

# **MARTINSVILLE-HENRY COUNTY**

## **Local One-Stop Partnership Memorandum of Understanding Workforce Investment Act**

Under the provisions of Section 121(c) of the federal Workforce Investment Act (“WIA”) of 1998, this Local Memorandum of Understanding (“MOU”) has been developed, with agreement of the Chief Local Elected Officials (“CLEOs”) of West Piedmont Workforce Investment Area 17, and is entered into between the West Piedmont Workforce Investment Board (“WPWIB”) and the partners within the local workforce investment area.

### **Purpose of this MOU**

This MOU is intended to establish and maintain a workforce network in which the WPWIB and the local area partners will ensure that comprehensive integrated One Stop workforce services are available for employers, job seekers, workers, and citizens seeking employment and training services.

The MOU establishes guidelines among local partners to create and maintain cooperative working relationships; to facilitate joint planning and evaluation of services; to develop efficient management of limited financial and human resources; and to meet and exceed all performance measures established by the WPWIB, the Virginia Workforce Council, and the United States Department of Labor.

### **The Vision, Mission and Goals of the WPWIB Workforce Investment System**

- **Vision** – For employers to have access to a skilled workforce and for individuals to maximize their desired career potential.
- **Mission** – To improve the quality of the local workforce, increase employment opportunities and wealth and enhance the productivity and competitiveness of employers.
- **Goals**
  - Raise the skill level of workers in order to increase access to employment opportunities and post-secondary education.
  - Promote a skilled workforce and workforce system.

Furthermore, the West Piedmont Workforce Investment Network desires that the vision, mission and goals will help advance the Virginia Workforce Council’s vision to have and promote a well trained, well educated, highly skilled and qualified workforce that is actively engaged in lifelong learning and fulfilling the needs of local employers. This workforce will be critical to the attraction and retention of successful business and industry in the area and will help ensure a desirable quality of life.

**Services: The following services should be provided by partners through the Comprehensive One Stop Delivery System:**

### **JOB SEEKER SERVICES**

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<p>Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System;</p> <p>Initial assessment of skill level(s), aptitudes, abilities and supportive service needs;</p> <p>Self-help job search and placement assistance;</p> <p>Access to employment opportunity and labor market information;</p> <p>Performance information and program costs for eligible providers of training services;</p> <p>Information on the overall performance of the One-Stop System;</p> <p>Information on the availability of supportive services and referral to such, as appropriate;</p> <p>Information on unemployment insurance claim filing;</p> <p>Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s);</p> <p>Information and assistance in applying for financial aid for training and education programs; and,</p> <p>Access to the core services and information about the governing rules and programs of mandatory Partner Organizations.</p>	<p>Comprehensive and specialized assessments of skill levels;</p> <p>Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;</p> <p>Referral to training services and group counseling;</p> <p>Literacy activities related to work readiness and individual counseling and career planning;</p> <p>Case management for participants seeking training services;</p> <p>Individual job search, referral and placement assistance;</p> <p>Work experience and internships;</p> <p>Short-term prevocational services (i.e. development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills and professional conduct) to prepare individuals for unsubsidized employment or training; and,</p> <p>Post employment follow-up services and support;</p> <p>Other intensive services as determined by a Partner Organization’s governing rules; and,</p> <p>Out of the area job search assistance/relocation assistance.</p>	<p>Occupational Skills Training through Individual Training Accounts (“ITAs”);</p> <p>On-the-Job Training (“OJT”);</p> <p>Programs that combine workplace training with related instruction which may include cooperative education;</p> <p>Training programs operated by the private sector;</p> <p>Skill upgrading and retraining;</p> <p>Entrepreneurial training;</p> <p>Adult education and literacy activities provided in combination with the training services described above;</p> <p>Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training; and,</p> <p>Other training services as determined by the Partner Organizations’ governing rules.</p>

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**BUSINESS SERVICES**

UNIVERSAL ACCESS CORE	INTENSIVE	TRAINING
Conduct outreach regarding One-Stop System Services and products;  Provide access to labor market information;  Use of One-Stop Center facilities for recruiting and interviewing job applicants;  Post job vacancies;  Provide information regarding workforce development initiatives and programs; and,  Provide information and services related to Unemployment Insurance taxes and claims; and,  Provide information regarding disability awareness issues.	Conduct on-site Rapid Response activities regarding closures and downsizings;  Facilitate traditional and reverse job fairs;  Provide customized recruitment and job applicant screening, assessment and referral services;  Take and fill job orders;  Assist with the interpretation of labor market information;  Consult on human resource issues;  Provide assistance technology;  Assist with disability accommodations; and,  Provide job coaches.	Develop OJT Contracts;  Provide employer and industry cluster driven Occupational Skills Training through ITAs with eligible training providers;  Develop customized training opportunities to meet specific employer and/or industry cluster needs;  Coordinate with employers to develop and implement layoff aversion strategies; and,  Provide incumbent worker upgrade training through various modalities.

**Definition of Roles and Relationships of Partners**

The Virginia Workforce Network is Virginia’s One Stop delivery system. At the local level, the partners provide quality services to jobseekers, incumbent workers, and employers through an integrated delivery system.

Partners eliminate duplication of common administrative functions and services, manage public funds efficiently, and assure team management and quality staff performance in this seamless integrated environment.

The following partners and their roles within the network are described below:

**Local Elected Officials (“LEO”) Consortium:** The LEO Consortium will play a major role in designing the local service delivery system.

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- In partnership with the WPWIB, develops and submits the local WIA plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
- Approves the WPWIB budget and One Stop Center cost allocation plan.
- Approves the selection of the One Stop Operator and One Stop center sites.
- Coordinates with the WPWIB to oversee the operations of the local Virginia Workforce Network, including One Stop center sites.

**WPWIB:** Ensures the workforce related needs of employers, workers, and jobseekers in the region are met.

- In partnership with the LEO Consortium, develops and submits the local WIA plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
- In collaboration with the LEO Consortium, develops the vision, goals, objectives and workforce related policies for the local area.
- Develops the strategic vision for local One Stop System.
- In cooperation with the LEO Consortium, approves selection of the one stop operator and one stop center sites.
- Develops the Comprehensive One Stop Delivery Center(s).
- Determines the role of the One Stop Operator, over and above those responsibilities specified by the contract or agreement.
- Establishes performance standards for the One Stop System, which may include customer satisfaction factors.
- Approves annual budget allocation for operation of the One Stop System and Centers.
- Helps the One Stop Center Operator recruit operational partners and helps negotiate MOUs with new partners.
- Seeks additional funding for the local Workforce Network to operate and expand One Stop customer activities and resources.
- Ensure certification of Virginia Workforce Center sites, consistent with state policy.
- Reviews and evaluates performance of the local Virginia Workforce System and the local Virginia Workforce System Operators.

**Board Staff:** Board staff may investigate and resolve elevated customer complaints and grievance issues, but do not provide direct One Stop Center services to program applicants and participants.

- Promotes awareness of the One Stop system, including public relations, and customer development, with advice from the One Stop Center Operator and/or individual program managers.
- Provides operational and grant-specific guidance to the One Stop Operator.
- Monitors operations and quality control of system.

**WPWIB's Program Planning and Development Committee:** Provides operational

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oversight and accountability pursuant to the WIA and state policy and guidelines, to ensure exceptional customer services to job seekers, current workers, and employers in the area. The Committee:

- Identifies measurable program outcomes and related performance measures including customer satisfaction.
- Monitors operations and quality control of the comprehensive One Stop center.
- Prepares regular reports and recommendations to the local board and the executive committee for One Stop policy, development, enhancements, and program performance.
- Identifies and provides reporting mechanisms to the WPWIB.
- Acts on behalf of the Board to ensure high quality performance of the One Stop Delivery Systems.
- On behalf of and subject to approval by the WPWIB, oversees negotiations and maintenance of Memoranda of Understanding with One Stop partners as required by the Act.
- Oversees local center and staff certification as set forth by the Virginia Workforce Council.

**Center Management Team:** The Center Management Team consists of one representative from each mandated partner having a significant presence at the Center and coordinates, facilitates, promotes, designs, and expedites services for the One Stop system as determined by the WPWIB. Specific responsibilities include the following:

***General:***

- Adheres to the provisions outlined in the contract with the WPWIB, WPWIB Local Plan, and the One Stop Workforce Center Business Plan(s).
- Serves as liaison with the WPWIB and its Program Planning & Development Committee and/or other WPWIB standing committees.
- Communicates the strategic objectives of the WPWIB to partners and vice versa.

***Operational:***

- Integrates systems and coordinate services for the system and its partners to place priority on customer service.
- Writes and maintains an operational plan (with approval of the WPWIB Program Planning & Development Committee) that meets operational needs.
- Defines and plans the implementation of any Business Services Team(s) with assistance provided by WPWIB staff.
- Negotiates operational agreements with mandated partners as may be necessary (with assistance provided by WPWIB staff).
- Expands MOUs with other desired partners.
- Makes staffing and training/development decisions to provide the necessary professionalism, support and oversight for the centers; defines the One Stop Staff Designee's responsibilities with input from the WPWIB.
- Ensures that data is entered, shared, and maintained for the centers.

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- Responds to customer and community needs by establishing affiliate and information centers in surrounding counties (with input and approval from the Program Planning & Development Committee).
- Forges relationships with employers to align with economic development needs.
- Meets Virginia Workforce Council requirements for Center certification.
- Responds to community needs, including alignment with economic development.
- Promotes awareness of Virginia Workforce System services.
- Will be responsible for Cross Training on a bimonthly basis and rotate development of training content and facilitation on a schedule to be agreed upon by the Management Team with input from the WPWIB.

#### **Monitoring and Evaluation:**

- Provides required reports and information to the WPWIB and the Program Planning & Development Committee in agreed-upon format and frequency.
- Monitors adherence to Business Plan and MOUs (with partners).
- Evaluates performance and implements required actions to meet performance standards.
- Evaluates customer satisfaction data and (with the assistance of the Program Planning & Development Committee) implements service strategy changes based upon review of the data.
- Evaluates effectiveness of staff training/development activities.

#### **The WPWIB's Staff Designee as the Lead Position responsible for providing One Stop System Oversight**

##### Duties Include:

- Manages the day-to-day operations of Virginia Workforce Center facilities.
- Determines functional teams necessary for the operation of Centers with approval of the Center Management Team.
- Assigns appropriate staff to participate in functional teams.
- Develops operational procedures for the functional teams.
- Drafts position descriptions for the functional teams.
- Attends to and resolves facilities issues such as contacting the landlord, IT issues, etc.
- Works with the One Stop Operator to schedule training and develops systems to ensure the safety and security of center staff and equipment.
- Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
- Develops One Stop Center staff orientation to inform, establish expectations; and address issues and concerns.
- Reports directly to the WPWIB's Executive Director.

#### **Local Workforce Partners:**

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Each mandatory partner providing its services through the One Stop system must be a party to the local MOU. Physical site plans should integrate staff, equipment, and resources. Service delivery and center operational plans should integrate common functions. At the onset, all partner staff must have clarity about their roles and responsibilities. Program partners should participate in functional teams and such participation should be reflected in staff performance evaluations as applicable.

**Mandatory One Stop Partner Programs, Workforce Investment Act, Public Law 105-220, Section 121(b)**

<b>Mandatory One Stop Partner Program</b>	<b>Administrative Agency</b>
WIA Title I Adult, Youth & Dislocated Workers	Provider(s) as determined by the WPWIB and LEO Consortium
WIA Title III – Wagner-Peyser	VEC
WIA Title II – Adult Education & Literacy	Department of Education – Local Education Agencies & Local Grant Recipients
WIA Title IV – Rehabilitation Act, as amended	DARS; Department for the Blind & Vision Impaired (“DBVI”) [One of these partner programs satisfies the physical presence requirement in the comprehensive One Stop Center]
Title V of the Older Americans Act	Goodwill Industries of the Valleys, Inc.
Postsecondary Carl Perkins Career & Technical Education	Virginia Community College System (VCCS)
Trade Adjustment Assistance	VEC
Veterans Employment & Training	VEC
Community Services Block Grant Employment & Training Activities	Community Action Agencies
US Department of Housing & Urban Development Employment & Training Activities	Local Housing Authorities
Unemployment Compensation	VEC
National Programs Located in the Workforce Investment Area	Job Corps, Native American, Migrant & Seasonal Farm Workers, Veterans, Youth Opportunity Grants

**Referral Method for the Universal Customer**

The One Stop system should include centers that are physically located within areas where demand for services is greatest. The centers should be designed, and promoted to be accessible to the “universal customer.” The customer flow between programs must be seamless.

All information acquired in the centers should be mutually accessible to avoid duplication of services. To the extent permitted by regulations requiring confidentiality of participant records, all labor market information, job leads, programmatic and participant information, as reported on standard forms, should be accessible .

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#### **Information Sharing and Performance Tracking**

All partners will cooperate to develop methods for customer assessment, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up, and customer satisfaction. The One Stop Operator and the Center Receptionist shall jointly be responsible for providing meaningful monthly reports to be shared with the Management Team and the WPWIB who will in turn share results with all Center staff so that staff will be informed of Center Customer Service performance and any appropriate improvement strategies related to customer service.

The local workforce investment system will meet established state and local customer service performance standards.

#### **Financing and Allocating Costs**

Each partner organization to this MOU must adhere to the following:

- Fund and provide all core and intensive services that are applicable to each partner's program;
- Fund and provide all support and follow-up services that are applicable to each partner's program; and
- Contribute a share of the rent of the facility proportionate to each partner's use of square footage, which includes utilities (i.e., heating and cooling). The lease for the facility is a full service lease which includes utilities and janitorial services.
- **Attachments 1 – 4 of this MOU, on pages 11-14, are the Martinsville One Stop Cost Allocation Plans.**

VEC and DARS are responsible for their Virginia Information Technologies Agency ("VITA") expenses including a proportionate amount of the access charge, telephone line charges, equipment, long distance and internet charges.

All agencies which utilize the shared printer/fax/scanner shall be responsible for a proportionate amount of the contracted base cost of the printer/fax/scanner and each agency shall be responsible for any cost for overage based on usage. The WPWIB has agreed to provide the upfront cost for this expense and will invoice each agency. The WPWIB may chose to invoice annually for those expenses.

The WPWIB covers the costs associated with the salary of the Center Receptionist whether as an employee or through contract; however, Center partners are encouraged to cost allocate these positions as they support the entire Center. Excessive capacity for space, maintenance of the resource room computers, outreach, special events that include and benefit all the agencies (i.e., job fairs), One Stop Operator and dumpster.



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DARS, VEC and WIA will be responsible for providing and replenishing office supplies for the resource room on a rotating basis as identified in the schedule agreed upon by the Management Team. Office supplies include paper, pens, and antibacterial wipes, and other items deemed necessary by the Management Team.

**Breach of MOU**

In the event that a mandatory partner and the WPWIB are unable to execute an MOU, it must be reported to the state WIA agency, and the state agency responsible for administering the partner program, which in turn must report such failure to the United States Secretary of Labor and to the head of any other federal agency with responsibility for oversight of a partner's program .

Any breach of the provisions of the local MOU by a partner program may be considered grounds for removal of that partner from the WPWIB.

Remedies will be specified by the WPWIB in the local MOU for partner program failure to comply with the local MOU provisions.

**Miscellaneous Provisions**

- **Mutual Respect of Organizational Practices**

All partners agree to respect each other's organizational practices and management structures in the provision of services under this MOU.

- **Indemnification and Liability**

By executing this MOU, each entity agrees to work together to deliver One Stop services for employers, employees and those seeking employment. However, the entities are not legally "partners" to the extent that term encompasses joint and several liability. Each legal entity under this MOU is responsible for the acts and omissions of its own employees, representatives, agents, and subcontractors..

- **Impasse Resolution**

In the event that an impasse should arise between the partners and/or the WPWIB regarding the terms and conditions, the performance, or administration of this MOU, the following procedure must be initiated:

1. The WPWIB and the partners must document their negotiations and efforts to resolve the issues.
2. The WPWIB Chairperson must meet with the LEO Consortium, partners and the WPWIB's Executive Director to resolve the issue if an agreement cannot be reached.

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3. As state WIA administrative entity, the Virginia Community College System (“VCCS”) will provide assistance in resolving the issue in accordance with applicable federal and state WIA laws, regulations, policies and procedures.

**Modification Process**

Any signatory partner may request, in writing, an amendment to the MOU.

If any provision of the MOU is held invalid, the remainder of the MOU will remain in force.

**Duration of the MOU**

This MOU will become effective as of the date of signing by the final signatory and will remain in effect until June 30, 2015, subject to annual renewal review by the Center Management Team and WPWIB staff in July of forthcoming years. A Partner MOU may be terminated by any one of the partners upon 30 days prior written notice to the other partners with cause or upon 90 days prior written notice to the other partners without cause.

**Equal Opportunity and Nondiscrimination Obligations**

The partners acknowledge familiarity with applicable federal and Commonwealth of Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to, discrimination policies, compliance with the Americans with Disabilities Act (as amended) and maintenance of drug free workplaces. Reference is made, but not limited to, Sec. 181 – “Requirements and Restrictions” and Sec. 188 – “Nondiscrimination” of the Workforce Investment Act.

If the local One Stop Workforce Center is a state-owned or leased facility, the partners must be responsible for, and will agree to indemnify and hold harmless, the Commonwealth of Virginia, the VCCS (including any of its community colleges), and any officer or employee thereof, from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Virginia, the VCCS (including any of its community colleges), and any officer or employee thereof as a result of a party’s failure to comply with the provisions of section above.

Expertise from DARS, shall include, but not be limited to, the assignment of a Disability Navigator (“DBN”). If mandatory resources permit, DARS and DBVI will be utilized as technical resources to facilitate website, programmatic, and physical accessibility to system services.

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#### Attachment 1: Cost Allocation Summary

#### Martinsville Overall SF Allocation

Total RSF	12,138
Annual Base Rent - Negotiated Amount	\$177,138.99
Additional rent due Months 1-6 during abatement period to offset Landlord's operating expenses	\$4,420.00
Rent per SF (Based on RSF)	\$14.59
<b>Space Category</b>	
One-Stop Direct Space	8,309
Common Area	3,829
<b>Total One-Stop Lease</b>	<b>12,138</b>

#### Attachment 2: Cost Allocation

Martinsville One Stop								
Cost Allocation								
ONE STOP LEASE - TOTAL RSF		12,138						
	TOTAL RENT	\$177,138.99						
	RATE/SF	\$14.59						
			One Stop	One Stop	Circulation & Corridors			
			Shared	Common/Divided			Total One	Total
Occupant	Directly	Percentage	Area		Allocation	Unused	Stop Lease	Annual Rent
	Assigned USF		Direct USF	Shared (N/A)		N/A		
	4,753 USF		3,556 USF		3,829 USF		12,138 RSF	
State Agencies								
DARS	797	16.77%	596		642		2,035	29,695.66
VEC	1,835	38.61%	1,373		1,478		4,686	68,370.80
PHCC	64	1.35%	48		52		163	2,384.59

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<b>TOTAL STATE AGENCIES</b>	2696	56.72%	2,017		2,172		6,885	\$100,451.05
Local Partners								
SCEP	128	2.69%	96		103		327	4,769.19
ABE	64	1.35%	48		52		163	2,384.59
WIB OTHER	749	15.76%	560		603		1,913	27,952.78
PCCA	412	8.67%	308		332		1,052	15,350.83
RESCARE	640	13.47%	479		516		1,634	23,845.95
PCCA - Block Grant	64	1.35%	48		52		163	2,384.59
<b>TOTAL LOCAL PARTNERS</b>	2,057	43.28%	1,539		1,657		5,253	\$76,687.94
<b>TOTAL ONE STOP LEASE</b>	4,753	100.00%	3,556		3,829		12,138	\$177,138.99
*** Tenant to reimburse Landlord beginning with 2nd full lease year an amount equal to 50% of the cost of electricity & gas that exceeds Landlord's cost of the same during the 1st full lease year.								
*** State partners shall pay a 4% DGS surcharge beginning with 2011 fiscal year.								

### Attachment 3: Rent Schedule

MARTINSVILLE ONE STOP LEASE										
RENT REPORT										
	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Occupant	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent	Base Rent
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
DARS	\$2,331.77	\$2,366.75	\$2,402.25	\$2,438.28	\$2,474.86	\$2,511.98	\$2,549.66	\$2,587.90	\$2,626.72	\$2,666.12
VEC	\$5,369.38	\$5,449.92	\$5,531.67	\$5,614.64	\$5,698.86	\$5,784.35	\$5,871.11	\$5,959.18	\$6,048.57	\$6,139.30
PHCC	\$186.77	\$189.57	\$192.42	\$195.30	\$198.23	\$201.20	\$204.22	\$207.29	\$210.40	\$213.55
SCEP	\$186.77	\$189.57	\$192.42	\$195.30	\$198.23	\$201.20	\$204.22	\$207.29	\$210.40	\$213.55
ABE	\$186.77	\$189.57	\$192.42	\$195.30	\$198.23	\$201.20	\$204.22	\$207.29	\$210.40	\$213.55
WIB - Other	\$1,878.02	\$1,906.19	\$1,934.78	\$1,963.80	\$1,993.26	\$2,023.16	\$2,053.51	\$2,084.31	\$2,115.58	\$2,147.31
WIA - Goodwill	\$3,581.88	\$3,635.61	\$3,690.14	\$3,745.49	\$3,801.68	\$3,858.70	\$3,916.58	\$3,975.33	\$4,034.96	\$4,095.49
PCCA - Block Grant	\$186.77	\$189.57	\$192.42	\$195.30	\$198.23	\$201.20	\$204.22	\$207.29	\$210.40	\$213.55
<b>TOTAL MONTHLY RENT</b>	\$13,908.13	\$14,116.75	\$14,328.50	\$14,543.43	\$14,761.58	\$14,983.01	\$15,207.75	\$15,435.87	\$15,667.41	\$15,902.42
<b>TOTAL ANNUAL RENT</b>	\$166,897.56	\$169,401.02	\$171,942.04	\$174,521.17	\$177,138.99	\$179,796.07	\$182,493.01	\$185,230.41	\$188,008.86	\$190,829.00

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#### Attachment 4: Square Footage Use by Agency

Occupant		Description	Direct USF	Allocated Circulation@ 46.1%	Total USF
DARS		Rehab	120	55.3200	175
DARS		Rehab	120	55.3200	175
DARS		Program Support Tech	84	38.7240	123
DARS		Office Services Specialist	48	22.1280	70
DARS		Job Placement Counselor	80	36.8800	117
DARS		VOC Evaluator	120	55.3200	175
DARS		Evaluation Lab (50% shared with WIB)	225	103.7250	329
		<b>Totals</b>	<b>797</b>	<b>367.4170</b>	<b>1164</b>
VEC	B-41	Office Manager	120	55.3200	175
VEC	C-17	Supervisor	96	44.2560	140
VEC	C-17	Supervisor	96	44.2560	140
VEC		Yet Representative (DVOP)	80	36.8800	117
VEC		Yet Representative (DVOP)	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		WSR	80	36.8800	117
VEC		Office Services Specialist	48	22.1280	70
VEC		Copy/Scan/Fax Area	35	16.1350	51
		<b>Totals</b>	<b>1835</b>	<b>845.9350</b>	<b>2681</b>
Patrick Henry Community College	C-4	Postsecondary Vocational Education	64	29.5040	94
		<b>Totals</b>	<b>64</b>	<b>29.5040</b>	<b>94</b>
Adult Basic Education	C-3	Adult Education & Literacy	64	29.0000	93
		<b>Totals</b>	<b>64</b>	<b>29.0000</b>	<b>93</b>
Goodwill	C-5	SCEP	64	29.0000	93
	C-6	SCEP	64	29.0000	93
		<b>Totals</b>	<b>128</b>	<b>58.0000</b>	<b>186</b>
WIB-Other	B-11	Evaluation Lab (50% shared with DRS)	225	103.7250	329
WIB-Other	B-23	Regional Manager	100	46.1000	146
WIB-Other	C-25	New Extra Space	80	36.8800	117
WIB-Other	C-36	Extra Space	84	38.7240	123
WIB-Other	C-34	Business Services Representative	80	36.8800	117
WIB-Other		100 SF remaining after reduction of size of evaluation lab upon removing client proficiency room	100	46.1000	146
WIB-Other	C-34	WIB-Job Developer/Business Services	80	35.0000	115
		<b>Totals</b>	<b>749</b>	<b>343.4090</b>	<b>977</b>
PCCA		PCCA/Comm Block Grant	64	29.0000	93
		<b>Totals</b>	<b>64</b>	<b>29.0000</b>	<b>93</b>
PCCA	B-25	WIA Manager	120	55.3200	175
PCCA	C-2	WIA Admin/OSS	48	22.1280	70
PCCA	C-8	WIA - Case Manager (Adult & DW)	80	36.8800	117
PCCA	C-9	WIA - Case Manager (Adult & DW)	80	36.8800	117
PCCA	C-35	WIA - Case Manager (Adult & DW)	84	38.7240	123
		<b>Totals</b>	<b>412</b>	<b>189.9320</b>	<b>602</b>
ResCare	C-20	WIA Youth	80	37.0000	117
ResCare	C-21	WIA Youth	80	37.0000	117
ResCare	C-22	WIA Youth	80	37.0000	117
ResCare	C-23	WIA Youth	80	37.0000	117
ResCare	C-24	WIA Youth	80	37.0000	117
ResCare	C-40	WIA Youth	80	37.0000	117
ResCare	C-41	WIA Youth	80	37.0000	117
ResCare	C-42	WIA Youth	80	37.0000	117
		<b>Totals</b>	<b>640</b>	<b>296.0000</b>	<b>936</b>

# MARTINSVILLE-HENRY COUNTY

## Local One-Stop Partnership Memorandum of Understanding

### Workforce Investment Act

#### Attachment 4 Continued: Square Footage Use by Agency

Occupant	Description	Direct USF	Allocated Circulation@ 46.1%	Total USF
<b>TOTAL DIRECT PARTNER SPACE</b>		<b>4753</b>	<b>2190.00</b>	<b>6943</b>
Shared	Storage	251	115.71	367
Shared	File	409	188.55	598
Shared	Conference	304	140.14	444
Shared	Copy	163	75.14	238
Shared	Intake Training	420	193.62	614
Shared	Reference Library	476	219.44	695
Shared	Waiting Area	578	266.46	844
Shared	LAN Room	75	34.58	110
Shared	Breakroom	210	96.81	307
Shared	Men's Toilet	169	77.91	247
Shared	Women's Toilet	169	77.91	247
Shared	Client Toilet	44	20.28	64
Shared	Client Toilet	44	20.28	64
Shared	Client Toilet	44	20.28	64
Shared	Interview Room	100	46.10	146
Shared	Interview Room	100	46.10	146
	<b>Totals</b>	<b>3556</b>	<b>1639.32</b>	<b>5195.32</b>
		<b>USF</b>	<b>Allocated USF</b>	<b>Total USF</b>
Total Identified Space		8309	3829	12,138
Circulation/Corridors		3829	46.1%	
<b>Total One-Stop Space</b>		<b>12,138</b>		

**MARTINSVILLE-HENRY COUNTY**  
**Local One-Stop Partnership Memorandum of Understanding**  
Workforce Investment Act

**Signatures**

**Representing Local Elected Official (LEO) Consortium:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing the West Piedmont Workforce Investment Board (WPWIB):**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing WPWIB Executive Director:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing the One Stop Operator – Pittsylvania County Community Action:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Virginia Employment Commission:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Virginia Department for Rehabilitative Services:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Patrick Henry Community College:**

**By:** \_\_\_\_\_  
Signature                      Title                      Date

**MARTINSVILLE-HENRY COUNTY**  
**Local One-Stop Partnership Memorandum of Understanding**  
Workforce Investment Act

**Representing West Piedmont Regional Adult Education:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Title V of the Older Americans Act – Goodwill Industries of the Valley:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Community Services Block Grant – Pittsylvania County Community Action:**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date

**Representing Workforce Investment Act Youth Programs – ResCare Workforce Services**

\_\_\_\_\_  
Signature                      Title                      Agency                      Date