL:

- a. Mileage
- b. Common Carrier
- c. Meals
- d. Lodging
- e. Other Travel (specify in narrative)

	\$5,611.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Subtotal (3a-e):	\$5,611.00

4 CONTRACTUAL SERVICES:

- a. Other Professional Services
- b. Postage & Freight
- c. Telephone
- d. Utilities
- e. Insurance
- f. Rental/Mortgage -Building/Office/Land
- g. Use Allowance and Depreciation
(for f. & g. identify the cost per sq. ft. for rental properties in narrative)
- h. Rental - Equipment
- i. Repair/Service/Maintenance
- j. Printing and Binding
- k. Association Dues and Conference Fees
- l. Advertising
- m. Other Contractual Services

	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Subtotal (4a-m):	\$0.00

DSCYF BUDGET FORM

ATTACHMENT A

A Separate Budget Form Must be Completed for Each Service/Facility in the Contract

5 SUPPLIES/MATERIALS:

a. Food	\$0.00
b. Linens & Blankets	\$0.00
c. Stationery/Office Supplies	\$600.00
d. Housekeeping Supplies	\$0.00
e. Educational, Recreational, Cultural Supplies and Subscriptions	\$0.00
f. Motor Vehicle - Accessories, Tires, Parts, Motor Oil/Grease	\$0.00
g. Gasoline	\$0.00
h. Other Supplies/Materials (specify in narrative)	\$0.00
Subtotal (5a-h):	\$600.00

6 CAPITAL OUTLAY/EQUIPMENT:

a. Capital Outlay/Equipment	\$0.00
Subtotal (6a):	\$0.00

Direct Service Budget Subtotal \$51,818.00

7 ADMINISTRATION COSTS:

PERSONNEL COSTS:

a. Salaries (enter total from Salary Detail)	\$0.00
b. Unemployment Compensation	\$0.00
c. Pensions	\$0.00
d. Health Insurance	\$0.00
e. Workmen's Compensation	\$0.00
f. FICA	\$0.00
g. Other Benefits (specify in narrative)	\$0.00
h. Other Support costs (specify in narrative, including cost per sq. ft. for buildings)	\$0.00
i. Agency local office administrative costs allocated to this DSCYF contracted service	\$0.00
j. Agency central office administrative costs allocated to this DSCYF contracted service	
Subtotal (7a-j):	\$0.00

8 BUDGET TOTAL

Total (1-7) \$51,818.00

Except for Expense Items 1.a and 7.a. all Expense Items shall have an auditable justification provided in the Attachment A Budget Narrative

BUDGET NARRATIVE

1.	Salary:	\$34,872.00
2.	Other Employment Costs:	
	Unemployment Compensation, Pensions, Health Insurance, Workman's Compensation and FICA	\$10,735.00
3.	Travel	
	Mileage @ .40 per mile	\$5,611.00
4.	Supplies/Materials (NFPA Book and copies)	\$600.00
	TOTAL CONTRACT AMOUNT REQUESTED.....	\$51,818.00

