

Section 01 – Proposer’s Standard Information

1. Patrick Shuler, WIA In-School Case Manager and Internship Coordinator, 351 E. Commonwealth Blvd, Martinsville, VA 24112. Phone: 276-403-5880. Email: pshuler@martinsville.k12.va.us.
2. Patrick Shuler, WIA In-School Case Manager and Internship Coordinator, 276-403-5880.
3. **Area of consideration:** (e) Martinsville
4. **Program interest:** (a) Youth In-School Program
5. n/a
6. We are a school division and therefore a non-profit entity. Our tax-exempt certificate under the umbrella of the City of Martinsville (our parent organization) is attached.
7. Martinsville City Public Schools has vast experience meeting the needs of at-risk youth. The West Piedmont Workforce Investment Board (WPWIB) has contracted with Martinsville City Public Schools to administer its WIA in-school youth program since 2000. Our in-school case manager, Patrick Shuler, has three years of experience overseeing the WIA program at Martinsville High School. During that time, the WIA program at MHS has:
 - Grown in student enrollment yearly.
 - Increased participants’ goal attainment rate from 2009 to 2010.
 - Increased overall services in leadership development, community service, and career training.
 - Improved from primarily a summer work program to a year-round program that offers all of the WIA youth program elements on a consistent basis.
 - Developed an elite and unique summer work program that allows students to gain valuable work experience while benefiting the community and school system.

Patrick Shuler received a B.S. in Communications from the University of Wyoming and teaching certification from Virginia Tech University. Additionally, he will receive his master’s degree and licensure in K-12 Administration and Educational Leadership from Virginia Tech this summer. He brings related work experience to MCPS in the following areas:

- E-Learning Lab Instructor- 3 yrs.
- Student Internship Coordinator 1 yr.
- WIA Case Manager- 3 yrs.
- Summer Youth Work Program supervisor 3 yrs.

His activities include head wrestling coach at Martinsville High School, Assistant Athletic Director, Active Member Virginia High School League, Student-Athlete Council, and recent graduate from the New Civics Leadership Program.

8. **Organization and related administrative structure**

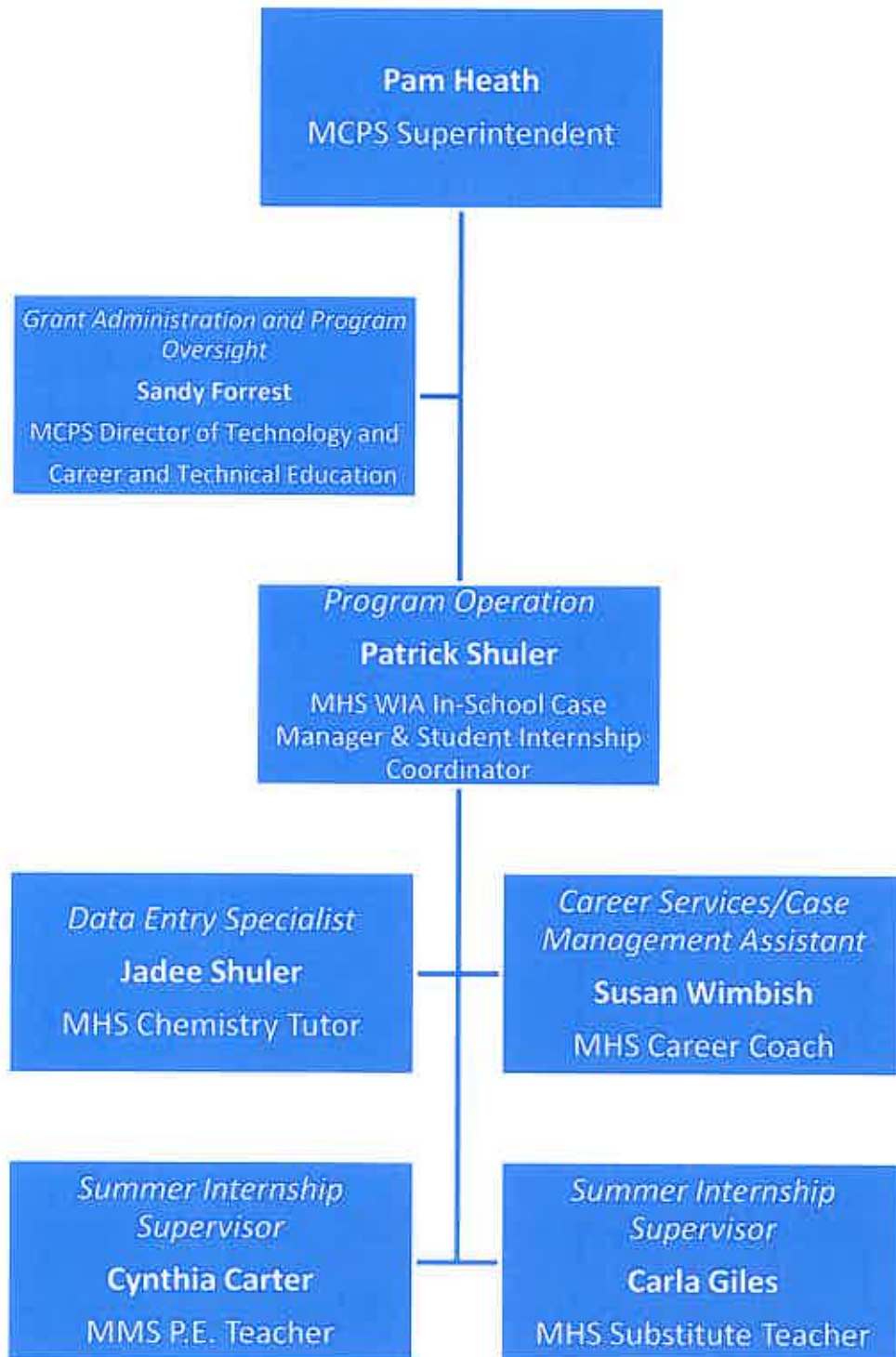
(See org chart below) Martinsville City Public Schools is an organization comprised of five schools and related support departments, overseen by a superintendent. The success of our WIA in-school program is achieved by the following team of employees:

- Responsible for grant administration/reimbursement and program oversight is the division's Director of Career and Technical Education, who reports to the superintendent. The director is required to hold at least a bachelor's degree, have supervisory experience and knowledge and/or experience in workforce development/career services. **This position is paid with MCPS funds.**
- The WIA in-school case manager/Internship coordinator, who reports to the Director of Career and Technical Education, is responsible for day-to-day operations of the WIA program at Martinsville High School, including recruitment and outreach, case management, coordinating services for participants, coordinating with partners, and more. Minimum qualifications include holding at least a bachelor's degree, experience working with at-risk youth, supervisory skills, excellent organization and communication abilities, and knowledge of proper use of the WPWIB's name and logo in adherence to the WPWIB's style manual. **This position is paid with MCPS funds.**
- The Career Services/Case Management Assistant, who reports to the WIA in-school case manager, is responsible for assessing participant skills and interests, providing career counseling services and guiding students through post-secondary enrollment in higher education, training programs or workforce placement.

Minimum qualifications include holding at least a bachelor's degree; technology and communications skills; and experience in career services/counseling, human resources, or workforce development/training. **These services are paid with WIA funds.**

- The Data Entry Specialist, who reports to the Director of Career and Technical Education, is responsible for entering participant data into the VOS system. Minimum qualifications include at least a high school diploma (she holds a bachelor's degree), training on the VOS system, excellent technology and organizational skills. **This position is paid with WIA funds.**
- Summer Internship Supervisors are responsible for supervising student activities at worksites during the summer work program and teaching job skills. Minimum qualifications include at least an associate degree, experience working with youth, ability to supervise between 12-18 students at a time and communicate effectively. **This position is paid with WIA funds.**

WIA MCPS – ORGANIZATIONAL CHART



9. Financial Management System

- a. Type of accounting system: Accrual
- b. Subsidiary books and registers that are maintained:
MCPS uses centralized accounting software (MUNIS) housed by the city government.
- c. The accounting month follows the calendar month. Our fiscal year runs from July 1 – June 30.
- d. Internal control procedures: We do not keep cash or blank checks. The WIA reimbursement check comes through the MCPS Finance Department, a receipt is written and it is then deposited through the City Treasurer. Then, the city provides MCPS with a deposit report that is cross-referenced back to the MUNIS system to reconcile it with our receipt book.
Person responsible for accounting functions of the proposed contract: Sandy Forrest, Director of Technology and Career and Technical Education, P.O. Box 5548, Martinsville, VA 24115. Phone: 276-403-5704. Travis Clemons, Finance Director, (address is same). Phone: 276-403-5722.
- e. The MCPS Employee Grievance Procedure follows the most recent version of the Procedure for Adjusting Grievances promulgated by the Virginia Board of Education, as adopted by the Martinsville City School Board. (Code of Virginia, 1950, as amended, §§ 22.1-253.13:7 (B.8), 22.1-306 et seq., 8 VAC 20-90-10 et seq.) The full 27-page grievance procedure is posted in the MCPS policy manual at <http://www.martinsville.k12.va.us/hr/policies/Section%20G/GBM-A1%205-2-05.pdf>.
- f. MCPS has in place a current fidelity bond meeting these requirements.
- g. Job titles and descriptions

Employee & Title: Patrick Shuler, Program Coordinator (***Paid with MCPS funds***)

Job Description: Responsible for the overall operation of the MCPS WIA Program at Martinsville High School. Job duties consist of managing the implementation of the WIA grant to provide academic, financial, and social services for approximately 25 at-risk youth; collaboration and communication with Patrick Henry Community College,

Piedmont Community Services, For the Children and other community partners to provide workforce investment resources; development of individual service strategies that assess the specific needs and goals for students; providing on-going media relations to proactively support program initiatives; planning the coordination and set-up of internships and special youth events; and seeking out and building relationships with additional partners that support career preparedness for youth.

Employee & Title: Jadee Shuler, Data Entry Specialist

Job Description: Under general direction, performs data entry in the VOS system for all active and follow-up students in the MCPS WIA Program at Martinsville High School, which includes monthly and at times bi-weekly case notes, various services, student goals and individual service strategy plan and manages all online data entry issues and related duties as required.

Employee & Title: Susan Wimbish, Career and Leadership Development Coach

Job Description: Under general direction, performs career and workforce development services, assessments and workshops for all active MCPS WIA Program students at Martinsville High School and assists with college admissions and post-secondary school related services.

Employee & Title: Cynthia Carter and Carla Giles, Summer Internship Supervisors

Job Description: Under general direction, operates and is responsible for the general oversight of the summer work program for 25 total MCPS WIA program interns, and performs related duties as required.

Section 02 – Statement of Work

1. **Type of program:** The proposed program will serve approximately 25 in-school youth with a variety of comprehensive services based on their individualized needs, personal and program goals with the overall goal of ensuring these participants graduation from secondary school and either post-secondary enrollment or job placement after high school.

2. a. Participant recruitment and outreach

Coordinated, comprehensive outreach efforts will be made to recruit at-risk youth between the ages of 14-18 who will benefit most from the leadership development, hands-on job skills development, positive mentoring, and life skills offered by this program. Referrals will be made by parents, counselors, school staff, community agencies, the One-Stop Center, and probation officers. Recruitment is aided by various media, including local television programming, the *Martinsville Bulletin*, public service announcements via the radio stations, guidance offices in middle and high schools, use of marquees at the middle and high schools, and in-house publications.

b. Participant selection criteria

We will target students with the greatest number of risk factors/barriers to employment based on educational, economic and behavioral factors. All participants selected will be economically disadvantaged and have one or more barriers to employment, including academic or skills deficiencies, poverty, teen pregnancy/parenthood, adjudicated youth, foster children, students at risk for dropping out, students with limited English proficiency, and substance abuse problems. All participants will be selected from among current (or rising) Martinsville High School full-time students, or those in the school division's Alternative Education program. With 54% of MHS students eligible for free/reduced lunch, a teen pregnancy rate of twice the state average, and a city population that has the highest unemployment rate in Virginia, there are many students who can benefit from our services. We will evaluate factors such as student academic performance, attendance, math and English test scores, and results of Nova Net online screening. The WIA case manager will work with school personnel and program partners to assess the number and severity of student risk factors and barriers, incorporating recommendations from students, parents, counselors, school staff, the MHS Teen Clinic nurse, probation officers, and partnering agencies.

c. Participant eligibility verification, certification and documentation

Students facing one or more barriers to employment will have to show evidence in the form of documents listed below, as well as proof of age and eligibility to work in Virginia. Evidence of academic/skills deficiencies will be provided in the form of school records such as transcripts, standardized test scores, attendance, Nova Net online screening and TABE assessment. Low-income status will be verified by receipt of food stamps or other public assistance records, family pay stubs, family W-2 or income tax return, etc. Citizenship and eligibility to work will be verified by a Social Security card, photo ID, birth certificate and/or other documents listed in the Acceptable Verification and Documentation for WIA Eligibility section of the WIA Youth Case Manager's Manual. Pregnancy/parenthood will be verified with a birth certificate from the child, hospital record of birth or signed physician's note verifying teen pregnancy. Offender status will be verified with signed letters from a probation officer or court documents. Dropout risk will be assessed from school attendance records and the existing MHS index of dropout risk factors. Runaway status will be demonstrated with a written statement from the individual who is providing temporary residence, or a written statement from the Department of Social Services or a shelter.

d. Participant assessment process and instruments

For all potential student clients, the case manager and partners will conduct an in-depth evaluation of the needs of each youth. Once deemed eligible, the case manager will begin upon intake to identify the appropriate course of action and services. An initial individualized assessment will be conducted using school records to evaluate academic achievement, test scores, disciplinary referrals, course history, attendance, current transcript, and career interest inventory, which identifies a student's strengths and weaknesses. NovaNet online testing and TABE will be used as pre-tests to identify basic skill deficiencies. (Both the case manager and career coach are in the process of completing TABE certification.) Virginia Wizard will be used as an instrument for career assessments. The case manager will conduct appropriate post-testing to measure progress towards program goals as appropriate after the completion of certain program elements.

e. Ongoing case management

The WIA case manager, who is responsible for ongoing case management, will meet with student participants at least monthly to evaluate strategies and note progress towards the stated goals. This will include working with the student upon entry to the program to set both short-term and long-term goals and designing a plan to accomplish them as part of every student's Individual Service Strategy (ISS). The case manager is a 12-month employee in order to provide year-round monitoring, case management and follow-up of participant outcomes.

f. Paid/unpaid work experience, worksite development and oversight

Students will participate in work readiness experiences through placement in meaningful internships with local businesses and organizations, including the school system. Student participants receive a year-round continuum of services centering around the 10 required WIA program elements. If students participate throughout the school year and meet all requirements, they then are considered after an intensive application process to participate in supervised, paid summer work experiences in pathways that can lead to further employment. Students are apprenticed with certified plumbers, electricians, licensed technical instructors, and highly qualified secretarial and support staff within the school division. In addition to learning skill sets particular to their interests, students will learn basic employment expectations, such as being on time, showing up each day, dressing appropriately for the job, being reliable and the importance of working as a team to accomplish tasks. Students also participate in mock job interviews, receive feedback and guidance on résumé preparation.

Worksites are chosen based on participant interests and aptitudes, leveraging our partnerships with the business community and other organizations. Oversight is given by two Summer Internship Supervisors, overseen by the WIA in-school case manager.

Students have other opportunities for unpaid service-learning throughout the school year, such as through Global Youth Service Day and membership in the Boys & Girls Clubs' Digital Connectors program, which requires 60 hours of community service in the area of computer science and digital literacy. Service learning is a graduation requirement for all students at Martinsville High School.

g. How worksite participant matching will involve participant career interests

The student orientation process will involve an initial career assessment and interest inventory conducted through Virginia Wizard. As of next school year, all students in MCPS are required by the state of Virginia to have an Academic Career Plan in place, starting in the ninth grade, that outlines the courses they will need to take and the skills they will need to develop in order to pursue their chosen field after high school. The case manager will build on this plan and work with the student and parent/guardian to identify interests and plan a “roadmap” for building the necessary skills and experience to pursue this field. Then, the case manager will seek to match the student’s interests with an appropriate worksite, drawing from the existing network of businesses and organizations that have provided internship experiences in the past, as well as reaching out to new business partners using the network of members of the MHC Chamber of Commerce.

h. How participant worksite performance will be evaluated

During summer work experiences, the case manager meets individually with each student to conduct a biweekly evaluation and discuss areas to target for improvement. Incorporated into these evaluations are feedback from the employer, Summer Internship Supervisors and student, as well as information gleaned from observations. Factors such as attendance, time on task, dress, demeanor, completion of job duties and accomplishment of goals are taken into account. Constant feedback is given to students during the work experience and reviewed after its completion to improve their job performance and prepare them for future success in the workplace.

i. Participant performance incentives

Students will be incentivized to complete the required program elements in various ways. If they remain in good academic standing and meeting program requirements during the first two months of the school year, they will be given a YMCA membership for the remainder of the year, which allows them a safe indoor recreation area to play basketball and other sports, swim or weight train. This membership can be revoked if they fall out of good standing at the YMCA or at the high school. Also, meeting all program requirements during the school year makes students eligible to participate in the

paid summer work program. In some cases, students who are qualified, have the necessary experience, and succeed in the summer work program could be invited back in their senior year to be supervisors and peer mentors.

j. Individual Service Strategy (ISS) development and review

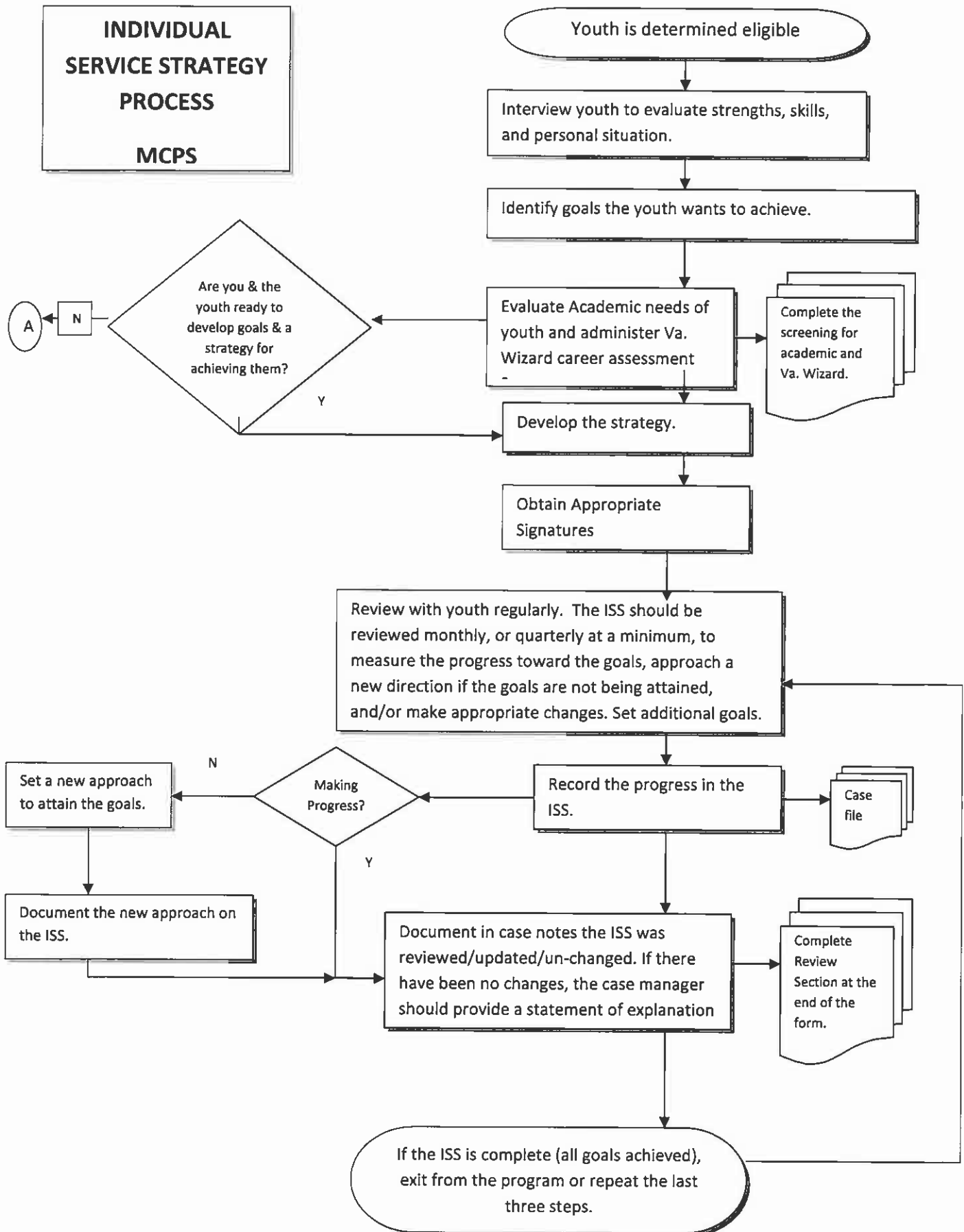
The WIA case manager partners with the student (and hopefully a parent or guardian) upon intake to develop the ISS. This is an intensive, participatory process that takes place whenever a new student is selected for the program, which could be at any point throughout the year. The ISS is a living document that is constantly revisited and used actively as a tool to guide the student's direction in the program. During the initial assessment process, youth are given the opportunity to engage in self-discovery activities that provide them the opportunity to formulate or focus on their aspirations and dreams so as to enhance their participation in the goal-setting process. After selecting both short-term and long-term goals, the student works together with the case manager to establish a planned approach to meet both the individual and organizational goals.

Assessment information may be gained from a variety of sources including the youth, parents, school documents and/or personnel, agency records and/or personnel, assessment tests, inventories and observations. Information is gathered on a "need-to-know" basis that is directly related to personal and career development.

Once the case manager determines readiness to complete the ISS process, the following procedure is followed:

1. Interview the youth to determine the strengths and skill sets, including youth's personal situation.
2. Evaluate the student's academic standing and results of skills assessments/interests (Nova Net, TABE, Virginia Wizard).
3. Enter all goals established with and for the youth.
4. Complete the youth screening.
5. Obtain appropriate signatures.
6. Review with youth regularly. The ISS will be measured monthly to measure the progress toward the goals, approach a new direction if the goals are not being attained, and/or make appropriate changes.
7. Document in the case notes when the ISS is reviewed, updated or changed.

**INDIVIDUAL
SERVICE STRATEGY
PROCESS
MCPS**



A in the circle indicates that another process begins that is not part of this process to meet the service

k. Records management and participant reporting

Records will be managed and housed by the WIA in-school case manager at Martinsville High School. As required by the WIA/WIB, the case manager will maintain a file for each student participant with a case log of services received and objectives met. All meetings and communications with student participants are documented. The case manager and staff will collaborate with partnering agencies to keep each student's file updated; when a student completes a program element that is provided by a partner, the case manager will get a completion notification and place it in the appropriate folder. The Data Entry Specialist inputs all necessary information into the VOS system. The case manager will complete reports monthly, including statistics on any students entering/exiting the program, and status of placement for graduates in post-secondary education or jobs (including their wages).

l. Program staff development

All program staff members have the requisite education, training and/or experience for success in their respective roles, and they participate in any relevant professional development provided by the school division as opportunities are made available. The WIA case manager participates in annual training.

m. Sequence of program activities and services

(See flow chart, next page.) Our program will offer numerous concurrent activities incorporating the 10 WIA Youth Program Elements year-round based on students' individual needs:

- ❖ Tutoring, study skills and dropout prevention – Students have access to tutoring and remediation at Martinsville High School. MHS already has a high on-time graduation rate, and the school is willing to do whatever it takes and offer the necessary academic and social supports to keep students on this path.
- ❖ Alternative secondary school services – Students who do not succeed in a traditional classroom can attend the division's Alternative Education program at the former Druid Hills school building.
- ❖ Summer employment opportunities that are directly linked to academic and occupational learning (Addressed in Sections f – h)
- ❖ Paid/unpaid work experiences – (See Section f)
- ❖ Occupational skills training – Participants receive both specific skills training in their field of interest and broad-based employability skills through the summer work program, enrollment in Career and Technical Education classes at MHS, the Digital Connectors program at the Boys & Girls Clubs, and career coaching and workshops offered throughout the year.
- ❖ Leadership development – (Section r)
- ❖ Supportive services – (Section n)
- ❖ Adult mentoring – The program will connect participants with a network of caring adults who will mentor students and provide positive role-modeling in a variety of settings. Students will receive mentorship through the Boys & Girls Clubs, YMCA, work experiences and job shadowing.
- ❖ Follow-up services – (Section x)
- ❖ Comprehensive guidance and counseling – (Section q)

Sequence Flow Chart:



n. Participant supportive services

In addition to the supportive services provided by school guidance counselors and the WIA case manager, Piedmont Community Services will partner with us to provide guidance and counseling, work experiences, teen pregnancy prevention and intervention, violence prevention, substance abuse prevention and intervention. PCS also offers workshops in the Second Step Violence Prevention Program for at-risk youth, a research-based series that focuses on empathy training, anger management, and problem-solving. The goals of the program are:

1. To increase youths' ability to:
 - Identify others' feelings;
 - Take others' perspectives; and
 - Respond empathetically to others.
2. To decrease impulsive and aggressive behavior in students through:
 - Recognizing anger warning signs and thoughts that fuel anger;
 - Using anger-reduction techniques;
 - Applying a problem-solving strategy to social conflicts; and
 - Practicing behavioral social skills to deal with potentially violent situations.

Through this partnership, PCS will also make referrals for further services, screenings or therapies as appropriate based on the individual students' needs.

Another partner, For the Children Partners in Prevention, will also provide supportive services in the form of workshops teaching life skills, pregnancy prevention and positive relationship building. For the Children facilitators will lead two-hour guided workshops from the Choose Respect Playbook to help teens learn healthy relationship behaviors.

Objectives include:

- Youth recognize the characteristics of healthy relationships and those of unhealthy relationships.
- Youth recognize the signs of victimization and perpetration of dating abuse.
- Youth believe that any kind of abuse (verbal, emotional, physical, or sexual) in a relationship is not acceptable.
- Youth have the ability/skills to constructively manage emotions and relationship conflicts.

o. Participant attendance tracking

The WIA case manager monitors and keeps a log of participants' attendance at school, program activities and work experiences. Regular attendance is crucial for staying on track to graduate high school as well as for maintaining employment. If a student is in danger of not meeting the attendance requirements to stay in good academic standing and meet the goals of the WIA program, the case manager will coordinate with the student

and a “safety net” of school guidance counselors, teachers, the student’s parents and the division’s School Safety and Drop-out Prevention Coordinator to address the issue.

p. Internal monitoring and eligibility

The WIA Case Manager is responsible for monitoring and evaluating the services of the Summer Internship Supervisors and MHS Career Coach. The Career and Technical Education Director monitors and evaluates the services of the Data Entry Specialist and WIA Case Manager.

q. Comprehensive guidance and counseling

School guidance counselors, the MHS Career Coach, and partners as needed will provide comprehensive guidance and counseling services to participants throughout the year, based on individual needs. School counselors are available to students every day, before and after school. They and the career coach will provide guidance and coaching on college preparation, selection and application, as well as choosing a career direction. If further intensive counseling or other services are needed, Piedmont Community Services has a network of mental health and substance abuse therapists to which students can be referred.

r. Leadership development activities

Students will participate in a comprehensive array of leadership development activities throughout the year to work on responsibility, employability and positive social behaviors. Students will use online learning modules and videos from NBC Learn and Nova Net to learn about personal finance. Community service opportunities will be provided during the year, through activities such as Youth Service Day, and through the summer work program. Program partners will also provide workshops and learning activities to encourage the acquisition of positive skills and behaviors, showing students how to grow up as well-rounded, healthy, productive members of society.

Partnership with Patrick Henry Community College will enable the MHS Career Coach to show students how they can make post-secondary education a reality. The career coach

and guidance counselors will work with students to research, apply and enroll in college, as well as provide guidance and assistance applying for financial aid.

Membership in the Boys & Girls Clubs of the Blue Ridge will be provided at no charge to participants for afterschool enrichment and programming emphasizing leadership, service and character development. The BGCBR Teen Center also offers an innovative computer career skills program, called Digital Connectors, which combines real-world job training with community service.

Regular workshops at the YMCA will teach nutrition, fitness, swimming and other physical activities so that students live healthful lifestyles.

s. Participant grievance process

In the event that an impasse should arise between the partner and/or the WIB regarding terms and conditions, the performance, or administration of the agreement, the following procedure will be initiated:

1. The partners will make every effort to resolve the issue among themselves.
2. The WIB Personnel or Executive Committee, whichever is appropriate, will meet with the partners and/or the operators to resolve the issue.
3. Both sides will present their side of the issue to the full WIB where a vote will take place.
4. The WIB President/Executive Director will present the WIB decision to the CLEO's. The opposing side will then present their view; the decision of the CLEO's will be final within Region XVII.
5. Final appeal will go to the State WIA Unit.

t. Site(s) where program services will be provided

Most services (academic, counseling and programming) will take place at Martinsville High School. Students in need of alternative secondary education will receive these services at the Alternative Education Center on Indian Trail. Worksites will depend on where the student is placed, but could include area businesses or other schools in the division. Students will also be transported to the Boys & Girls Clubs Teen Center and the YMCA after school to receive these services.

u. Participant evaluation process and criteria

Evaluation of each participant's progress towards meeting program goals is an ongoing process throughout the year. The WIA case manager monitors each student's academic and social progress, as well as measurable gains in skill acquisition in designated need areas. The criteria to be met depend on each student's individual needs assessment and goals. Gains are measured using indicators such as pre- and post-testing and comparing performance on assessments like TABE; academic records, such as report cards, attendance, test scores and feedback from teachers; a reduction in discipline referrals; on-time completion of a high school diploma; and other measurements as appropriate. Long-term success rates can be measured by the graduates' employment rate, employment retention rate, earnings gain rate, skill attainment rate, diploma or equivalent attainment rate, and transition rate.

v. Linkage with and support from the business community

We have strong linkages to and support from the local business community as a result of the past several years of operating this program and placing students in internships. MCPS is a member of the MHC Chamber of Commerce, and the Chamber is partnering with us to provide networking with its other members, and to help us forge new business connections and job placement opportunities for our students. Also, the Digital Connectors program that some students will participate in through membership in the Boys & Girls Clubs of the Blue Ridge is sponsored by Comcast and provides further opportunities to benefit from business partnerships.

w. Coordination and collaboration with community resource organizations to deliver program services

To implement this program, we have deepened our existing collaboration with several community resource organizations and formed new partnerships with others to meet the needs of student participants. All of the partners listed below have agreed to coordinate with the WIA case manager and provide a representative to serve on the Advisory Team, in addition to the following services:

- **Patrick Henry Community College** will provide the MHS Career Coach (who will be paid using grant funds), information and guidance about higher education opportunities and financial aid, tutoring and mentoring as needed, leadership development services and assist the WIA case manager with assessments (Virginia Wizard, TABE, etc.).
- **Piedmont Community Services** will provide students with guidance and counseling, 60 sessions of life skills workshops, occupational preparation, work experiences as appropriate, teen pregnancy prevention, substance abuse prevention programming, intervention, referrals to mental health professionals and other supportive services as needed.
- **For the Children Partners in Prevention, Inc.** will provide 10, two-hour workshops from the Choose Respect Playbook to help teens learn healthy relationship behaviors, prevent teen pregnancy and make healthy choices.
- **The Boys & Girls Clubs of the Blue Ridge** will provide members with quality after-school programming and mentoring at the Teen Center, with structured activities focusing on the five BGC program areas of Education and Careers, Character and Leadership, Health and Life Skills, the Arts, and Sports, Fitness and Recreation. Students who identify computers and information technology as an interest area will be given the opportunity to receive free career training the Digital Connectors program. Digital Connectors involves 156 hours of instruction about digital literacy, hardware, software, installation, repairing computers, and more, completing 10 chapters required for Cisco Systems certification. This takes place at the BGCBR computer lab. Once students complete the program, they will be ready for an entry-level job in IT. This is made possible at no extra charge beyond the cost of BGCBR membership because of sponsorship by Comcast and One Economy. Digital Connectors also requires 60 hours of community service-learning involving digital literacy.
- **The Martinsville YMCA** will provide group programs at the Y on nutrition, fitness, swimming and other physical activities to teach healthy lifestyles to participants. The YMCA will also contribute a 75% scholarship for students who meet the program requirements to join the Y as an incentive.

- **The Martinsville-Henry County Chamber of Commerce** will facilitate networking between the WIA case manager and the more than 600 local Chamber members, helping to place students in relevant internships, forge new partnerships with business and industry, and provide information about workforce needs to make sure we are giving students the necessary skills that employers seek.

x. How you will meet or exceed DOL's Youth Common Measures

We are familiar with the DOL's Youth Common Measures, which require measurement of performance outcomes for in-school youth to include:

1. The number of youth participants who, after graduation, are successfully placed in employment, higher education, military service, advancing training or occupational skills training in the first quarter after exiting the program.
2. The number of youth participants who attain a diploma, GED or certificate by the end of the third quarter after the exit quarter.

Keeping students on track to graduate from high school is key to the second objective. MCPS has a proven record of success in this area, with an on-time graduation rate of 89.8% in 2010 – this is four percentage points above the state average, despite the fact that Martinsville High School voluntarily adopted the most stringent graduation requirements in Virginia several years ago! We also have a dropout rate (4.3%) that is half the state average. Thus, the school already has in place an index of risk factors for dropping out and monitors students who exhibit these behaviors. If a student WIA participant appears in danger of not graduating, the WIA in-school case manager, guidance counselors and high school teachers will work together to provide the necessary supports (whether emotional, academic or other) or make referrals for further services from community agencies if needed.

The WIA in-school case manager, school guidance counselors and MHS career coach will all work with student participants to plan goals, track progress towards meeting them and chart a course for after graduation from high school. One goal of MCPS is giving *all* students, regardless of background, the foundation they need to be successful in college; recognizing that a college degree is becoming more and more necessary to be competitive

in the workforce, we encourage students to pursue this path. Therefore, guidance counselors and the career coach will guide all participating students through applying to schools and completing the FAFSA to enable them to pay for college. MHS guidance counselors for the past two years have worked with every graduating senior to complete this process; as a result, 100% of Martinsville High School graduates have applied and been accepted to a two- or four-year school! For those who choose not to pursue higher education or advanced training after high school, we will work diligently with our partners to help graduates find employment in their field of interest.

After completing the program, the case manager and school guidance counselors will follow up with graduates and track their outcomes through phone calls, letters, email, Facebook, home visitations, communication with parents or other means. The case manager will follow up with students for a minimum of 12 months after they exit the program and will maintain follow-up logs.

Additionally, MCPS has signed a memorandum of understanding in support of Goodwill Industries' proposal for delivery of **out-of-school** youth services. If Goodwill's proposal is funded, we will work with them to refer our graduates to their program for continued services.

y. Proposed timeline for delivery of services

<u>Month</u>	<u>Activities</u>
June 2011	<ul style="list-style-type: none"> ❑ Develop management plan for the school year based on the anticipated needs of eligible in-school youth. ❑ Convene program Advisory Team, consisting of current and potential partners. ❑ Identify qualifying students for programs, including summer work program. ❑ Begin selection of participants following guidelines provided by WPWIB. ❑ Hold informational youth and parent meeting on the summer work program; obtain parental permission and explain student work expectations and work readiness checklist. ❑ Administer any necessary assessments or pre/post-tests to participants.
July 2011	<ul style="list-style-type: none"> ❑ Advisory team meeting to update partners on scheduled activities and discuss current or new services. ❑ Begin providing comprehensive services and summer work experiences. ❑ Biweekly evaluation meetings of students with WIA case manager. ❑ Initial data collection for monthly and quarterly reports. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement. ❑ Administer any necessary assessments or pre-tests to participants.
August	<ul style="list-style-type: none"> ❑ Advisory team meeting.

2011	<ul style="list-style-type: none"> ❑ Awards ceremony for summer work program participants. ❑ Evaluate summer program and set benchmarks for the current school year. ❑ School year begins (late August/early September). ❑ Administer any necessary assessments or pre-tests to participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
September 2011	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
October 2011	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
November 2011	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
December 2011	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Evaluate any remediation needs and begin the discussion of applying for college. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
January 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement
February 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Identify students eligible to participate in the summer work program and select participants. ❑ Complete folders on any new youth who will participate in summer work program and obtain parental permission. ❑ Partnering agencies submit reports on program participants. ❑ General debriefing and recommendations for on-going activities. ❑ General debriefing and recommendations on following year grant. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
March 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college

	placement.
April 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ General debriefing and recommendations for on-going activities. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
May 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Evaluate student performance and provide intervention for problem areas. ❑ Partnering agencies submit reports on program participants. ❑ Follow-up report of youth who have exited the program to follow up on career and college placement.
June 2012	<ul style="list-style-type: none"> ❑ Advisory team meeting. ❑ Begin new summer work program. ❑ General debriefing and recommendations, including report of follow-up data. ❑ Partnering agencies submit reports on program participants.

z. Amount and type of leveraged cash and in-kind resources

MCPS has leveraged cash and in-kind resources in support of this program that exceed the proposed amount of the WIA grant award. The WIA case manager's salary and benefits alone, which are paid by the school division, total \$55,170. In addition, the school division provides classroom space at MHS, utilities, phone and Internet service, technology/computer access, and printing. MCPS also contributes school bus transportation of participants to other service providers and summer worksites. Bus driver wages and mileage equals approximately \$20 per route for in-town transportation.

On top of the school division's contributions, we have confirmed in-kind resources from community partners. The YMCA is giving students up to \$2,812 in total scholarships to defray the costs of Y membership. Also, all partners will contribute free staff time as part of their participation on the program's Advisory Team, which requires coordination, communications and meetings with the WIA case manager.

3. a. The WPWIB and MCPS have successfully partnered for a decade to bring in-school services to youth in the city of Martinsville. The school division provides funding for the WIA in-school coordinator's salary, as well as office and classroom space, administration of WIA grant funds, identification and recruitment of youth participants, coordination of services, etc. MCPS also contributes most bus transportation as an in-kind service, from the school site to work sites, the YMCA, the Boys & Girls Clubs and other program

delivery sites as needed. We look forward to continuing and deepening this partnership.

b. The presence of an in-school coordinator housed at Martinsville High School and paid with school funds is key to ensuring the highest degree of coordination and information exchange with school staff. Mr. Shuler is in a unique position to maintain contact and meet regularly with student participants, and to coordinate with school guidance counselors, the career coach and other school personnel as needed. MHS Administration has given Mr. Shuler the freedom and flexibility in his schedule to be able to effectively monitor each one of the participants on a daily, weekly, and monthly basis.

c. Students attend high school in a seven-period day from 8:20-3:20, tentatively August 2011-June 2012 (the school year could start in either August or September). Counseling services will be available during the school year from 7:30 a.m. – 4 p.m., and most workshops and other services will be offered after school. Workshops and youth development services will rotate among a variety of locations, including Martinsville High School, the Martinsville YMCA, the Boys & Girls Clubs of the Blue Ridge Teen Center, and local businesses and organizations as appropriate. Work experiences will be offered during the summer work sessions in July 2011 and June 2012 on a full 8-hour day schedule. Some of these will be held at school sites, and others will be held at businesses and local organizations, depending on where the student workers are placed.

d. The program does not at this point result in school credit, but it does help students meet graduation requirements. MHS students must complete 40 hours of service-learning (meaningful work in the community) in order to graduate, and the WIA summer work experiences help them earn at least 96 hours in addition to community service-learning activities provided during the school year.

e. For career exploration activities held off-site, students will travel by buses provided by MCPS.

f. Parents/guardians are involved from the very beginning of the program. The WIA case manager meets with both the parent and student for orientation at the start of the student's involvement to review goals and procedures. Any time services/workshops are offered,

communications are sent home to parents, as well as program updates. Then, parents are invited to take part in the celebration/awards ceremony at the end of the summer work program.

g. We aim to serve 25 students in 2011-12.

Section 03 – Budget Information

1. Budget = \$39,984 requested from WIA funds + \$59,769 in-kind = \$99,753 total

- a. Salary & Wages – Operational: **\$13,510**
- b. Salary & Wages – Client Services (case managers): **\$46,938 (School funds)**
- c. Benefits – Operational: n/a
- d. Benefits – Client Services (case managers): **\$7,619 (School funds)**
- e. Printing: in-kind by school division
- f. Outreach: in-kind by school division
- g. Postage: in-kind by school division
- h. Telephone: **\$1,850**
- i. Lease/rental: n/a
- j. Travel: **\$500**
- k. Office Supplies: **\$500**
- l. Other Operating Supplies: n/a
- m. Participant Services
 - i. Tutoring: in-kind
 - ii. Alternative Secondary School Offerings: in-kind
 - iii. Paid Occupational Skills: (See summer employment opportunity line)
 - iv. Paid Guidance & Counseling: in-kind by school
 - v. Summer Employment Opportunity: **\$13,824 (Student wages), \$3,800 (Summer Internship Supervisor wages)**
 - vi. Other – Youth: **\$1,500 end of summer program awards ceremony/banquet**
 - vii. Workforce Experience: (See summer employment opportunity line)
 - viii. Supportive Services: **\$4,500**
 - ix. Training Services: n/a
 - 1. Individual Training Account (ITA)
 - 2. On-the-Job-Training (OJT)
 - 3. Contract
 - 4. Other

2. Budget Worksheet

Line item	Amount	Rate of calculation
a. Salary & Wages – Operational	\$13,510	\$10,395 to Data Entry Specialist, based on pay rate of \$10/hour for 16-20 hours/week. \$3,115 to MHS Career Coach, based on pay rate of \$10/hour for up to 10 hours/week.

b. Salary & Wages – Client Services	\$46,938	Yearly salary for full-time case manager
d. Benefits – Client Services	\$7,619	FICA = \$2,910 (6.2%) Med FICA = \$681 (1.45%) Long Term Disability = \$35 VRS Package = \$4,606
h. Telephone	\$1,850	Annual cell phone plan – WIA case manager
j. Travel	\$500	In-town transportation based on bus driver wages of \$9/hour and mileage of 50 cents/mile
v. Summer employment	\$13,824 \$3,800	Student wages of 12 workers x \$8/hour for 12 days in July 2011, 6 days in June 2012 Summer internship supervisor wages at \$100/day for two supervisors, 12 days in July 2011 and 6 days in June 2012.
vi. Awards banquet	\$1,500	Catering, awards for students, partners and families based on last year's cost
viii. Supportive Services	\$4,500	Partner contract fees: \$1,000 For the Children (based on 10 two-hour workshops at \$100/session); \$1,500 YMCA (9-month youth memberships at a discounted rate of \$28.21 per youth per month for up to 25 youth; remainder to be used for group program); Boys & Girls Clubs \$500 (20 memberships x \$25/each); Piedmont Community Services \$1,500 (60 two-hour sessions at \$25/hour).

3. Budget Narrative

The WIA program at Martinsville High School makes efficient and effective use of WIA funds. The majority of grant funds are used for direct services to students – the partner contracts, Career Coach, awards banquet, etc. One-third of the total grant request goes directly to student wages for the summer work program, while \$3,800 is used for adult wages to directly supervise and mentor them during this process. Travel funds are requested for students to travel out of town and participate in valuable activities such as Global Youth Service Day in Roanoke and the Youth Rally in Danville. The telephone, based on last year's costs, is necessary for the WIA case manager because of the frequent communications that are needed to coordinate services

throughout the year while visiting several program service sites. The Data Entry Specialist wages are necessary because of the high volume of data that must be entered to keep up with the reporting and monitoring requirements of the program. The school division and partners have shown their continued commitment to this program and the at-risk students served year after year by devoting cash and in-kind funds greater than the grant request amount.

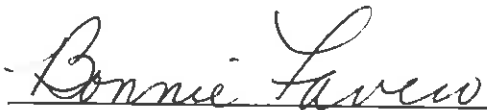
Area XVII West Piedmont Workforce Investment Board Proposal

Memorandum of Understanding Between Martinsville City Public Schools and Piedmont Community Services

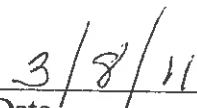
Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is valid for the grant period, July 1, 2011 through June 30, 2012, and is contingent upon the successful awarding of WIA funds. As part of our continuing partnership under this agreement, Piedmont Community Services will:

- Provide student participants with guidance and counseling, occupational preparation, work experiences, teen pregnancy prevention and intervention, and other services based on individual needs. At-risk youth will receive programming in empathy training, anger management and constructive problem-solving.
- Communicate regularly with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.

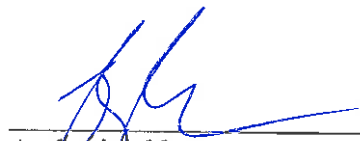
In return for these services, Martinsville City Public Schools agrees to designate \$1,500 in grant funds (**60 sessions multiplied by a rate of \$25/session**).




Authorized by:
Piedmont Community Services



Date



Authorized by:
Martinsville City Public Schools



Date

Area XVII West Piedmont Workforce Investment Board Proposal

Memorandum of Understanding Between Martinsville City Public Schools and Patrick Henry Community College

Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is contingent upon the successful awarding of WIA funds. As part of our continuing partnership under this agreement, Patrick Henry Community College anticipates providing a career coaching services for Martinsville High School students that may include:

- Provide leadership development workshops, career coaching, and tutoring for participating youth.
- Assist with administration of Virginia Wizard Career Assessments or other assessments as needed.
- Communicate regularly with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.

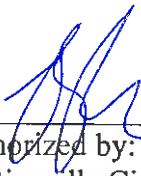
In return for these services, Martinsville City Public Schools agrees to designate \$3,115 in grant funds as wages for the MHS Career Coach (paid at a rate of \$10/hour for approximately 10 hours of work per week).



Authorized by:
Patrick Henry Community College

3/10/11

Date



Authorized by:
Martinsville City Public Schools

3/11/11

Date

Area XVII West Piedmont Workforce Investment Board Proposal

Memorandum of Understanding Between Martinsville City Public Schools and Boys & Girls Clubs of the Blue Ridge (BGCBR)

Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is valid for the grant period, July 1, 2011 through June 30, 2012, and is contingent upon the successful awarding of WIA funds. As part of our continuing partnership under this agreement, BGCBR will:

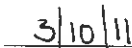
- Provide student participants enrolled in BGCBR with quality after-school programming at the Teen Center, with structured activities focusing on the five BGC program areas of Education and Careers, Character and Leadership, Health and Life Skills, the Arts, and Sports, Fitness and Recreation. Students who identify computers and information technology as an interest area will be given the opportunity to receive free career training through the Digital Connectors program at the Teen Center.
- Provide meaningful work experiences for summer intern(s) as appropriate.
- Work with interested members aged 17 and 18 to enroll in the CLUBService program, a partnership with AmeriCorps that provides education awards to club members who complete service hours in their Club and/or community.
- Communicate regularly with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.

In return for these services, Martinsville City Public Schools agrees to designate up to \$500 in grant funds (\$25 per yearly membership). MCPS will also use grant funds to pay wages to any student employed by BGCBR as an intern during the summer work program.

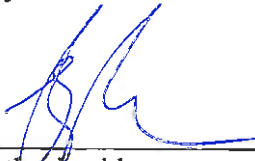


Authorized by:

Boys & Girls Clubs of the Blue Ridge



Date



Authorized by:

Martinsville City Public Schools



Date

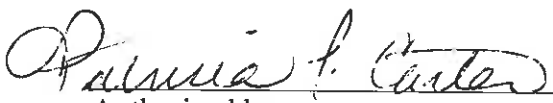
Area XVII West Piedmont Workforce Investment Board Proposal

Memorandum of Understanding Between Martinsville City Public Schools and For the Children Partners in Prevention Inc.

Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is valid for the grant period, July 1, 2011 through June 30, 2012, and is contingent upon the successful awarding of WIA funds. As part of our continuing partnership under this agreement, For the Children Partners in Prevention will:

- Provide student participants with two-hour guided workshops from the Choose Respect Playbook to help teens learn healthy relationship behaviors. Sessions will take place during the school year and during the summer as appropriate at a rate of \$100/session.
- Communicate regularly with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.

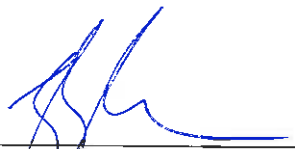
In return for these services, Martinsville City Public Schools agrees to designate \$1,000 in grant funds.



Authorized by:
For the Children Partners in Prevention, Inc.

03-09-11

Date



Authorized by:
Martinsville City Public Schools

3-11-11

Date


Area XVII West Piedmont Workforce Investment Board Proposal

Memorandum of Understanding Between Martinsville City Public Schools and the Martinsville-Henry County Family YMCA

Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is valid for the grant period, July 1, 2011 through June 30, 2012, contingent upon the successful awarding of WIA funds. As part of our partnership under this agreement, the Martinsville YMCA will:

- Provide student participants with 9-month youth YMCA memberships at a discounted rate of \$28.21 per youth per month, which is 25% the usual rate (normally \$150/year, prorated for 9 months = \$112.50). Grant funds will be reserved in the amount of \$703 (based on 25 youth).
- Provide group programs as needed on nutrition, fitness, swim lessons, etc. Grant funds will be reserved in the amount of \$797.
- Communicate regularly with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.

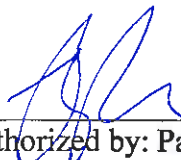
In return for these services, Martinsville City Public Schools agrees to designate a total \$1,500 in grant funds. The Martinsville YMCA agrees to contribute \$2,812 in in-kind services (scholarships for discounted youth memberships).



Authorized by: Brad Kinkema
Martinsville YMCA

3-7-11

Date



Authorized by: Patrick Shuler
Martinsville City Public Schools

3-11-11

Date



We build strong kids,
strong families, strong communities.

MARTINSVILLE-HENRY COUNTY FAMILY YMCA

Brad Kinkema, *CEO/Executive Director*
Becky Forestier, *Assistant Director*

Geoff Schofield, *President*
Dr. Scott Kizner, *First Vice-President*

Michael Scales, *Second Vice-President*
Rob Gehman, *Secretary-Treasurer*

March 7, 2011

Patrick Shuler, WIA In-School Case Manager
Martinsville High School
351 E. Commonwealth Blvd.
Martinsville, VA 24112

Dear Mr. Shuler,

I am pleased to offer this letter of support for Martinsville City Public Schools' application for Workforce Investment Act funding to continue offering In-School Youth Services to Martinsville students. We at the Martinsville-Henry County Family YMCA believe in investing in youth; each year, we give more than \$100,000 in scholarships to local children and teens who cannot afford memberships to start them on a lifetime of positive habits. We will continue offering YMCA scholarships in support of this grant program. As outlined in our memorandum of understanding, we will offer WIA student participants a 75% scholarship on YMCA membership (with the remainder of the cost covered by WIA funds). We will also contract with MCPS to provide programming on fitness, nutrition, swim lessons, or other topics as needed. We believe this will help participants' physical, mental and emotional health, give them an alternative to risky behaviors, and build community.

For the duration of this grant period (July 1, 2011-June 30, 2012), we are committed to this partnership.

Sincerely,

Brad Kinkema

Executive Director

Martinsville-Henry County Family YMCA

3 STARLING AVENUE
JOHN REDD BLVD. (P.O. Box 245)

MARTINSVILLE, VIRGINIA 24112
COLLINSVILLE, VIRGINIA 24078

PHONES: (276) 632-6427 or FAX: (276) 632-0612
PHONE: (276) 647-3771

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



UNITED WAY SUPPORTED AGENCY

Area XVII West Piedmont Workforce Investment Board Proposal

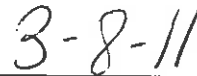
Memorandum of Understanding Between Martinsville City Public Schools and Martinsville-Henry County Chamber of Commerce

Martinsville City Public Schools is applying for Workforce Investment Act funding to continue offering In-School Youth Services in the city of Martinsville. This agreement is contingent upon the successful awarding of WIA funds. As part of our partnership under this agreement, the Martinsville-Henry County Chamber of Commerce will:

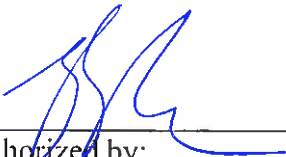
- Facilitate networking as needed with Chamber members to set up student internships and provide information about workforce needs.
- Communicate as needed with WIA in-school case manager to coordinate services.
- Provide a representative to serve on the program's Advisory Team.



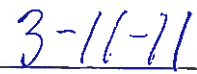
Authorized by:
Martinsville-Henry County Chamber of Commerce



Date



Authorized by:
Martinsville City Public Schools



Date



115 Broad Street - P.O. Box 709
Martinsville, Virginia 24114
Phone 276/632-6401 Fax 276/632-5059



www.mhcchamber.com
mhccoc@mhcchamber.com
Virginia's Racing Region Toll Free Number 866/632-3378

March 7, 2011

Patrick Shuler, WIA In-School Case Manager
Martinsville High School
351 E. Commonwealth Blvd.
Martinsville, VA 24112

Dear Mr. Shuler,

On behalf of the Martinsville-Henry County Chamber of Commerce, please accept this letter of support for Martinsville City Public Schools' pursuit of Workforce Investment Act funding to continue offering In-School Youth Services to Martinsville students. Chamber programs are designed to encourage a strong local economy by creating an environment where businesses thrive and community and commerce work together for the future of Martinsville-Henry County. To this end, we recognize the importance of building a skilled future workforce that is prepared to be competitive in the 21st century global economy. We will support the goals of this program by facilitating contact between the WIA in-school case manager and our network of over 600 local Chamber members to help place students in internships, as well as providing information about workforce needs and in-demand skills as appropriate.

We look forward to joining the school division to help nurture the next generation of business professionals. For the duration of this grant period (July 1, 2011-June 30, 2012), we are committed to this partnership.

Sincerely,

A handwritten signature in black ink, reading "Amanda C. Witt". The signature is stylized with a large, looped "A" and a cursive "Witt".

Amanda C. Witt
President
Martinsville-Henry County Chamber of Commerce

Section 04 – Attachment F

West Piedmont Workforce Investment Board Disclosure of Lobbying

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks “sub-awardee,” then enter the full name, address, city, state, and zip code of the prime Federal Recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/ proposal control number assigned by the Federal agency). Include prefixes, e.g. ARFP-DE-90-001(a).
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or

will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box (boxes). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (boxes). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Lobbying Activities (Complete the following on the next page to disclose lobbying activities pursuant to 31 U.S.C. 1352)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

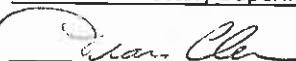
1. Type of Federal Action: <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative agreement <input type="checkbox"/> Loan <input type="checkbox"/> Loan guarantee <input type="checkbox"/> Loan insurance	2. Status of Federal Action: <input type="checkbox"/> Bid/offer/application <input type="checkbox"/> Initial award <input type="checkbox"/> Post-award	3. Report Type: For Material Change Only: Year _____ Date of last report _____
4. Reporting Entity: Address: _____ <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier, if known. _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Sub-awardee, Prime Name _____ Address _____ Congressional District, if known: _____	
6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity b. Individual Performing Services (including address if (If individual, last name, first name, MI): different from No. 10. a.) (last name, first name, MI): (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	13. Type of Payment (Check all that apply): <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature and value: _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a cash penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		

Name of Agency Martinsville City Public Schools

Authorized Representative Travis Clemons

Title Finance Director, Superintendent's Designee

Signature



Section 05 – Attachment G

West Piedmont Workforce Investment Board Certifications

Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

Initials (✓/✓)

In regards to Contracts, Grants, Loans, and Cooperative Agreements, the undersigned certifies, to the best of his or her knowledge and belief, that as a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Initials (✓/✓)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- a. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- c. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- e. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier

- covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- f. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement or Non-procurement Programs.
 - h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph (e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Drug-Free Workplace

Initials (✓)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1978, 29 CFR Part 98, Sections 98.305, 98.320, and Subpart F.

In addition, this certification is a material representation of fact upon which reliance is placed when the agency determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

The prospective grantee certifies that it will provide a drug-free workplace by:

- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- ii. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- v. Notifying the agency within ten days after receiving notice under subparagraph (d)(2), with respect to any employee or otherwise receiving actual notice of such conviction;
- vi. Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- vii. Taking appropriate personnel action against such an employee up to and including termination; or
- viii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- ix. Making a good faith effort to continue to maintain a drug-free workplace.

Certification Regarding Indemnification

Initials (MC)


It is understood by the recipient and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each recipient is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U.S. Department of Labor, Virginia Community College System, and West Piedmont Workforce Investment Board in the performance of their contract.

With this understanding of responsibility, all WIA contractors will account for all Federal funds, WIA property and program income, if generated. The recipient hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials, for any mistakes, errors of judgments, malfeasance, theft, or other actions by the recipient or their staff which result in disallowed cost.

Name of Recipient Martinsville City Public Schools

Authorized Representative Travis Clemons

Title Finance Director, Superintendent's Designee

Signature  Date 3/15/11

Section 06 – Attachment H

West Piedmont Workforce Investment Board Proposal Summary Form and Contract

Organization Name: Martinsville City Public Schools

Address: P.O. Box 5548

City, State, Zip Martinsville, VA 24115

Phone, Fax, Website: (276)403-5880 (phone), (276)632-5343 (fax), www.martinsville.k12.va.us

Type of Organization:

- | | |
|--|--|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Local Government Agency |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Nonprofit |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Minority Owned |
| <input type="checkbox"/> Profit-making | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> State Government Agency | <input type="checkbox"/> Other |

Brief Summary of Proposed Youth In-School and/or Youth Out-of-School Program(s) with geographic service area(s) in the region:

MCPS proposes to continue our successful implementation of the Youth In-School Program in the city of Martinsville for 2011-12. The WIA in-school case manager will coordinate with community partners including Patrick Henry Community College, Piedmont Community Services, the Boys & Girls Clubs of the Blue Ridge, For the Children Partners in Prevention, the YMCA, and the MHC Chamber of Commerce to provide comprehensive year-round services to at-risk, low-income students ages 14-18. Programming will include but not be limited to work experiences; leadership development opportunities; guidance and career counseling; academic supports; mentoring; and a range of other services designed to keep students on track to graduate and be successful in higher education or the workforce.

Participant Summary Proposed Number to be recruited, enrolled, credentials earned and placed by program (Youth In-School or Youth Out-of-School) and by geographic service area(s) in the region:

We intend to serve approximately 25 in-school students in Martinsville, with the goal of earning on-time high school diplomas and any relevant industry certifications in their fields of interest.

Contract Performance and Statement of Work Responsibilities – In acceptance of program funding, I agree to provide and comply with the following:

1. Client outreach and recruitment
2. Client suitability determination
3. Initial assessment/referral for certification
4. Objective assessment
5. Development and implementation of Individual Services Strategy
6. Documented counseling contacts
7. Proper completion and maintenance of applicable required program documentation forms
8. Reporting for reimbursement only allowable expenditures contained in approved contract budget
9. Adhere to all performance standards as specified in the RFP and contained herein
10. Adherence to specification contained in the following:
 - a. General Provisions of this RFP
 - b. Workforce Investment Act
 - c. All applicable federal and state policies
 - d. All applicable WPWIB (local) policies

Contract Funding Summary: For WPWIB Office Use Only – Do not write this section


	Initial Award Amount		
	Youth In-School	Youth Out-of-School	Total
Pittsylvania Co. (30%)			
Henry Co. (28%)			
Danville (25%)	(See attachments) WIA		
Patrick Co. (9%)			
Martinsville (8%)			
Total			



Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, youth service provider is entitled to consideration of such additional funds. This is not a guarantee of additional funding only an option that may be exercised by the WPWIB.

Signatures – We the undersigned agree to abide by the terms and conditions outlined above, including without limitation, the RFP, attachments thereto, and proposal, which are incorporated herein by reference, and we further acknowledge and agree that changes are acceptable only if mutually agreed to by way of a signed contract modification. The undersigned offers and agrees to furnish and abide by all items listed above and the price offered with the time specified. This offer is firm for 120 days. It is understood by the agency and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each receiving agency is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U. S. Department of Labor, Virginia Community College System, and the West Piedmont Workforce Investment Board in the performance of their contract. With this understanding of responsibility, all WIA contractors will account for all federal funds, WIA property and program income if generated. The receiving agency hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials for any mistakes, errors of judgments, malfeasance, theft or other actions by the receiving agency or their staff which result in disallowed cost.

(continued on next page)

Proposer (Agency):	Authorized Signatory:
Name: Martinsville City Public Schools	Print Name: Travis Clemons
Address: P.O. Box 5548	Title: Finance Director, Superintendent's Designee
City, State, Zip Martinsville, VA 24115	Signature: 
Phone: 276-403-5722	Date: 3/15/11

West Piedmont Workforce Investment Board Signatory	
Signature 	Signature 
Kim Adkins, Executive Director	Timothy J. Clark, Chairman
Date:	Date:

COMMONWEALTH OF VIRGINIA

SALES & USE TAX CERTIFICATE OF EXEMPTION

#10-546001415F-001

(For use by the Commonwealth of Virginia, a political subdivision of
the Commonwealth of Virginia, of the United States)

To: _____ Date: _____

Address: _____

The Virginia Retail Sales & Use Tax Act provides that the Virginia sales and use tax shall not apply to tangible personal property for use or consumption by this State, any political subdivision of this State, or the United States. (This exemption does not apply to sales or leases to privately-owned financial and other privately owned corporations chartered by the United States.)

The undersigned, for and on behalf of the CITY OF MARTINSVILLE, VIRGINIA, 55 West Church Street, Martinsville, VA, 24112, including the City Treasurer's and City Sheriff's offices, Martinsville Mustangs, LLC, Office of the Magistrate 21st Judicial District, and as fiscal agent for the City of Martinsville Schools, the Blue Ridge Regional Library, West Piedmont Business Development Center, Southern Virginia Recreational Facilities Authority, and the Piedmont Regional Criminal Justice Academy hereby certifies that all tangible personal property purchased or leased from the above named dealer on and after this date will be for the use or consumption by one of these entities or another governmental agency, that each such purchase or lease will be supported by the required official purchase order, and that such tangible personal property will be paid for out of public funds:

**Tangible personal property for use or consumption by a political
subdivision of the Commonwealth of Virginia.**

I certify that I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief; it is true and correct, made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By Linda H. Conover Title: Budget Analyst Phone: 276-403-5143

Information for dealer: A dealer is required to have on file only one Certificate of Exemption properly executed by the governmental agency buying or leasing tax exempt tangible personal property under this Certificate.

Section 04 – Attachment F

West Piedmont Workforce Investment Board Disclosure of Lobbying

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "sub-awardee," then enter the full name, address, city, state, and zip code of the prime Federal Recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/ proposal control number assigned by the Federal agency). Include prefixes, e.g. ARFP-DE-90-001(a).
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or

will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box (boxes). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (boxes). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Lobbying Activities (Complete the following on the next page to disclose lobbying activities pursuant to 31 U.S.C. 1352)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

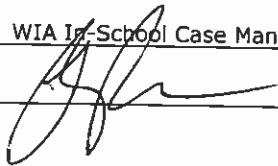
1. Type of Federal Action: <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative agreement <input type="checkbox"/> Loan <input type="checkbox"/> Loan guarantee <input type="checkbox"/> Loan insurance	2. Status of Federal Action: <input type="checkbox"/> Bid/offer/application <input type="checkbox"/> Initial award <input type="checkbox"/> Post-award	3. Report Type: For Material Change Only: Year _____ Date of last report _____
4. Reporting Entity: Address: _____ <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Sub-awardee, Prime Name _____ Address _____ Congressional District, if known: _____	
6. Federal Department/Agency: <div style="text-align: center; font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">A</div>	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity b. Individual Performing Services (including address if (If individual, last name, first name, MI): different from No. 10. a.) (last name, first name, MI): (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	13. Type of Payment (Check all that apply): <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature and value: _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a cash penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		

Name of Agency Martinsville City Public Schools

Authorized Representative Patrick Shuler

Title WIA In-School Case Manager and Student Internship Coordinator

Signature



Section 05 – Attachment G

West Piedmont Workforce Investment Board Certifications

Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

Initials (PS)

In regards to Contracts, Grants, Loans, and Cooperative Agreements, the undersigned certifies, to the best of his or her knowledge and belief, that as a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Initials (PS)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- a. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- c. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- e. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier

- covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- f. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement or Non-procurement Programs.
 - h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph (e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Drug-Free Workplace

Initials (PS)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1978, 29 CFR Part 98, Sections 98.305, 98.320, and Subpart F.

In addition, this certification is a material representation of fact upon which reliance is placed when the agency determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

The prospective grantee certifies that it will provide a drug-free workplace by:

- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- ii. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- v. Notifying the agency within ten days after receiving notice under subparagraph (d)(2), with respect to any employee or otherwise receiving actual notice of such conviction;
- vi. Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- vii. Taking appropriate personnel action against such an employee up to and including termination; or
- viii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- ix. Making a good faith effort to continue to maintain a drug-free workplace.

Certification Regarding Indemnification

Initials (PS)

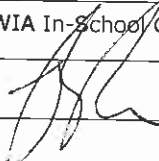
It is understood by the recipient and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each recipient is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U.S. Department of Labor, Virginia Community College System, and West Piedmont Workforce Investment Board in the performance of their contract.

With this understanding of responsibility, all WIA contractors will account for all Federal funds, WIA property and program income, if generated. The recipient hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials, for any mistakes, errors of judgments, malfeasance, theft, or other actions by the recipient or their staff which result in disallowed cost.

Name of Recipient Martinsville City Public Schools

Authorized Representative Patrick Shuler

Title WIA In-School Case Manager

Signature  Date 3/11/11

Section 06 – Attachment H

West Piedmont Workforce Investment Board Proposal Summary Form and Contract

Organization Name: Martinsville City Public Schools

Address: P.O. Box 5548

City, State, Zip Martinsville, VA 24115

Phone, Fax, Website: (276)403-5880 (phone), (276)632-5343 (fax), www.martinsville.k12.va.us

Type of Organization:

- | | |
|--|--|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Local Government Agency |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Nonprofit |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Minority Owned |
| <input type="checkbox"/> Profit-making | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> State Government Agency | <input type="checkbox"/> Other |

Brief Summary of Proposed Youth In-School and/or Youth Out-of-School Program(s) with geographic service area(s) in the region:

MCPS proposes to continue our successful implementation of the Youth In-School Program in the city of Martinsville for 2011-12. The WIA in-school case manager will coordinate with community partners including Patrick Henry Community College, Piedmont Community Services, the Boys & Girls Clubs of the Blue Ridge, For the Children Partners in Prevention, the YMCA, and the MHC Chamber of Commerce to provide comprehensive year-round services to at-risk, low-income students ages 14-18. Programming will include but not be limited to work experiences; leadership development opportunities; guidance and career counseling; academic supports; mentoring; and a range of other services designed to keep students on track to graduate and be successful in higher education or the workforce.

Participant Summary Proposed Number to be recruited, enrolled, credentials earned and placed by program (Youth In-School or Youth Out-of-School) and by geographic service area(s) in the region:

We intend to serve approximately 25 in-school students in Martinsville, with the goal of earning on-time high school diplomas and any relevant industry certifications in their fields of interest.

Contract Performance and Statement of Work Responsibilities – In acceptance of program funding, I agree to provide and comply with the following:

1. Client outreach and recruitment
2. Client suitability determination
3. Initial assessment/referral for certification
4. Objective assessment
5. Development and implementation of Individual Services Strategy
6. Documented counseling contacts
7. Proper completion and maintenance of applicable required program documentation forms
8. Reporting for reimbursement only allowable expenditures contained in approved contract budget
9. Adhere to all performance standards as specified in the RFP and contained herein
10. Adherence to specification contained in the following:
 - a. General Provisions of this RFP
 - b. Workforce Investment Act
 - c. All applicable federal and state policies
 - d. All applicable WPWIB (local) policies

Contract Funding Summary: For WPWIB Office Use Only – Do not write this section

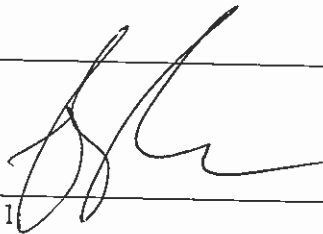
	Initial Award Amount		
	Youth In-School	Youth Out-of-School	Total
Pittsylvania Co. (30%)	<i>(See attachments)</i>		
Henry Co. (28%)			
Danville (25%)			
Patrick Co. (9%)			
Martinsville (8%)			
Total			


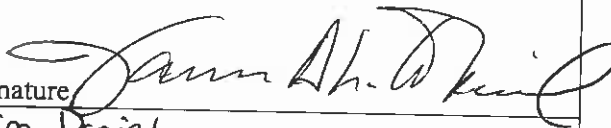
Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, youth service provider is entitled to consideration of such additional funds. This is not a guarantee of additional funding only an option that may be exercised by the WPWIB.

Signatures – We the undersigned agree to abide by the terms and conditions outlined above, including without limitation, the RFP, attachments thereto, and proposal, which are incorporated herein by reference, and we further acknowledge and agree that changes are acceptable only if mutually agreed to by way of a signed contract modification. The undersigned offers and agrees to furnish and abide by all items listed above and the price offered with the time specified. This offer is firm for 120 days. It is understood by the agency and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each receiving agency is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U. S. Department of Labor, Virginia Community College System, and the West Piedmont Workforce Investment Board in the performance of their contract. With this understanding of responsibility, all WIA contractors will account for all federal funds, WIA property and program income if generated. The receiving agency hereby agrees to indemnify, reimburse and save harmless the West Piedmont Workforce Investment Board and Chief Local Elected Officials for any mistakes, errors of judgments, malfeasance, theft or other actions by the receiving agency or their staff which result in disallowed cost.

(continued on next page)

Proposer (Agency):	Authorized Signatory:
Name: Martinsville City Public Schools	Print Name: Patrick Shuler
Address: P.O. Box 5548	Title: WIA In-school case manager and student internship coordinator
City, State, Zip Martinsville, VA 24115	Signature: 
Phone: 276-403-5880	Date: 3/9/11

West Piedmont Workforce Investment Board Signatory	
Signature 	Signature 
Kim Adkins, Executive Director	Timothy J. Clark, Chairman
Date: 7/1/11	Date: 7-1-11

West Piedmont Workforce Investment Board
Budget PY11-12-Mtv City Schools Mtv Youth In School
 February 2011

Actual Budget
7/1/11 to 6/30/12

Ordinary Income/Expense	
Expense	
110000 - Salary & Wages-Operational	13,510.00
380000 - Outreach	0.00
523000 - Telephone	1,500.00
550000 - Travel	500.00
800100 - Office Supplies	500.00
801400 - Other Operating Supplies	0.00
Participant Services	
Tutoring	0.00
Alternative Secondary School Offerings	0.00
Paid Occupational Skills	0.00
Paid Guidance & Counseling	0.00
Summer Employment	23,843.94
Other - Summer Program Ceremony	750.00
Work Experiences	0.00
Supportive Services	4,500.00
830000 - Training Services	2,558.06
Total Expense	47,462.00

Approved by Board on June 12, 2011

Board Chairman [Signature] Date 1-6-12
 WPWIB Executive Director [Signature] Date 1/6/12
 Grant Administrator [Signature] Date 1-10-2012

**West Piedmont Workforce Investment Board
Amendment to WIA Contract for Youth Services**

THIS MODIFICATION AND AMENDMENT ("Modification") is made and entered into as of the 1st day of July, 2012, by and among the WEST PIEDMONT WORKFORCE INVESTMENT BOARD ("WPWIB") and MARTINSVILLE CITY PUBLIC SCHOOLS ("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 Contract for Youth Services ("Contract") dated July 1, 2011, related to provision of services to eligible in-school youth in the locale of Martinsville.
- b. While all 10 program elements must be adhered to, the Contract contains a provision allowing modifications executed in writing between the parties.
- c. The WPWIB and Contractor therefore desire to modify and amend the Contract accordingly.

2. **Modifications.**

The parties agree that the contracted services under the Contract shall be amended as follows:

- a. The agreed upon number of student activity is as follows:
 - New Students – 9
 - Carryover – 13
 - Follow – 9
- b. The Contractor agrees to adhere to the following budget for PY 12-13:

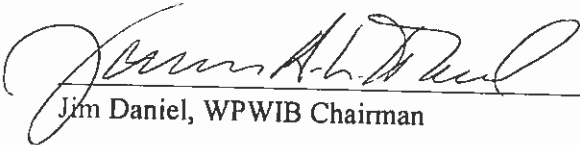
	PY 12-13 Approved Budget
110000 · Salary & Wages-Operational	18,500.00
523000 · Telephone	-
600100 · Office Supplies	250.00
830000 · Training Services	2,000.00
832000 · Summer Employment	21,272.63
840000 · Supportive Services	400.00
8800000 · Summer Program Ceremony	700.00
Total Expense	43,122.63

- c. The Contractor agrees to send out the board's customer satisfaction electronic survey so that the board can track quarterly customer satisfaction. Click here for this link or go to www.vaworkforcecenters.com/youthcomments.cfm.

3. **Effect on Contract.**

Except as modified and amended herein, all of the other general terms, provisions and conditions of the Contract shall remain in full force and effect, and the parties ratify and confirm the same.

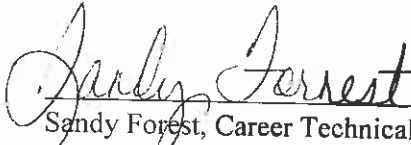
IN WITNESS WHEREOF, the parties have caused this Modification to be executed on the day and date first written above.


Jim Daniel, WPWIB Chairman

7-12-12
Date


Kim Adkins, WPWIB Executive Director

7/12/12
Date


Sandy Forest, Career Technical Education
Coordinator
Martinsville City Public Schools
Contractor

07-12-2012
Date