



Martinsville-Henry County Chamber of Commerce

Business Services Proposal

2013

Proposal for Business Services in answer to:

*West Piedmont Workforce Investment Board, Area 17
Request for Proposals (RFP)*

*Adult, Dislocated Worker, Business and One Stop Operator Services
Workforce Investment Act (WIA)*

Issued January 31, 2013

**To: West Piedmont Workforce Investment Board
730 E. Church St., Ste. 24
P. O. Box 4043
Martinsville, VA 24112**

**Submitted by: Martinsville-Henry County Chamber of Commerce
Date: March 1, 2013**

Section 01 – Proposer’s Standard Information

1. Name and Title: Amanda Witt, President
Address: Martinsville-Henry County Chamber of Commerce
115 Broad St.
Martinsville, VA 24112
Phone: (276) 632-6401
2. Name and Title: Amanda Witt, President
Martinsville-Henry County Chamber of Commerce
Phone: (276) 632-3401
3. Area of Consideration: Martinsville-Henry County
4. Program of Interest: Business Services
5. Articles of Incorporation (See Attachment A)
6. The Martinsville-Henry County Chamber of Commerce is not a traditional non-profit.
7. The staff of the Martinsville-Henry County Chamber of Commerce has a proven track record in this community for advocating for the employers best interests and making them aware of all of the training opportunities and services that are available to them through the Workforce Investment Board’s funding and subsidies.

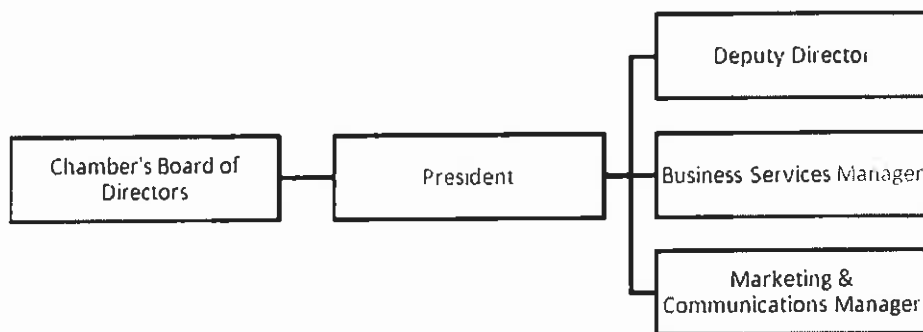
Amanda Witt, president of the Chamber, has been involved with the business community for 10 years and works collaboratively with industry leaders and economic developers in the region. She also serves as the Vice Chair of the West Piedmont Workforce Investment Board, and has served on the board since 2007, and has a very in depth understanding of services that are offered through the organization and can communicate those services to employers in an immediate, practical, articulate way.

Laura Buchanan, business services manager with the Chamber of Commerce, has 8 years administrative and industry experience and over 6 years experience in education,

outreach, and workforce. She serves on several boards relating to the areas of economic development, education, and workforce in our community. After working in this position, for over a year, she has a great understanding of the services and programs available to employers and is able to promote them successfully. She has built relationships with key educational and economic development partners as well as employers.

8. The Martinsville-Henry County Chamber of Commerce is a membership organization comprised of businesses operating in our community. With over 630 members, the Chamber acts as a voice for businesses in the region while also providing opportunities for networking, collaboration, and increased community exposure. The Martinsville-Henry County Chamber of Commerce was founded in 1959 and has been actively involved in all facets of our business community ever since. Our 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.

Please review the organizational chart below that outlines the Chamber staff and a brief description of each staff members' responsibilities within the organization.



Chamber's Board of Directors – The board acts as governing body for all major decisions of the Chamber of Commerce.

President – Serves as the administrative officer of the Chamber and reports to the Chairman of the Board and the Executive Committee. Responsible for the full range of Chamber activities, including, but not limited to the coordination of the program of work, organizational structure and procedures, motivation of volunteers, financial management, community outreach, service and promotion, employment, training, supervision of staff, interpretation of policy, vision planning, and maintenance of the Chamber facility.

Deputy Director – Assists the president in the management of the affairs of the Chamber, including financial duties, membership development, event planning and execution and committee coordination and develops methods to improve efficiency of operation.

Oversees the Chamber's Education Foundation, which includes fundraiser events, Youth Leadership Development programs, and the PIE grant program.

Business Services Manager – Provides services to employers as it relates to WIA Business Services and the growth, development, and sustainability of businesses in our area. Coordinates job fairs, targeted recruitments, workshops and seminars to assist businesses. Collaborates with educational and economic development partners to support existing and prospective companies in our area.

Marketing & Communications Manager – Duties include coordinating and delivering all marketing publications, including the Chamber's annual community magazine; assisting with event planning and program coordination; and developing methods to improve efficiency of operation.

9. Financial Management System

a-c. See Attachment B

d. Amanda Witt, President

Martinsville-Henry County Chamber of Commerce
115 Broad Street, Martinsville, VA 24112
(276) 632-6401

Christina Mallard
Owner and Certified Public Accountant
Mallard & Mallard, CPA's LLC
411 E. Church Street, Martinsville, VA 24112
(276) 632-5754

10. Employee Grievance Policy (See Attachment C)

11. The Chamber board discusses this each year and has opted not to be bonded as the staff does not handle large sums of cash and never has volunteers handling funds.

12. Job Title: Business Services Manager

Job Description: See below.

Purpose of the business services manager:

With a strong understanding that satisfying the needs of employers is the overall priority of the Martinsville-Henry County Chamber of Commerce, the business services manager position was created. This position was to collaborate with the Virginia Workforce Center, as well as other local partners, and to identify employer needs. Once these needs were established, the business services manager acts as a conduit between the employer and the partners by streamlining the process of connecting the employers and the partners to satisfy the need in an extremely efficient manner.

These needs of employers vary by industry sector and size ranging from assistance in developing new programs, wage negotiations, new business start-ups, layoffs and plant closings, training needs, data retrieval, and employment issues.

Responsibilities of the business services manager:

1. Meet with employers to determine hiring needs and employment requirements
2. Communicate employers' hiring needs and requirements to liaisons at the VA Workforce Center to ensure job openings are posted and communicated to WIA clients
3. Promote programs and resources available through the VA Workforce Center to include adult internships, customized training, and on-the-job training, etc. to employers
4. Work closely with educational institutions in our region to discuss the needs of employers and learn more about their program offerings
5. Partner with educational and workforce training providers to deliver/promote various workshops to include, work readiness and professional development
6. Provide information to businesses about training resources and pre-employment assessments that are available in our region
7. Coordinate targeted and/or community-wide job fairs
8. Coordinate round-table meetings for specific industry sectors to discuss their workforce needs and provide them with information on resources available to them
9. Meet with economic development office to discuss the role of business services manager and support that can be provided to new and existing businesses
10. Monitor and communicate labor market data, trends, and other resources to employers
11. Compile and distribute wage and benefit surveys
12. Assist businesses to help displaced employees find new jobs more quickly through resource and/or job fairs
13. Provide job descriptions to Job Developer as internship openings occur

Office Space:

The business services manager will work out of the Chamber office and the Virginia Workforce Center (at no charge, due to limited funds), splitting time between the two facilities when not meeting with employers or partners in education, training, and economic development.

Section 02 – Statement of Work

1. Program being proposed is Business Services
2. NA
3. Business Services

a. WIA Business Services

In accordance with the West Piedmont Workforce Investment Board's vision, the WIA Business Services Manager position was developed to give employers access to a skilled workforce through a variety of services available through the Virginia Workforce Center to include, but not limited to, targeted recruitment events, adult internships, on-the-job training, incumbent worker training, federal bonding program, customized training, plant closure/layoff assistance, pre-employment screenings, and labor market information. In addition to promoting the services available through the Virginia Workforce Center,

Business Services addresses barriers that limit employment and promotes a skilled workforce by building relationships with employers, partnering with educational institutions and the local economic development office. Business Services will assist employers with finding the talent needed for high skill jobs until the local workforce can meet those demands.

The Martinsville-Henry County Chamber of Commerce proposes it would meet the requirements of WIA Business Services to promote and support the West Piedmont Workforce Investment Board's local plan.

Historically, Chambers of Commerce have a strong, deep rooted relationship with businesses, educational partners, and economic development agencies. With a membership of over 630 and an already successful track record with this position, the Chamber is a perfect fit for providing services as indicated by WIA Business Services.

The Martinsville-Henry County Chamber of Commerce promotes and supports existing and prospective companies and organizations in the area by offering a variety of services. Each year the Chamber provides Supervisor Training workshops that focus on management skills and techniques and also partners with Patrick Henry Community College to offer the Chamber Business Alliance series. These workshops are provided in response to feedback from employers on the skill gaps they are experiencing with their workforce. Another popular series offered by the Chamber is its Leadership Development Program, which educates and molds the new leaders in the community as they learn about local history and explore areas where they can contribute. One of the highest impact events and a local favorite for the area is the FAST TRACK trade show, which the Chamber organizes for businesses to showcase their services to the thousands of people that attend each year.

The Chamber also serves as an advocate for business at the local, state, and federal level and holds legislative events and forums for our membership to hear the agenda of area representatives.

Each year the Chamber surveys its membership to determine their top concerns and issues, Workforce Development has been first and foremost on our members minds for several years, with the addition of the business services manager, we are making a difference.

The business services manager works to build relationships with local companies and educational partners through participation in several councils and committees, to include the Blue Ridge Human Resource Association Board and currently serve as Program Director, the Employer Advisory Committee, Henry County Schools Technical Education Advisory Committee, National College Advisory Board, Community Recovery Program Advisory Board,

Prisoner Reentry Council, PLUGGEDInVA Planning Grant Committee, Martinsville Area Disabilities Employment Network, Dan River Region Collaborative, Youth Development Strategic Planning Committee, Business Services Team Meetings, and Business and Industry Leadership Teams with Patrick Henry Community College.

Another area that has been important in building relationships and defining employer needs has been through roundtable meetings with are held with specific industry sectors on a quarterly basis. These meetings provide an opportunity for employers to share their concerns and needs in a small setting with their peers. It also provides the chance for them to network and communicate, while the business services manager attempts to meet their needs and provide solutions to their problems.

b. WIA services to employers

A. Job fairs and/or targeted recruitment events

Annual community job fairs are an opportunity for jobseekers to be exposed to a variety of employers at one time and location. They provide a service to employers by connecting them to a large pool of applicants. Targeted recruitment events are beneficial to employers because they work to target the individuals that are qualified for their specific industry or openings they may have available, reducing the number of non-qualified applicants.

The M-HC Chamber of Commerce Business Services Manager will coordinate annual community job fairs and targeted recruitment events as needed by partnering with other agencies within the Virginia Workforce Center. The business services manager will work closely with the Economic Development Corporation to assist employer prospects to find the talent they need locally and attract them to our region.

Since 2010, the Chamber has been successful in hosting and coordinating the events as summarized below.

Job Fairs & Targeted Recruitments Summary 2010-2013			
Type	No. of Events	No. of Employers	No. of Attendees
Targeted Recruitment	9	49	4,025
Job Fair	5	112	2,023
TOTAL	14	161	6,048

B. Adult internships and/or work experiences

Adult internships and/or work experiences provide opportunities for employers to get to know potential employees and for potential employees to learn more about local industries. Adult internships are beneficial to both the jobseeker and employer. They are a great tool to incentivize an employer to provide an opportunity to jobseekers that may lack certain skills or need a second chance. The participant is then able to prove themselves and obtain sustainable employment. During this internship period, the employer is able to evaluate the participant's work ethic and skill set to determine if they are a good fit for their organization while the participant is paid a stipend of \$7.25 an hour by the Virginia Workforce Center (up to 360 hours).

Through routine meetings and contacts with employers, the business services manager would promote the Adult Internship program and/or work experiences and explain the benefits available to using the programs. The Chamber's Business Services Manager position has been successful in promoting this program to employers and in managing the Job Developer portion of the program. The progress to date has been summarized below.

Internship Program Summary 2011-2013		
Sector of Business	No. Placed	No. Hired
Manufacturing	14	5
Service	18	12
Administrative	1	1
Automotive	8	7
TOTAL	41	25

The Chamber proposes to grow the promotion of the program and overall success by focusing on business contacts. By partnering with the local One Stop Operator who will provide services as the Job Developer, the business services manager will have more time to dedicate to establishing relationships with employers and sharing the

effectiveness and benefits of Adult Internships and/or work experiences.

C. On-the-Job-Training

On-the-Job-Training provides individualized occupational skills training for dislocated workers and WIA-eligible adults and older youth. The goal is to place participants in occupations that will enhance their prospects for long-term employment and promote self-sufficiency. Employers can enter into an agreement with the Virginia Workforce Center to hire, train, and retain the participant upon successful completion of the training program. Employers would be reimbursed up to 50% of the employee's wages during the training period.

Through routine meetings and contacts with employers, the business services manager will promote the On-the-Job-Training Program to employers and explain the benefits available to using this program.

D. Incumbent worker training

Incumbent worker training funds are available from the WPWIB to assist employers with averting layoffs and improving the skills of their existing workforce. The program is structured to meet employer training objectives to increase employee productivity and company growth.

Through collaboration with educational partners, the business services manager can assist employers with utilizing these funds and aligning the appropriate training program to meet their needs. The Incumbent worker training funds would be promoted through routine meetings and contacts with employers.

E. Federal Bonding Program

The Federal Bonding Program provides employers with fidelity bonds for new hires who may have been denied coverage by commercial carriers because of various barriers, such as poor credit, arrest record, etc. Each \$5,000 bond is available at no cost to the employer and protects them for up to 6 months.

The business services manager works to promote the Federal Bonding Program to prospective jobseekers by serving on the Martinsville, Henry County, and Patrick County Prisoner Re-entry Council. The Council was formed as a result of an Executive Order that Governor Robert F. McDonnell signed on May 11, 2010, to establish an integrated system to coordinate the planning and provision of offender transitional and re-entry services among state, local, and

nonprofit agencies to prepare offenders for successful transition into their communities upon release from incarceration.

Service with the Re-entry Council connects the Business Service Manager with other agencies that are working to assist returning citizens to find employment, access to transportation, housing and help with family reunification. The council also works to educate employers on the benefits and incentives available for hiring returning citizens.

In addition to service with the Re-entry Council, the business services manager will promote the Federal Bonding Program through direct meetings and contacts with employers.

F. Customized Training

Customized Training funds are available to employers for specific skills training for new hires or incumbent workers. Employers may be reimbursed up to 50% of the employee's wages during the training period. WPWIB staff work with employers on a case-by-case basis to utilize this training program.

The business services manager would make employers aware of the Customized Training program through routine meetings and contacts with employers.

G. Plant closing/layoff services

Plant closing and layoff services helps to ease the transitions of laid-off workers, maintaining the morale and productivity of remaining employees.

The business services manager is a member of the local Rapid Response Team that provides immediate, on-site downsizing assistance for businesses. The local team partners with the state's Rapid Response Unit to provide assistance to companies and their employees regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.).

H. Resource lab at the Virginia Workforce Centers

The Virginia Workforce Center is equipped with a resource lab consisting of computer workstations with internet access, fax services, copy machines, and printers. Software is available for the public to upgrade basic reading and math skills and other basic workplace skills.

The business services manager promotes the availability of this resource to both employers and jobseekers through meetings and presentations in the community.

I. Pre-employment screening

Pre-employment screening is offered to employers to assist them in securing the most qualified candidates for their job openings. This can help the employer save time and money with recruiting efforts.

Through meetings and established relationships with employers and educational partners, the business services manager serves as a resource when seeking qualified candidates for employment. Dependent upon the employer's needs, the business services manager can identify qualified candidates for openings and provide pre-screening services and referrals. These services could be as simple as a quick work skills assessment and short interview or as complex as to connecting employers with an educational institution, such as the community college, that offers a wide variety of assessment tools that can be customized to meet an employer's needs. Regardless of the need, the business services manager is committed to meeting the employer's requirements for a job opening and securing the most qualified candidate.

J. Labor market information

Labor market information is important in assisting human resource professionals and their organizations when making decisions about their workforce and business. By providing access to industry, occupational, wage, benefit, and other various data, employers can make more informed decisions.

The Martinsville-Henry Chamber of Commerce partners each year with the Martinsville-Henry Economic Development Corporation to conduct a local Labor Market Analysis. In addition to this resource, the business services manager has the ability to provide industry, occupational, wage, and benefit data to employers that is specific to their needs and business sector. This information is helpful not only to prospective employers considering locating in Martinsville and Henry County, but it also helps existing business maintain competitiveness. The business services manager also provides labor market information to economic development agencies both locally and regionally, to include the Southern Virginia Regional Alliance.

c. Employer recruitment and outreach

Employer recruitment and outreach consists of collaboration with the local Economic Development Corporation to actively recruit and reach out to

prospective employers. Some of the services that may be provided would include assistance with hiring and/or training needs, targeted recruitment events, establishment of assessment tools for applicants, and wage and benefit data. All of these tools assist in attracting and securing new employers to our area.

The business services manager has worked very closely with the Economic Development Corporation along with other partners to develop a One-Year Workforce Development Plan to address the immediate recruitment needs of our existing and prospective employers. The business services manager assists the EDC with attracting prospective companies by coordinating targeted recruitment events to address employer workforce needs. If work skill assessment tools are required, the business services manager can connect employers with educational partners or the Virginia Workforce Center to obtain those tools. Industry, wage, and benefit information is provided to employer prospects to help them make informed decisions about locating their business in this area and benefits of doing business in Martinsville and Henry County. The business services manager is also working with higher educational institutions, in collaboration with the EDC, to recruit high demand skilled workforce, such as engineers and IT specialists. Another example of how the business services manager, through service on the Blue Ridge Human Resource Association Board, works with the EDC in promoting our area to employers is through collaboration with their tourism division, who will be leading a workshop for employers in April on attracting and retaining employees.

d. Records management and reporting

The business services manager maintains hard copy and/or electronic files for each employer, partner, meeting, and/or event that is pertinent. Notes are kept and services are recorded and reported upon as requested. In addition, the business services manager will provide quarterly reports and present an annual report to the West Piedmont Workforce Investment Board to exhibit the number of meetings held with employers, partners, committees, and councils to detail the outcomes. Information will be provided about employer needs and market demands. Reports would also provide results from events coordinated by the business services manager, such as workshops, job fairs, and targeted recruitments.

The Chamber of Commerce will provide budgetary reports as required by the West Piedmont Workforce Investment Board.

The business services manager will also be held accountable to the Chamber of Commerce's Board of Directors and will report to them on a monthly basis.

e. Flow Chart (See Attachment D)

- f. The Martinsville-Henry County Chamber of Commerce will adhere to the WPWIB's General Complaint Policy for participant grievance process.
- g. There will be an MOU executed with the contractors that are awarded the Adult, Dislocated Worker, and One Stop Operator services programs, but until that is determined, an MOU cannot be officially resolved. Please see the letters of support provided in support of The Martinsville-Henry County Chamber of Commerce application for Business Services. (See Attachments E-J)
- h. Proposed timeline for delivery of services to employers (See Attachment K)
- i. NA

Section 03 – Budget Information

- 1. Line Item Budget (See Attachment L)
 - a-n. Included in budget worksheet
- 2. Budget Worksheet (See Attachment M)
- 3. Budget Narrative (See Attachment N)

Section 04 – Disclosure of Lobbying (See Attachment O)

Section 05 – Certifications (See Attachment P)

- a. Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations
Debarment/Suspension
- b. Drug-Free Workplace
- c. Indemnification

Section 06 – Proposal Summary Form and Contract (See Attachment Q)

Attachment A

ARTICLES OF INCORPORATION

OF

MARTINSVILLE AREA CHAMBER OF COMMERCE

We hereby associate to form a non-stock corporation under the provisions of Chapter 2 of Title 13.1 of the Code of Virginia, and to that end set forth the following:

(a) The name of the corporation is MARTINSVILLE AREA CHAMBER OF COMMERCE.

(b) The purposes for which the corporation is organized are:
To advance the commercial, industrial and civic interests of Martinsville and its trade area.

(c) Any reputable person, association, corporation, partnership or estate shall be eligible for membership, and each member shall have one vote. The annual minimum membership dues shall be twenty-five Dollars (\$25.00).

(d) The Directors of the corporation shall be selected by the membership, one-third (1/3) annually for a term of three years, except for the first election at which 1/3 shall be elected for terms of 1, 2 and 3 years respectively, said Board of Directors to be elected at the annual meeting of the corporation or at a special meeting called for that purpose.

(e) The post office address of the initial registered office is 9 - 11 Moss Street, Martinsville, Virginia. The name of the City in which the initial office is located is MARTINSVILLE, VIRGINIA.

The name of its initial registered agent is William E. French.

who is a resident of the State of Virginia and a director of the corporation, and whose business address is 9 - 11 Moss Street, Martinsville, Virginia.

(1) The number of directors constituting the initial Board of Directors is twenty-four (24), and the names and addresses of the persons who are to serve as the initial directors are:

S. J. Fuller, Route #1, Ridgeway, Va.
Robert L. Canupp, Jr., 33 W. Main St., Martinsville, Va.
R. C. Atkins, 46 E. Church St., Martinsville, Va.
Joseph W. Howell, E. Main St., Martinsville, Va.
Leon Glocman, 115 E. Church St., Martinsville, Va.
C. W. Holt, 1-3 E. Church St., Martinsville, Va.
W. A. Richmond, 27 W. Main St., Martinsville, Va.
Thornton C. Wampler, 122 E. Main St., Martinsville, Va.
Mrs. Elma Hedgecock, 105 Broad St., Martinsville, Va.
William F. Franck, 9-11 Moss St., Martinsville, Va.
Harry C. Gravely II, 51 Lester St., Martinsville, Va.
John B. Daniel, 1115 Knollwood Place, Martinsville, Va.
Lawson L. Lester, Roanoke Road, Martinsville, Va.
Dr. J. H. Troy, 21 Starling Ave., Martinsville, Va.
W. Harrison Joyce, 46 W. Main St., Martinsville, Va.
J. Shelton Scales, 5 Walnut St., Martinsville, Va.
Hives L. Brown, Jr., 209 E. Main St., Martinsville, Va.
S. C. Flytne, On the Square, Martinsville, Va.
C. C. Brown, Church St., Martinsville, Va.
William A. Martin, 204 Broad St., Martinsville, Va.
Wayman E. Dillaber, 1129 Chatham Hgts., Martinsville, Va.
John W. Smith, 1 E. Bridge St., Martinsville, Va.
James C. Stone, Fayette St., Martinsville, Va.
J. Earl Jones, Hives Road, Martinsville, Va.

Dated: October 1, 1959.

William F. Franck

J. Shelton Scales

Jeff E. Warner

STATE OF VIRGINIA,

CITY OF MARTINSVILLE, TO-WIT:

I, _____, a Notary Public, for
the City in the State aforesaid, do hereby certify that William P. Franck,
J. Shelton Scales and Jeff E. Warner, whose names are signed to the fore-
going writing dated October 1, 1959, have each personally appeared and
acknowledged the same before me in my City and State aforesaid.

Given under my hand this _____ day of October, 1959.

My Commission expires on the _____ day of _____

19____.

NOTARY PUBLIC

Secretary

... The Court of the State of ...
... does hereby
... incorporation as follows:

(1) The name of the corporation is:

MARTINSVILLE-HENRY COUNTY CHAMBER OF COMMERCE, INC.

(2) The amendments so adopted are:

(a) The annual minimum membership shall be
as determined by the By-Laws of the Corporation
or any amendments thereof.

(b) All other provisions of the ...
shall remain in full force and
effect and be incorporated herein by reference.

(3) All meetings of Board of Directors, ...

(a) Date of meeting of Board of Directors at which
amendments were found to be in best interest of
the corporation: March 2, 1978.

(b) Date of adoption of amendments by Board of
Directors: March 2, 1978.

(c) Date of filing of March, 1978.

MARTINSVILLE-HENRY COUNTY
CHAMBER OF COMMERCE, INC.

By

Harry P. Allen
President

ATTEST:

Billie L. Allen
Secretary

Commonwealth of Virginia



State Corporation Commission

I, George W. Bryant, Jr., First Assistant Clerk of the
State Corporation Commission, do hereby certify that

Martinsville-Henry County Chamber of Commerce, Inc.

is a corporation duly organized and existing under and by virtue of the laws of the State of Virginia.

and is in good standing. _____

In Testimony Whereof I hereunto set my hand and
affix the Official Seal of the State
Corporation Commission, at
Richmond, Va. this 2nd day of
February, A.D. 1978

First Assistant Clerk of the Commission

W. S. 2.
W. S. 2.
W. S. 2.

YOUNG, KISER, HASKINS, MARK, LORBERG & YOUNG, LTD.

ATTORNEYS AT LAW

MARTINSVILLE, VIRGINIA 24112

TELEPHONE 4

ADDS - 000 709

0000007

P.O. BOX 79

RED YOUNG JR.
JOHN L. KISER
JAMES W. HASKINS
ROBERT W. MARK
JOHN LORBERG JR.
R. RED YOUNG JR.

MARCH 17, 1973

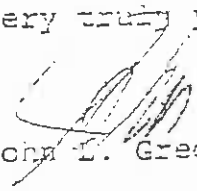
Mrs. Janet Malafronte
Martinsville-Henry County
Chamber of Commerce, Inc.
P. O. Box 709
Martinsville, Virginia 24112

Dear Janet:

Enclosed please find the original copy of the Minutes of the Meeting of the Board of Directors wherein the resolutions pertaining to the appointment of a new Registered Agent and amendment of the Articles of Incorporation were adopted. These minutes should be filed along with the other minutes of the corporation.

I am also enclosing herein our bill for costs advanced by us for the recording of the Articles of Amendment.

Very truly yours,


John E. Gregory, III

JLG III/vr
Enclosures



Financial Policies and Procedures Manual

Introduction:

This manual is intended to provide an overview of the financial policies and procedures of the Martinsville-Henry County Chamber of Commerce.

The Martinsville-Henry County Chamber of Commerce is incorporated in the state of Virginia. The Chamber is exempt from federal income taxes under IRC Section 501(c)(6) as a nonprofit corporation. The Chamber's mission is to serve our members and improve the business community by providing programs, services and leadership which advance the success of our members.

This manual shall document the financial operations of the Chamber. Its primary purpose is to formalize accounting policies and selected procedures for the accounting staff and to document internal controls.

The contents of this manual were approved as official policy of the Chamber by the Finance Committee and the Board of Directors. All Chamber staff is bound by the policies herein, and any variation from established policy is prohibited.

The Role of the Board of Directors:

The Martinsville-Henry County Chamber of Commerce is governed by its Board of Directors, which is responsible for the oversight of the Chamber.

The board is responsible for hiring and evaluating the Chamber's President, who shall be responsible for the day-to-day operations and management of the Chamber.

The Role of Committees:

The Board of Directors shall form committees in order to assist in fulfilling its responsibilities. Specific guidelines regarding the composition and election of the Board and Committees are described in the Chamber's bylaws. Roles of committees with responsibilities for the financial affairs of the Chamber will be described in great detail in this manual.

Finance Committee Responsibilities:

The Finance Committee is responsible for direction and oversight regarding the overall financial management of the Martinsville-Henry County Chamber of Commerce. Functions of this committee include:

- 1) Review the Chamber's annual budget (prepared by staff) for final approval by full board.
- 2) Participate in long-term financial planning.
- 3) Establish and monitor investment performance.
- 4) Monitor financial performance.
- 5) Oversight of reserve funds.

The Executive Committee will review the financial statements along with the Finance Committee and approve all recommendations.

The Finance Committee will also be responsible for the process of hiring an independent CPA firm to conduct the Chamber's annual audit. The Finance Committee will also review and approve the final audited financial statements.

The Finance Committee serves as the primary point of contact for any employee who suspects that fraud has been committed against the Chamber by one of its employees or Board members.

The Role of the President and Chamber Staff:

The Board of Directors hires the President, who reports directly to the Executive Committee. The President is responsible for hiring and evaluating all staff. Each staff member reports to the President.

SECURITY

The Martinsville-Henry County Chamber of Commerce corporate seals, record book and blank checks should be stored in a fireproof file cabinet in the Chamber offices. This cabinet will be locked with a key. Access to this file cabinet shall be by keys in the possession of the President and Accountant.

Petty cash is stored in a lock box. Each employee has a key to the petty cash box. Petty cash shall hold no more than \$200 cash or receipts and cash adding up to that amount.

Access to Electronically Stored Data:

It is the policy of Martinsville-Henry County Chamber of Commerce to utilize passwords to restrict access to accounting software and data. Only authorized personnel with data input responsibilities will be assigned passwords to access the data.

Passwords shall be changed on a regular basis. Administration of the passwords shall be performed by the President.

Storage of Back-Up Files:

The Martinsville-Henry County Chamber of Commerce will create and maintain back-up copies of electronic data files off-site in a secure environment. Access to back-up files shall be limited to individuals authorized by management.

Fiscal Year of the Chamber:

The Martinsville-Henry County Chamber of Commerce shall operate on a fiscal year that begins on July 1 and ends on June 30. Any changes to the fiscal year of the Chamber must be approved by majority vote of the Chamber's Board of Directors in accordance with the by-laws of the Chamber.

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is a set of accounts that supports information within financial statements of the Martinsville-Henry County Chamber of Commerce, which includes all financial transactions, data, and reports. All information will be supported by subsidiary ledgers, which more fully detail certain parts of the general ledger.

Chart of Accounts

The chart of accounts is composed of five types of accounts, which make up the general framework for the general ledger, and thus are a basis for the financial system of the Martinsville-Henry County Chamber of Commerce. Within the chart of accounts, there is a record of account titles and account numbers assigned to titles. The five types of

accounts within the chart of accounts include the following: assets, liabilities, net assets, revenues, and expenses.

Control of the Chart of Accounts

The President of the Martinsville-Henry County Chamber of Commerce is responsible for controlling, monitoring, and maintaining the chart of accounts. All additions and deletions must be approved by the President.

Journal Entries

A journal entry will be required for any general ledger entry that is not supported by a subsidiary ledger. The entry should provide a reasonable explanation for the financial act. Examples of instances when a journal entry is required would include recording of non-cash transactions and corrections of errors.

Certain types of journal entries will recur every accounting period. Such type of entry may include information regarding depreciation of fixed assets. Other types of information may be recurring as well.

All journal entries shall be approved by the President of the Martinsville-Henry County Chamber of Commerce by signature.

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

Revenue Policies

The Martinsville-Henry County Chamber of Commerce receives revenue for many types of transactions. Such transactions are recognized in the financial statements upon being received.

Refunds of Revenue

The following policies govern the refunding of revenue collected by the Chamber:

- 1) Membership Dues – the Chamber has a policy that if a business is not completely satisfied with their membership then their dues will be fully refunded to them.
- 2) Sponsorship – No refunds will be given.
- 3) Conferences and Seminars – A full refund is available if notification of cancellation is received within 30 days of the event. Absence from the conference/seminar does not constitute a refund.
- 4) Publications and Other Products – A full refund will be available so long as the product is undamaged.

Contributions Policy

The Martinsville-Henry County Chamber of Commerce receives income in the form of contributions, revenue from transactions, and a combination of the two. The type of transaction will be declared based upon the following details concerning transaction:

- The Chamber's intent in solicitation of the asset.
- The expressed intent of the party giving money to the Chamber (Are benefits expected from the monies given?).
- The balance of value in relation to the payment given to the Chamber.
- Whether assets are to be delivered by the Chamber to individuals or organizations other than the resource provider or whether they are delivered directly to the resource provider or to individuals or organizations closely connected to the resource provider.

Accounting for Contributions

The Martinsville-Henry County Chamber of Commerce shall recognize contributions within the period the Chamber receives such payment. Contribution incomes will further be classified as an increase in unrestricted, temporarily restricted, or permanently restricted net assets.

Unconditional promises to give shall be classified as increases in temporarily restricted assets. Money received by an unconditional promise within one year will be recorded at its face value. Money received over a more extended period will be recorded at a value equal to its discounted net present value. The interest rate that shall be used in calculating net present values of unconditional promises is the risk-free rate of return available to the Chamber at the time the promise is made by the donor.

When the final time or use restriction of a contribution has been met, the contribution will no longer be recorded as temporarily restricted. At this point, it will be considered unrestricted.

When the Chamber receives a contribution in the form of volunteer labor, the contribution will be recorded assuming the following three conditions are met:

- 1) The volunteer service creates or enhances a non-financial asset
- 2) The volunteer service is the type that would normally need to be purchased by the Chamber
- 3) The volunteer service requires some kind of specialized skill and the individual making the contribution possesses these skills

If the service meets only one of the criteria listed above, then the service will be recorded at fair market value.

Receipts and Disclosures

The Chamber will abide by the following guidelines with respect to contributions received.

All donors will receive a receipt recording the contribution. The receipt shall include the following information:

- 1) The amount of cash received or a description of the non-cash contribution (this will not describe an assessment of value)
- 2) A statement declaring whether the Chamber provided goods/services in return for the contribution
- 3) A fair statement of the value of the goods/services

BILLING AND INVOICING

Below is a list of items billed/received by the Chamber.

Annual Billings

- Membership Dues
- Pledges

Monthly Billings

- Grants/Contracts
- Periodical advertising

Other Billings

- Publication and product orders
- Conferences, events, seminars, etc.

Membership Dues

Billings for Chamber membership occur in three stages. The first renewal billing is sent approximately 30 days before the expiration of membership. A second billing is sent 30 days after the set renewal date. A third billing is sent one month after the second if the dues remain unpaid.

No more billings will be sent after the third and it will be the responsibility of the Membership Committee to contact and follow up with the unpaid member.

After 90 days of past-due membership, the unpaid membership will be brought before the executive committee to discuss the best strategy to contact the business and retain them as a member of the Martinsville-Henry County Chamber of Commerce.

Customer Invoicing

The Martinsville-Henry County Chamber of Commerce will complete all customer orders and send an invoice upon receiving a completed purchase order or registration form. Those members with a history of delinquency will be required to make all payments in advance at the President's discretion.

The following information must be included with customer orders or on available files in order for credit to be established: business name, contact name, mailing address, phone number, and a complete description of what is to be purchased/invoiced.

Classifications of Income and Assets

All income will be classified as unrestricted with the exception of income received by grants and the grantors. These funds will be classified as restricted.

Those funds that the Chamber earns or receives may carry stipulations that the Chamber use these funds for a specific, stated purpose within a specified time. These types of funds shall be labeled as temporarily restricted.

CASH RECEIPTS AND DEPOSITS

Cash receipts (which also include money received by checks made payable to the Chamber) are handled carefully so that all funds are appropriately recorded and directed promptly. Checks and cash received by mail are recorded by the Administrative Assistant. Reference to the invoice number or appropriate program/event will be documented in this daily listing of checks/cash received.

A deposit slip will be prepared and compared to daily receipts to check for accuracy. Deposits must be prepared by an employee other than the one preparing the daily listing of receipts. Deposits shall be made daily unless the amount to deposit is less than \$500. A deposit must be made at least weekly.

Cash receipts should be added to the appropriate subsidiary ledger or general ledger at least once a week.

Excess Revenues

Any excess revenues should be placed into one of the two reserve accounts that the Martinsville-Henry County Chamber of Commerce holds.

Endorsement of Checks

Income checks are to be endorsed by an employee other than the one preparing the daily listing of receipts. The endorsement shall be made by a stamp which includes the following information:

- 1) "For Deposit Only"
- 2) Martinsville-Henry County Chamber of Commerce
- 3) The name of the bank where the money is to be deposited

Returned Checks

Any check that is returned to the Chamber will result in a \$25.00 charge to the business/individual. The \$25.00 charge along with the original payment is due within five (5) business days of notification from the Chamber. This payment will be received only by cash or money order. If the amount has not been paid within ten (10) business days, then the Chamber's Finance Committee will review the situation and make a decision for further action. After two returned checks by any one member, payment by check will not be accepted.

EXPENDITURES AND DISBURSEMENTS

This section will outline policies related to all purchases made by the Martinsville-Henry County Chamber of Commerce.

Responsibility for Purchasing

The President has the authority to initiate and approve purchases made by the Chamber so long as purchases are made in accord with the policies listed below.

Non-Discriminatory Policy

The Chamber will not employ any vendor who does not comply with non-discriminatory policies. No Chamber-employed vendor should discriminate against employees for any characteristics such as gender, race, religion, etc. If the Chamber discovers any such unlawful discrimination, then the existing business contract will be terminated.

Vendor Selection Policy

All vendors selected for hire must provide a certificate of insurance coverage which includes worker's compensation and liability if appropriate.

Reconciliation of Deposits

The President will perform a monthly check of deposits to ensure that all receipts confirm an accurate report. All discrepancies will be investigated immediately.

Bank Statement Reconciliations

Bank account statements are received monthly and opened by the President where he/she will review for any unusual items. Such items will be immediately reported to the finance committee.

Each bank statement will be reconciled within 5 days after receiving. Statement, reconciliations and any journal entries made will be filed in the current year's accounting files.

Credit Cards

Payments to the Martinsville-Henry County Chamber of Commerce by credit card must be approved and authorized by the participating credit card company. For such payments, the following information will be needed: customer/member name, address, phone number, name of credit card holder, address of credit card holder, type of credit card, credit card number, and expiration date.

All credit card deposits are recorded by the Administrative Assistant. These funds are automatically transferred into the Chamber's checking account. The deposits from credit card transactions are reconciled with each monthly bank statement.

On-Site Collections

Cash, checks, or credit card payments may be received on-site as payment for registration for conferences, programs, or events. The following policies pertain to such payments.

- 1) A receipt must be sent to the registrant
- 2) A record of all payments received on-site must be made at the end of each day

Outstanding Billings

Collections are performed on a monthly basis according to a review of a report of outstanding items. This report also includes activities of the customer and prior outstanding balances for 30, 60, 90, and 90+ days.

Customers with an outstanding balance will receive a second notice after 30 days. If 30 additional days pass without receiving full payment, then the customer will be contacted via telephone by a staff member of the Chamber. If the payment is not received within 90 days of the initial notification, then the Membership Services Committee will be responsible for follow-up correspondence. A record of all notifications shall be kept by the Chamber.

Special Purchases

Emergencies:

If a situation warrants the purchase of a good/service to maintain the health, welfare, or safety of staff and protection of the Chamber, no quotations will be necessary.

Single Source:

If the needed good/service is only available from a single distributor and no other product/service meets the stated needs, no quotation will be necessary.

Vendor Documentation

A file should be kept with the Chamber's records for each new vendor of goods/services. A W-9 or substitute equivalent must be mailed to the vendor and then received within 15 days. All documents must be complete and then stored in the Chamber's records. Those vendors who have not provided a W-9 will be issued a Form 1099. All documents of payment should also be stored in the vendor's file.

Conflicts of Interest

No officer, staff member, or agent of the Martinsville-Henry County Chamber of Commerce shall participate in the selection and hire of a vendor if any conflict of interest exists or may exist. An example of such a conflict of interest includes the possible hire of a close relative, an organization that provides that individual employment, or an organization in which the individual has a financial interest.

No officer, staff member, or agent of the Martinsville-Henry County Chamber of Commerce shall accept any type of personal benefit from the hire of vendors in the way of sub-agreements.

Annual Audit

At the close of each fiscal year, an audit must be prepared by an independent accounting firm that is a member of the Martinsville-Henry County Chamber of Commerce. The Finance Committee of the Chamber must select an auditor and staff must prepare all documents needed.

BANKING CLAUSES

Bank Accounts

The Chamber currently holds one checking account at Branch Banking & Trust Corporation. Separate securities are held at Carter Bank & Trust as well as River Community Bank N.A.

Account Signatures

Checks over \$500 are required to have two signatures by directors or officers designated on the signature card. The current directors or officers designated are the President, Chairman, Chairman-Elect, and Secretary/Treasurer. All payroll and expense checks must have two signatures. It is preferred that all checks have two signatures.

FDIC Security

The basic insurance amount for FDIC has been raised from \$100,000 to \$250,000. The Chamber will not exceed this amount in any account.

INVESTMENTS

Securities Held

Currently the Martinsville-Henry County Chamber of Commerce holds two Certificates of Deposits at Carter Bank & Trust and River Community Bank N.A. These two CD's constitute the reserve funds of the Chamber. The President is responsible for the investment of funds upon approval of the finance committee.

Reserve Funds

It is the policy of the Martinsville-Henry County Chamber of Commerce to maintain at least one-hundred thousand dollars in a reserve account in case of an emergency or an unfortunate economic downturn.

Special Funds

Maintenance expenses and building renovations may be charged to special funds. What constitutes a maintenance expense or building renovation is at the boards discretion.

Fund Transfer Authorization

The President has the authority to move funds from one account to another without board approval. For example when there is more than a certain amount in checking (one fund), the President has the authority to transfer monies into a CD (another fund) and also has the authority to combine CDs so that more interest can be generated if interest rates are higher at a certain financial institution.

Prohibited Expenditures

Due to the tax-exempt status of the Chamber, no expenditures shall be made for political intervention, which includes any form of direct or indirect support or opposition for any candidate of public office. Expenditures are allowed for lobbying purposes, which is considered to be direct or indirect support or opposition of legislation. Prohibited political expenditures include examples such as:

- Financial support of political action committees, campaigns of candidates for office, and political parties
- The purchase or financial support of printed materials supporting or opposing any candidate
- Placing political advertisements in any Chamber document, newsletter, or periodical

The Chamber shall in no way endorse or show support of any candidate for public office. Any representative of the Chamber shall withhold any direct or indirect support for candidates while acting on behalf of or representing the Chamber.

Prohibited Use of Chamber Resources

No Chamber asset or resource shall be used for political support of any candidate for public office, either directly or indirectly. This policy includes human resources for use of support. Individuals of the Chamber are not prohibited from engaging in political activities, but they must be done on their own time and must clearly represent their personal interests as separate from their professional ties to the Chamber.

ACCOUNTS PAYABLE

The Martinsville-Henry County Chamber of Commerce requires that all assets and expenses be recorded accurately, preferably by an employee who did not participate in the order of the good or service. The recorded information should be supported by a vendor invoice and an approved purchase order when possible. All information should be reviewed and approved by the President of the Chamber. Then, these records should be added to the general ledger and appropriate subsidiary ledger. An efficient accounts payable policy is meant to encourage an efficient and organized manner to carry out spending and invoicing.

All valid accounts payable transactions shall be supported by appropriate documentation and recorded promptly or at least weekly. All accounts payable will be processed weekly. Only original invoices may be used for payment unless a duplicate is verified to be unpaid. Vendor statements may not be processed for payment.

Authorization of Disbursement

The President of the Martinsville-Henry County Chamber of Commerce is authorized to pay bills and/or invoices for products and/or services obtained. The President has the authority to control the funds as long as the expenses stay within the budgeted numbers.

TRAVEL POLICY

Employee Expense Reports

Reimbursements for travel costs, business meals, gas mileage, and other approved expenses will only be provided if the individual incurring such expense properly requests reimbursement by submitting an expense report. A proper expense report will include an attachment of all receipts along with a brief description of the business purposes of the trip and the reasons for incurred expenses. Expense reports will be due within 30 days of the incurred expense and will be processed in the next vendor cycle.

Business Travel

Upon returning from a business trip required by the Martinsville-Henry County Chamber of Commerce, the employee or board member having been on the trip should complete an expense report which shall include the following information:

- 1) Identify every individual business expense incurred while on the trip.
- 2) When possible, include all receipts or invoices received.
- 3) If the traveler fails to obtain a receipt for airfare, other proof of flight expenses may be accepted.
- 4) Mileage may be reimbursed at \$.40/mile. This amount may vary as gas prices increase.
- 5) The purpose of the business trip must be adequately described within the expense report.
- 6) For all meals and other business-related expenditures of the trip, the following information must be included:
 - i) Names, titles, and organization associations of all persons entertained
 - ii) The business purpose of the meal or other event, which shall also include topics discussed during the meal or event
- 7) The expense report must be authorized by signature and date by the traveler.
- 8) All expense reports must be approved by the President of the Chamber. The Presidents expense report must be approved by the Chairman of the Board.

If the above criteria are not met, reimbursements will not be provided.

Purpose of Travel

The Martinsville-Henry County Chamber of Commerce shall only provide reimbursement for business trips deemed necessary and reasonable. The following are requirements for the trip to be deemed as such:

- 1) Travelers shall stay in standard rooms; no upgrades are allowed.
- 2) When using rental cars, an affordable option must be chosen and rental cars should be shared whenever possible.
- 3) Long-distance telephone calls must be made using a calling card when possible. Avoid using the hotel's long-distance service.

- 4) Reasonable tips for baggage handling are reimbursable and do not require receipt

Air Travel

- 1) Air travel will only be reimbursed at coach class fares.
- 2) Membership in airline flight clubs will not be reimbursed.
- 3) Flight insurance will not be reimbursed.
- 4) When airfare exceeds \$500, two quotes must be obtained from a travel agent and included within the expense report.
- 5) Cost of cancelling or rescheduling flights will not be reimbursable unless sufficient business purposes can be identified and explained as necessary and unavoidable.
- 6) Travelers will not be reimbursed for any personal flights, even if it occurs within the business trip.

Spouse or Travel Partner

The Martinsville-Henry County Chamber of Commerce will not reimburse any expenses incurred by a spouse or partner while traveling. The cost of a shared hotel room does not need to be allocated between the Chamber-associated traveler and the spouse/partner.

CASH DISBURSEMENTS

Check Preparation

All vendor checks and reimbursement checks are printed on a bi-weekly basis. Checks shall not be prepared by the individual authorizing the check by signature.

All vendor and expense reimbursement checks should be prepared using the following guidelines:

- 1) All expenditures must be verified using appropriate documentation as described previously.
- 2) In general, all vendors shall be paid within 30 days of a proper invoice submission.
- 3) Prior to the release of any check, the available balance should be checked.
- 4) Checks shall be used in numerical order.
- 5) Checks shall never be made payable to "bearer" or "cash."
- 6) Checks shall never be signed prior to being prepared.
- 7) Upon preparation of the check, all related documents shall be marked as paid.

Check Signature

All checks require the signatures of the President and any one of the Executive Committee members that are assigned to the signature card on that bank account.

Prior to signing the check, the individual must make sure that the check has been properly prepared and all documentation supports the check.

Voided Checks and Stop Payments

Any check may be marked as void due to processing errors. If this occurs, the check must be clearly marked as being void and then stored for aid in preparing bank reconciliations.

A check payment may be stopped if the check is thought to have been lost in the mail or other valid reasons. The President is responsible for authorizing the stop and a general journal entry must be prepared to explain the situation and any expenses incurred for the stop.

PAYROLL POLICIES

Classification of Workers

The Martinsville-Henry County Chamber of Commerce will consider all relevant information when making the determination of classification of employees as being either independent contractors or employees. Information reviewed for such classification will include the following:

- 1) Behavior control
 - a. Instructions given by the Chamber that control the following:
 - i. Hours and location of work
 - ii. Tools or equipment to use
 - iii. Choosing workers to hire
 - iv. Place of purchase for supplies and services
 - v. Responsibilities of individuals
 - vi. Order to follow when completing work
 - b. Training provided by the Chamber (typically of employees) or training provided by individual (typically an independent contractor)
- 2) Financial control
 - a. Extent of reimbursement for business expenses
 - b. Extent of worker's investment in facilities, assets, and resources
 - c. Extent to which the worker makes services available
 - d. Method of payment to worker (salary for employees and flat fees paid to contractors)
- 3) Type of relationship
 - a. Benefits provided
 - b. Nature of employment as temporary or permanent
 - c. Contracts describing relationship between employee and the Chamber
 - d. Extent to which services of the employee are necessary to the regular business of the Chamber

If the individual is classified as an independent contractor, the Chamber will send the individual a Form 1099 as required. Money approved and reimbursed from business trips is not required to be included in the Form 1099.

Personnel Files of Employees

Records of those individuals marked as employees must be appropriately maintained with current documentation. Required files include the following:

- 1) Martinsville-Henry County Chamber of Commerce Employment Application and personal resume/references if possible
- 2) Form W-4 Employee Federal Withholding Certificate
- 3) Form VA-4 State Withholding Certificate
- 4) Form I-9 Employment Eligibility Verification with photocopies of all backup
- 5) Copy of valid photo identification
- 6) Copy of Social Security card issued by the Social Security Administration
- 7) Starting date and scheduled hours
- 8) Job title and starting salary
- 9) Authorization for direct deposit of paycheck
- 10) Indication of exemption or non-exemption from the provisions of the Fair Labor Standards Act

The proceeding policies apply to those individuals marked as employees.

Payroll Administration

The Martinsville-Henry County Chamber of Commerce operates on a bi-monthly payroll system.

There must be authorization in writing (by the appropriate individual) if there are changes to any of the following payroll information:

- 1) New hires
- 2) Termination in employment
- 3) Changes in wages
- 4) Voluntary payroll deductions
- 5) Changes in income tax withholding status
- 6) Court-ordered payroll deductions

Payroll Taxes

An outside CPA that is a member of the Chamber is responsible for the completion and submission of all required tax forms and that all required taxes are withheld and paid. An updated W-4 Form must be received from all employees in January of each year. Withholding of federal taxes will be based upon the most current version of an employee's W-4.

Timesheets

Currently all employees of the Chamber are salaried. Occasionally an intern or hourly employee may be hired. Any employee that is not salaried shall submit a completed timesheet to the Administrative Assistant no later than 2 days after the close of the pay period. Timesheets should adhere to the following guidelines:

- 1) Should reflect hours worked during the pay period
- 2) Should be completed in ink
- 3) Errors shall be marked out, corrected, and initialed.
- 4) Vacation time should be clearly identified
- 5) Authorization by signature of the employee is required
- 6) The Administrative Assistant will review and check the mathematics for accuracy.

After preparation, the timesheets must be reviewed and authorized by the President of the Chamber. If the employee is absent on the day of timesheet submission, the information can be given by telephone or email. When the employee returns to work, they must sign and authorize the timesheet prepared in his/her absence. Also, the timesheet shall be marked as being prepared via email, telephone, or approved alternative.

Payroll Review and Distribution

The President shall review and authorize each check by signature. The President shall distribute paychecks on the 15th and last day of each month.

Attachment C

Employee Grievance Procedure for the Martinsville-Henry County Chamber of Commerce

The Martinsville-Henry County Chamber of Commerce's Employee Grievance Procedure is formed of three parts; an informal stage, a formal stage, and if necessary, an appeal stage.

1. Informal Procedure

The employee should first discuss their grievance with the person(s) involved in private where possible. During this meeting, the nature of the problem should be discussed and if possible, a resolution should be sought between the parties. If this does not resolve the matter, employees are advised to progress to the formal stage.

2. Formal Procedure

If the matter has not been resolved through informal discussions between the parties, the employee(s) should set out their concerns to the Chamber president. If the issue directly involves the Chamber president, the employee(s) may seek involvement of a member of the Chamber's Board of Directors. Initial concerns can be expressed verbally or in a written statement to the appropriate person, either the Chamber president or a member of the Chamber's Board of Directors.

The appropriate person (either Chamber president or member of the Board of Directors) will then arrange and hold a meeting where the employee and parties involved may officially present and discuss concerns.

Then, the Chamber president or Board member will make a recommendation in writing to all employees concerned in the matter. The recommendation should include guidelines for each involved employee in handling the situation and consequences if the guidelines are not upheld.

3. Appeal Procedure

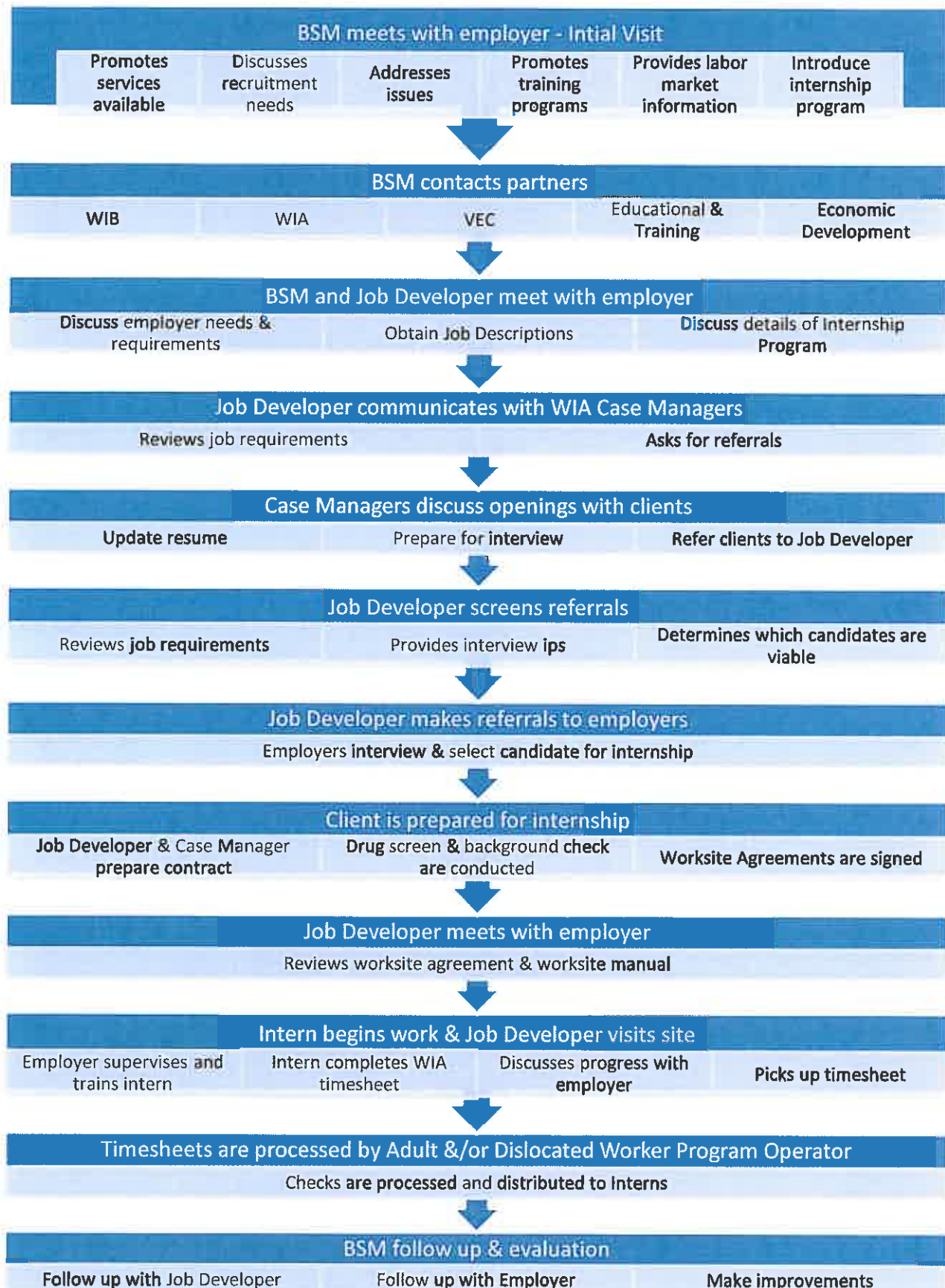
If a party of the original grievance is not satisfied with the written recommendation provided in the formal procedure, then that party may issue a written appeal to the Chamber president and members of the Executive Committee of the Chamber's Board of Directors. The Executive Committee will then meet to discuss the original grievance, the appeal, and first recommendation. At this point, the Executive Committee may decide to uphold the original recommendation or write a new recommendation. At this point, the recommendation of the Executive Committee will stand as the final recommendation and guidelines for future action concerning the original grievance.

Attachment D

Flow Chart

The following flow chart shows the progression from the Business Services Manager (BSM) Meeting with an Employer to an intern receiving their first check. Following an initial meeting with an employer, the BSM will then work to resolve employer issues based on their needs. If an employer needs assistance with recruitment and has interest in the Internship Program, the Job Developer would be contacted. If the Employer needs assistance finding the appropriate training for their staff, the BSM will connect them with the appropriate educational partners or work with those partners to develop such training, if not already available. When an employer needs assistance with training funds, the BSM would work directly with the WPWIB to apply for the appropriate training assistance, Incumbent Worker, Customized Training, OJT, etc.

To ensure employers receive the services desired, the Business Services Manager will follow up and evaluate any services or training provided by seeking feedback from employers. This could occur through various means, such as a survey, phone contact, follow meetings, or through roundtable discussions within sectors. A continuous improvement process would be established to address any issues that may arise.





Attachment E

February 25, 2013

Ms. Kim Adkins
Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P.O. Box 4043
Martinsville, VA 24115

Dear Kim:

The Martinsville-Henry County Economic Development Corporation would like to express support for the Martinsville-Henry County Chamber of Commerce to operate the Business Services component of the Workforce Investment Act. To meet the requests of area employers, the Chamber and EDC, along with NCI and PHCC, have partnered to develop a Community Workforce Development Plan. This plan was announced in November 2012 and addresses the immediate recruitment and training needs of area employers.

The Martinsville-Henry County Chamber of Commerce is well aligned to manage the Business Services program with their 630+ membership of businesses and organizations in the community. The Martinsville-Henry County Economic Development Corporation has been better able to serve prospective and new businesses with workforce needs through targeted recruitments organized by the Chamber's Business Services Manager. SHINE Systems and Technologies and Laminate Technologies are just two prime examples of how the Chamber and EDC work together to grow and recruit business to Martinsville and Henry County.

Please consider this letter of support for the Martinsville-Henry County Chamber of Commerce's application for the Business Services component of the Workforce Investment Act.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Heath". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Heath
President/CEO



Attachment F

Office of the President

February 20, 2013

Ms. Kim Adkins
Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P. O. Box 4043
Martinsville, VA 24115

Dear Kim:

I write to support the application of the Martinsville-Henry County Chamber of Commerce to be the provider for the Business Services component of the Workforce Investment Act in Martinsville and Henry County. Patrick Henry Community College has partnered with the Martinsville-Henry County Chamber during their current operation of the program and to meet the critical workforce needs of employers in our area.

With more than 600 business members, the Martinsville-Henry County Chamber of Commerce is structured to fulfill its mission to foster an environment where businesses can be created and flourish. Patrick Henry Community College is pleased with our partnership with the M-HC Chamber of Commerce to identify needs and enhance services to employers. Currently, the Business Services Manager from the Chamber of Commerce and the Workforce Programs Coordinator from PHCC meet weekly to facilitate communication and discuss employer needs. Additionally, our two organizations partner to provide employer services and training through the Chamber Business Alliance. Should the Martinsville-Henry County Chamber of Commerce be awarded the operation of the business services program for Martinsville and Henry County, PHCC looks forward to continued and enhanced collaboration.

Thank you for your consideration of this letter of support for the application of the Martinsville-Henry County Chamber of Commerce.

Sincerely,

Angeline D. Godwin, Ph.D., J.D.
President, Patrick Henry Community College

Attachment G



RTI

Martinsville

Ms. Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P.O. Box 4043
Martinsville, VA 24115

February 26, 2013

Dear Mrs. Adkins:

On behalf of RTI Martinsville, I would like to extend my support of the Business Services component of the Workforce Investment Act as provided by the Martinsville-Henry County Chamber of Commerce. In collaborating with the Business Services program, our business has great benefitted from their assistance since starting the Martinsville facility.

The Martinsville-Henry County Chamber of Commerce is a strategically sound partner for the Business Services program because of their connection to 630+ businesses and organizations in the community. Through the Chamber of Commerce and their Business Services Manager, RTI Martinsville enjoyed a successful job fair, had position specific recruitment assistance, been provided with valuable community assimilation and had a go to resource for many questions a new start up business has. The manufacturer's roundtable that the Business Services Manager created has been not only a networking opportunity but has created business partnerships that enhance our business community.

Thank you for your consideration of this letter in support of the Martinsville-Henry County Chamber of Commerce's application for the Business Services component of the Workforce Investment Act.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn E. Wood".

Glenn E. Wood

Human Resources Manager

101 RTI WAY MARTINSVILLE, VA 24112



Attachment H



February 25, 2013
Ms. Kim Adkins
Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P.O. Box 4043
Martinsville, VA 24115

Dear Mrs. Adkins:

On behalf of Virginia Glass Products Corporation and Virginia Mirror Company Incorporated, I would like to extend my support of the Business Services component of the Workforce Investment Act as provided by the Martinsville-Henry County Chamber of Commerce. In working with the Business Services program, our businesses have greatly benefitted.

The Martinsville-Henry County Chamber of Commerce is a sound partner for the Business Services program because of their connection to 630+ businesses and organizations in the community through their membership. Over the last year, the Chamber and their Business Services Manager, has been able to assist Virginia Glass Products and Virginia Mirror Company in filling several openings, including securing our very important Human Resources Manager position.

I appreciate your consideration of this letter to support the Martinsville-Henry County Chamber of Commerce's application for the Business Services component of the Workforce Investment Act.

Sincerely,

John Korff

President and CEO
Virginia Glass Products Corp.-Virginia Mirror Company Inc.

National College

www.national-college.edu • 800.664.1886



February 25, 2013

Ms. Kim Adkins
Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P.O. Box 4043
Martinsville, VA 24115

Dear Kim:

On behalf of National College, I would like to extend my support of the Business Services component of the Workforce Investment Act as provided by the Martinsville-Henry County Chamber of Commerce. In collaborating with the Business Services program, our organization has greatly benefitted by better serving the needs of our students.

The Martinsville-Henry County Chamber of Commerce is a perfect partner for the Business Services program because of their strong membership of 630+ businesses and organizations in the community. Through the Chamber of Commerce and their Business Services Manager, National College has improved its networking ability with new and existing businesses in the area and learned of position openings for our graduates, including those graduates who are sponsored by the Workforce Investment Board and the Trade Act. The Business Services Manager has also provided to National College an additional source of community involvement for our Career Center Director and for students at our college. The college has invited the Business Services Manager to speak on campus about interview techniques and being prepared for the job interview. The Business Services Manager is a unique position for our local chamber which strives to listen to concerns and issues of businesses in the area and to find solutions to problems. This position is an important addition to the Martinsville-Henry County Chamber of Commerce and one that is valuable to National College.

Thank you for your consideration of this letter of support.

Sincerely,

John Scott
John Scott

Martinsville Campus Director
National College



Attachment J

February 28, 2013

Ms. Kim Adkins
Executive Director
West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
P.O. Box 4043
Martinsville, VA 24115

Dear Kim:

On behalf of the faculty, staff and students at New College Institute, I write in support of the Business Services component of the Workforce Investment Act being awarded to the Martinsville-Henry County Chamber of Commerce. Through collaboration with the Business Services Manager, we have been able to promote New College Institute's degree programs, training opportunities and internship program to area employers.

The Martinsville-Henry County Chamber of Commerce is a prominent leader in providing advocacy and support to the businesses in our area. With over 630+ members, the Chamber is a strong candidate to provide business services by partnering with educational partners and economic development organizations. As New College Institute expands our offerings to retain existing industry as well as attract new business and industry, the Business Services Manager will be able to promote these additional services and the Chamber and NCI will further collaborate on meeting the needs of employers in our area.

Thank you for your consideration of this letter in support of the Martinsville-Henry County Chamber of Commerce's application for the Business Services component of the Workforce Investment Act.

Sincerely,

A handwritten signature in cursive script, appearing to read "Leanna Blevins".

Leanna Blevins, Ph.D.
Associate Director and Chief Academic Officer

Attachment K

Proposed timeline for delivery of services to employers:

- Routine employer meetings, contacts, and industry tours – Weekly and as needed
 - *Provides the opportunity to promote Workforce Center services, internship and training programs and funding, provide labor market information, define employer needs and resolve problems.*
- Pre-employment Screening – As needed
 - *The Business Services Manager provides pre-employment screening and recruitment services as needed by employers.*
- Community Job Fair - Annually
 - *Provides employers the opportunity to collect a large pool of job applicants.*
- Targeted Recruitments – As requested
 - *Assists employers and prospective employers to recruit talent that meets their qualifications.*
- Martinsville-Henry County Manufacturing Roundtable Meetings - Quarterly
 - *Gives employers the chance to share concerns within their industry sector and positions the Business Services Manager to be able to resolve those issues.*
- Blue Ridge Human Resource Association –Monthly
 - *Participation helps to build relationships with employers. Serving as the organization's Program Director, the Business Services Manager provides valuable programs that meets HR personnel needs.*
- Supervisor Training Series - Annually
 - *Training for mid-level management to evaluate and improve their supervisory skills*
- Leadership Development Program – Annually
 - *Provides new leaders in our community with history on the area and venues where they may want or be able to contribute and serve.*
- Chamber Business Alliance in partnership with PHCC – Bi-annually
 - *Workshops coordinated and offered in partnership with PHCC that are focused on areas that employers have specified as skill gaps seen in their workforce.*

Attachment L

	MHC Requested	MHC In-Kind	MHC TOTAL
Salaries & Wages - Operational (Includes 20% of president's time, and/or a portion of other staff time)	0	15,400	15,400
Salaries & Wages - Client Services (Includes one full-time business service representative)	36,771		36,771
Benefits - Operational	0		
Benefits - Client Services Office space / rent (includes utilities, janitorial service, insurance)	8,371		8,371
Telephone	0	3,000	3,000
Travel	0	360	360
Professional development	250	1,250	1,500
Office supplies and equipment	500	1,000	1,500
Postage	500	3,500	4,000
Round table meetings with employers (minimum of 4)	0	500	500
Workshops and seminars for employers (minimum of 4)	500	1,500	2,000
	1,000	2,000	3,000
Outreach efforts to promote workforce services, programs (newsletter, email blasts)	0	2,500	2,500
Outreach efforts to promote job fairs and targeted recruitment events (newspapers, radio, television)	7,429	5,071	12,500
Total	55,321	36,081	91,402

Attachment M

	MHC Requested	MHC In-Kind	MHC TOTAL	
Salaries & Wages - Operational (Includes 20% of president's time, and/or a portion of other staff time)	0	15,400	15,400	20% of the President's staff time
Salaries & Wages - Client Services (Includes one full-time business service representative)	36,771		36,771	Business Services Manager salary
Benefits - Operational	0		0	Chamber will cover all operational benefits
Benefits - Client Services	8,371		8,371	Health, STD and basic life insurance as well as 3% IRA match
Office space / rent (Includes utilities, janitorial service, insurance)	0	3,000	3,000	Time spent at Chamber will be in-kind.
Telephone	0	360	360	\$30/month will be paid in-kind by Chamber for phone
Travel	250	1,250	1,500	Mileage 250 by WIB and 1,250 by Chamber
Professional development	500	1,000	1,500	Employee Development and Training for employee. \$500 requested from WIB and 1,000 in-kind from Chamber
Office supplies and equipment	500	3,500	4,000	Paper & minor supplies to be covered by WIB, all other by Chamber such as laptops, printer and printer cartridges
Postage	0	500	500	Chamber will cover postage for 2 mailings to employers
Round table meetings with employers (minimum of 4)	500	1,500	2,000	Expenses include space, food and supplies and materials
Workshops and seminars for employers (minimum of 4)	1,000	2,000	3,000	Expenses include space, food and supplies and materials and possible instructor fees
Outreach efforts to promote workforce services, programs (newsletter, email blasts)	0	2,500	2,500	Coverage of events in our eblasts, newsletter, magazine and website for the entire year
Outreach efforts to promote job fairs and targeted recruitment events (newspapers, radio, television)	7,429	5,071	12,500	Newspaper articles in the Martinsville Bulletin and sometimes in more regional newspapers that are more expensive such as Register & Bee, News & Record and Roanoke Times. Commercials promoting events that typically run \$300 for 30 seconds, Radio commercials or remotes ranging anywhere from \$250-\$900 and facebook advertising that is typically paid per click.
Total	55,321	36,081	91,402	

Attachment N

Budget Narrative – Martinsville-Henry County Business Services

The Martinsville-Henry County Chamber of Commerce is requesting \$55,321 to provide Business Services in the Martinsville-Henry County Service area to cover one full time business services manager and fringe benefits as well as a contribution to travel, professional development and outreach. Chamber in-kind contributions will be \$36,081 to cover costs for staff time, travel, professional development, office supplies, hosting fees for roundtables and workshops as well as outreach to promote job fairs, targeted recruitment events and to promote workforce services in all Chamber materials.

Salaries & Wages – Operational: Will consist of 20% of the Chamber President's time and will be covered fully by the Chamber of Commerce.

Salaries & Wages – Client Services: Will cover one full time business services manager at \$36,771.

Benefits – Operational: No funds are requested. The Chamber will cover all costs.

Benefits – Client Services: \$8,371 is requested to cover monthly benefits of health insurance, short-term disability and basic life insurance as well as a 3% match towards employees IRA.

Office Space – Time spent at the center will be an in-kind contribution and any time spent at the chamber will be covered at no expense to the West Piedmont Workforce Investment Board. With the lack of funds, this arrangement will work out best for all parties involved.

Telephone –Cell phone costs for the business services manager will be covered fully by the Chamber of Commerce at \$360/year or \$30/month for unlimited access.

Travel - \$250 is requested to cover travel expenses for the business services manager. The Chamber will contribute \$1,250 in-kind to mileage and other travel expenses.

Professional Development – The Chamber requests \$500 for professional development and will contribute an in-kind amount of \$1,000. Types of training will be determined as they become available but have consisted in the past of leadership, supervisor training etc.

Office Supplies - \$500 is requested for office supplies and the Chamber will give an in-kind amount of \$3,500 for supplies and equipment. The business services manager will need a new laptop and printer as well as cartridges and supplies and they will be covered at the Chamber's expense.

Postage – The Chamber will cover all postage costs in-kind at a budgeted amount of \$500. This will cover two mailings to employers.

Employer Roundtable Meetings - \$500 is requested for employer roundtable meetings and the Chamber will contribute \$1500 in-kind towards employer meetings. Those amounts will cover space, food, supplies and materials for each event. There will be at least four roundtables annually.

Workshops and Seminars for Employers – The Chamber requests \$1,000 for employer workshops and seminars and will contribute an in-kind amount of \$2,000 towards those events. Those funds will cover space, food, supplies, materials and possible instructor fees. There will be at least 4 workshops presented annually.

Outreach Efforts to Promote Workforce Services – The Chamber will cover all outreach funds through its newsletter, hard mailers, website coverage and e-blasts at an in-kind value of \$2,500. This will ensure exposure for the entire year.

Outreach Efforts to Promote Job Fairs and Targeted Recruitment Events – The Chamber is requesting \$7,429 and will use the remaining \$3,071 in other areas to meet budget needs due to budget cuts. In addition, the Chamber will contribute an additional \$5,071 in-kind to promote these events. Examples include advertisements in the local newspapers as well as regional papers that are more expensive where applicable where a more broad amount of jobseekers need to be reached. Commercials on local and cable networks typically run \$300/month for a thirty second spot. Radio commercials or on-site remotes range anywhere from \$250-\$900 per event. Facebook advertising is typically paid per click. These amounts are difficult to predict not knowing what the needs will be for targeted recruitment and job fair events.

Total funds requested from the West Piedmont Workforce Investment Board: \$55,321

Total in-kind contribution from the Martinsville-Henry County Chamber of Commerce: \$36,081

Section 04 – Attachment O

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.

Type of Federal Action: <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative agreement <input type="checkbox"/> Loan N/A <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 N/A	3. Report Type: <div style="text-align: center; font-size: 1.2em;">N/A</div> For Material Change Only: Year _____ Date of last report _____
4. Reporting Entity: N/A 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 N/A Address _____ Congressional District, if known: _____	
6. Federal Department/Agency: <div style="text-align: center; font-size: 1.2em;">N/A</div>	7. Federal Program Name/Description: <div style="text-align: center; font-size: 1.2em;">N/A</div> CFDA Number, if applicable: N/A	
8. Federal Action Number, if known: <div style="text-align: center; font-size: 1.2em;">N/A</div>	9. Award Amount, if known: \$ N/A	
10. a. Name and Address of Lobbying Entity N/A 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 N/A	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: N/A	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature and value: <div style="text-align: center; font-size: 1.2em;">N/A</div>		
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) N/A		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A		
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-Henry County Chamber of Commerce
Authorized Representative Amanda C. Witt
Title President
Signature Amanda C. Witt

Section 05 – Attachment P

West Piedmont Workforce Investment Board Certifications

Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

Initials (AW)

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 (AU)

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 (AL)

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 (AU)

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-Henry County Chamber of Commerce
Authorized Representative Aminda C. Witt
Title President
Signature Aminda C. Witt Date 3-1-13

Section 06 – Attachment Q

West Piedmont Workforce Investment Board Proposal Summary Form and Contract

Organization Name: Martinsville-Henry County Chamber of Commerce

Address: P.O. Box 709

City, State, Zip: Martinsville, VA 24114

Phone, Fax, Website: (P): (276) 632-6401; (F): (276) 632-5059; (Website): www.martinsville.com

Type of Organization:

- | | |
|--|--|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Local Government Agency |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Nonprofit |
| <input checked="" 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 to provide services for WIA-eligible adults and dislocated workers, manage WIA business services to employers and/or serve as the One Stop Operator with geographic service area(s) in the region:

The Martinsville Henry County Chamber of Commerce proposes to provide business services to employers within the Henry County and Martinsville area. The Chamber will work with the WIA program operator by identifying employers that would need or benefit from the services available through WIA. Through the business services manager position, the Chamber will serve as the linkage to services available from the WPWIB and WIA by informing employers that these opportunities exist and helping them to utilize those services.

Participant Summary Proposed Number to be recruited, enrolled, credentials earned and/or placed into employment by program and by geographic service area(s) in the region:

N/A

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

1. Reporting for reimbursement only allowable expenditures contained in approved contract budget
2. Adhere to all performance standards as specified in the RFP and contained herein
3. Adherence to all 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 for PY 13-14					
	Adult	DW	Business Services	One Stop Operator	Total
Danville Pittsylvania Co. (55%)				\$0	
Martinsville-Henry Co. (35%)				\$0	
Patrick Co. (10%)				\$0	
Total				\$0	

Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, contractors are 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.

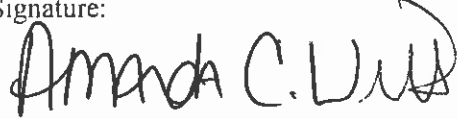
Contract Funding Summary: For WPWIB Office Use Only – Do not write this section

	Business Services for outreach only
Danville Pittsylvania Co. (55%)	
Martinsville-Henry Co. (35%)	
Patrick Co. (10%)	
Total	

Awarded with Following Stipulation(s): _____

Note: Should additional funds become available during the program year, contractors are 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.

Proposer (Agency):	Authorized Signatory:
Name: Martinsville-Henry County Chamber of Commerce	Print Name: Amanda C. Witt
Address: P.O. Box 709	Title: President
City, State, Zip Martinsville, VA 24114	Signature: 
Phone: (276) 632-6401	Date: 03/01/13

West Piedmont Workforce Investment Board Signatory	
Signature	Signature
Kim E. Adkins, Executive Director	James A. L. Daniel, Chairman
Date:	Date: