

**West Piedmont Workforce Investment Board
Transition Services Agreement
Adult, Dislocated Worker, One Stop Operator and Business Services**

THIS TRANSITION SERVICES AGREEMENT (“Transition Services Agreement”) is made and entered into as of the 29th day of September, 2014, by and between the WEST PIEDMONT WORKFORCE INVESTMENT BOARD (“**WPWIB**”) and PITTSYLVANIA COUNTY COMMUNITY ACTION, INC. (“**Contractor**”).

In consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.**

The parties recite the following facts:

- a. Following procurement procedures, selection and award, WPWIB and Contractor entered into that certain Contract for Adult, Dislocated Worker, One Stop Operator and Business Services (“**Contract**”) dated July 1, 2013, related to provision of services to eligible adults, dislocated workers and employers in the locales of Danville-Pittsylvania County and Martinsville-Henry County. The Contract was amended by that certain Modification and Amendment agreement (“**Amendment**”) dated July 1, 2014. The Amendment renewed the Contract on a month-to-month basis and imposed additional requirements upon Contractor. Unless specifically stated otherwise, reference to the “**Contract**” includes its Amendment.
- b. In that certain Termination Agreement dated September 29th, 2014, WPWIB and Contractor agreed to terminate the Contract effective as of 11:59 on September 30, 2014.
- c. To ensure the continued and uninterrupted provision of services to WPWIB’s consumers and a smooth transition, WPWIB and Contractor have agreed to the terms of this Transition Services Agreement

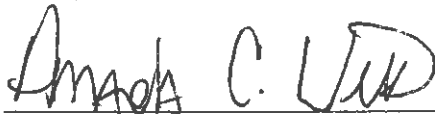
2. **Agreement.**

The parties agree as follows:

- a. For the period of October 1, 2014, through and including October 31, 2014, Contractor shall (i) provide Adult, DW and One Stop Operator services including case management, enrollment and Job Developer and One Stop Services as defined in the Contract and (ii) perform all duties and obligations of Contractor as set forth in the transition checklist, attached hereto as Schedule A and incorporated by reference (collectively, the “**Transition Services**”). The budget, which represents the maximum amount of reimbursement available for these Transition Services, is set forth in the PCCA Closeout Budget, attached hereto as Schedule B and incorporated by reference.

- c. Except as set forth herein or in any separate agreement addressing transition services, if any, after the Termination Date, WPWIB shall have no further obligation to the Contractor other than those which the Contract expressly provides survive termination of the Contract.
- d. Except as set forth herein or in any separate agreement addressing transition services, if any, after the Termination Date, the Contractor shall have no further obligation to WPWIB other than those obligations related to audit, accountability of funds, document retention, compliance reporting and close-out deliveries of WIA files and property, and any other obligation which the Contract expressly provides survive termination of the Contract.


IN WITNESS WHEREOF, the parties have caused this Termination Agreement to be executed on the day and date first written above.



Amanda Witt, WPWIB Chair

9-29-14

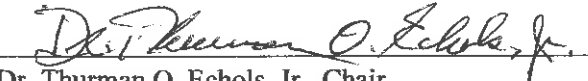
Date



Lisa Fultz, WPWIB Executive Director

29 Sept 2014

Date



Dr. Thurman O. Echols, Jr., Chair
Pittsylvania County Community Action
Contractor

9-29-14

Date



Everlena Ross, Interim Executive Director
Pittsylvania County Community Action
Contractor

09-29-14

Date

Schedule B - Closeout Budget for Transition Services

Approved PCCA Closeout Budget, October 2014		
Item	Amount	Narrative
October Salaries	\$14,898.08	Estimated salaries of 6 PCCA employees working in the WIA program up to October 31, 2014
October Fringe	\$5,214.33	Fringe benefits are estimated at 35% for 6 PCCA employees working in the WIA program up to October 31, 2014
Annual Leave Payout**	\$13,417.52	Total annual leave payout for all leave accrued by PCCA
Sick Leave Payout**	\$862.50	Maximum sick leave payout for all PCCA employees
Martinsville Center Expenses	\$2,677.93	To reimburse PCCA staff for travel between
Pitt. County Center Expenses	\$3,926.00	For the payment of rent, pest control, garbage fees
Danville Center Expenses	\$1,886.08	For the payment of internet, phone and rent at Danville
Total Salaries and Benefits	\$42,882.44	Total October reimbursement for all WIA activities administered by PCCA

*The following staff members are approved for working in October as needed: Elizabeth Mullis, Darrell Bruce, Monica Beard, Connie Jordan, Brian Satterfield and Brenda DeHart, to provide continued case management, enrollments as needed at the Martinsville, Danville, and Chatham locations through October 15, 2014, and file corrections through October 31, 2014.

**A copy of payroll register must be presented for salaries, benefits and leave.

	Direct Client Expenses		
	Intensive	Supportive	Training
Danville-Pittsylvania County Adult	\$ 4,495.00	\$ 689.33	\$ 5,625.00
Danville-Pittsylvania County Dislocated Worker	\$ 2,175.00	\$ 560.67	\$ 2,750.00
Martinsville-Henry County Adult	\$ 2,610.00	\$ 637.00	\$ 3,250.00
Martinsville-Henry County Dislocated Worker	\$ 435.00	\$ 291.33	\$ 1,375.00
Total Direct Client Expenses	\$ 9,715.00	\$ 2,178.33	\$ 13,000.00
Subtotal (Subject to Indirect)	\$67,775.77		
Indirect (8.55%)	\$5,794.83		
Total Approved Closeout Budget for October 2014	\$73,570.60		

Schedule B - Closeout Budget for Transition Services

PCCA October Operation Expenses, Tight Squeeze		
Item	Amount	Narrative
Rent	2505	
Pest	70	
Garbage	150	
Utilities	400	
Internet	201	
Phone (LD)	160	
Phone (Verizon)	440	
Total	3926	

PCCA October Operation Expenses, Danville Center		
Item	Amount	Narrative
Internet	120	
Rent	1716.08	Noncash exchange
Cell Phone	50	
Total	1886.08	

Martinsville Center Expenses		
Item	Amount	Narrative
Mileage	1200	
Rent	1477.903	Noncash exchange
Total	2677.903	

Amanda C. Witt

Amanda Witt, WPWIB Chair

9-29-14

Date

Lisa Fultz

Lisa Fultz, WPWIB Executive Director

29 Sept 2014

Date

Dr. Thurman O. Echols, Jr.

Dr. Thurman O. Echols, Jr., PCCA Chair
Pittsylvania County Community Action
Contractor

9-29-14

Date

Everlena B. Ross

Everlena Ross, Interim Executive Director
Pittsylvania County Community Action
Contractor

09-29-14

Date



Region 17 Workforce Investment Board – WIA Adult/Dislocated Worker (Martinsville and Danville City, Pittsylvania and Henry County) Transition Checklist

Category	Task	Due No Later Than	Responsible Party	Status
Customers	Review client files and cross-check against VOS. Record any needed corrections, modifications etc.	October 15, 2014	WPWIB	In Progress
	Make required corrections to the files and communicate to WPWIB so that changes may be reflected by WPWIB staff in Virginia Workforce Connection system.	November 14, 2014	PCCA	
	Identify customers who need to be exited due to no activity and provide list to WPWIB staff for approval prior to exit.	October 15, 2014	PCCA/WIB	
	Exit clients based on the identified list after WPWIB approval.	October 15, 2014	PCCA/WIB	
	Active files and active follow-up files maintained at current locations in secure file cabinets. A list will need to be provided with the following information; status, agency name, funding stream, location, enrollment date, and identified by file cabinet that record is stored. Chatham files will need to be transported to the Danville Center after boxing and labeling as required for check-in.	October 15, 2014	PCCA	
	Provide a list of participants that will have current activities that will continue past October 15, 2014, and their current status. Example; Internship, Secondary Education, Work Experiences, etc.	October 15, 2014	PCCA	

	<p>Transfer any remaining files that are in Retention status to the WPWIB. All files that fall into this category should be packed according to fiscal year. Files should be packed in uniformed boxes with identification taped to outside of box and a list inside the box with the following information: fiscal year of final follow-up, agency name, funding stream, list of participants in box, location, and enrollment date. Identify all boxes with "Retention" written on the outside of the boxes. An explanation of any missing files and their associated cost must be provided and will result in disallowed costs if file is not located.</p>	<p>October 31, 2014</p>	<p>PCCA</p>	
<p>Financial and Equipment</p>	<p>Allow WPWIB access to Chatham location for removal of WPWIB property.</p>	<p>October 15-17, 2014</p>	<p>PCCA</p>	
<p>Staff</p>	<p>Submit October reimbursement request with all supporting documentation to WPWIB.</p>	<p>November 17, 2014</p>	<p>PCCA</p>	
<p>Other</p>	<p>Supply WPWIB with a list of all remaining staff along with passwords or codes for any equipment that is located in their work areas. Provide Flash Drive with transferred box lists, any WIA information on separate computer drives, and all other documentation requested by the WPWIB to complete transition process.</p>	<p>October 15, 2014</p>	<p>PCCA</p>	

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