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Local One-Stop Partnership Memorandum of Understanding Workforce Investment Act

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

Purpose of this MOU

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

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

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

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

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

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

JOB SEEKER SERVICES

UNIVERSAL ACCESS CORE	INTENSIVE	TRAINING

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

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

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Definition of Roles and Relationships of Partners

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

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

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

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

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

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

- In partnership with the LEO Consortium, develops and submits the local WIA plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
- In collaboration with the LEO Consortium, develops the vision, goals, objectives and workforce related policies for the local area.
- Develops the strategic vision for local One Stop System.

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- In cooperation with the LEO Consortium, approves selection of the one stop operator and one stop center sites.
- Develops the Comprehensive One Stop Delivery Center(s).
- Determines the role of the One Stop Operator, over and above those responsibilities specified by the contract or agreement.
- Establishes performance standards for the One Stop System, which may include customer satisfaction factors.
- Approves annual budget allocation for operation of the One Stop System and Centers.
- Helps the One Stop Center Operator recruit operational partners and helps negotiate MOUs with new partners.
- Seeks additional funding for the local Workforce Network to operate and expand One Stop customer activities and resources.
- Ensure certification of Virginia Workforce Center sites, consistent with state policy.
- Reviews and evaluates performance of the local Virginia Workforce System and the local Virginia Workforce System Operators.

Board Staff: Board staff may investigate and resolve elevated customer complaints and grievance issues, but do not provide direct One Stop Center services to program applicants and participants. (This includes the provision of intake, counseling, eligibility determination and case management services.)

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

WPWIB's Program Planning and Development Committee: Provides operational oversight and accountability pursuant to the WIA and state policy and guidelines, to ensure exceptional customer services to job seekers, current workers, and employers in the area. The Committee:

- Identifies measurable program outcomes and related performance measures including customer satisfaction.
- Monitors operations and quality control of the comprehensive One Stop center.

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

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

General:

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

Operational:

- Integrates systems and coordinate services for the system and its partners to place priority on customer service.
- Writes and maintains an operational plan (with approval of the WPWIB Program Planning & Development Committee) that meets operational needs.
- Defines and plans the implementation of any Business Services Team(s) with assistance provided by WPWIB staff.
- Negotiates operational agreements with mandated partners as may be necessary (with assistance provided by WPWIB staff).
- Expands MOUs with other desired partners.

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- Makes staffing and training/development decisions to provide the necessary professionalism, support and oversight for the centers; defines the One Stop Systems Oversight Manager's responsibilities with input from the WPWIB.
- Ensures that data is entered, shared, and maintained for the centers.
- Responds to customer and community needs by establishing affiliate and information centers in surrounding counties (with input and approval from the Program Planning & Development Committee).
- Forges relationships with employers to align with economic development needs.
- Meets Virginia Workforce Council requirements for Center certification.
- Responds to community needs, including alignment with economic development.
- Promotes awareness of Virginia Workforce System services.

Monitoring and Evaluation:

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

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

Duties Include:

- Be the liaison to the WPWIB and the Program Planning & Development Committee on behalf of Workforce Center Management Team.
- Manages the day-to-day operations of Virginia Workforce Center facilities.
- Determines functional teams necessary for the operation of Centers with approval of the Management Team.
- Assigns appropriate staff to participate in functional teams.
- Develops operational procedures for the functional teams.
- Drafts position descriptions for the functional teams.

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- Attends to and resolves facilities issues such as contacting the landlord, IT issues, etc.
- Conducts training and develops systems to ensure the safety and security of center staff and equipment.
- Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
- Develops One Stop Center staff orientation to inform, establish expectations; and address issues and concerns.
- Reports directly to the WPWIB's Executive Director with oversight from management team.
- WIA, VEC and DARS Managers will be on call on a monthly rotation in the absence of the WPWIB's designee to provide One Stop System Oversight.

Local Workforce Partners:

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

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

Mandatory One Stop Partner Program	Administrative Agency
WIA Title I Adult, Youth & Dislocated Workers	Provider(s) as determined by the WPWIB and LEO Consortium
WIA Title III – Wagner-Peyser	Virginia Employment Commission (VEC)
WIA Title II – Adult Education & Literacy	Department of Education – Local Education Agencies & Local Grant Recipients
WIA Title IV – Rehabilitation Act, as amended	Department for Aging and Rehabilitative Services (DARS); Department for the Blind and Vision Impaired [One of these partner programs

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Mandatory One Stop Partner Program	Administrative Agency
	satisfies the physical presence requirement in the comprehensive One Stop Center]
Title V of the Older Americans Act	Goodwill Industries of the Valleys, Inc.
Postsecondary Carl Perkins Career & Technical Education	Virginia Community College System (VCCS)
Trade Adjustment Assistance	VEC
Veterans Employment & Training	VEC
Community Services Block Grant Employment & Training Activities	Community Action Agencies
US Department of Housing & Urban Development Employment & Training Activities	Local Housing Authorities
Unemployment Compensation	VEC
National Programs Located in the Workforce Investment Area	Job Corps, Native American, Migrant & Seasonal Farm Workers, Veterans, Youth Opportunity Grants

Referral Method for the Universal Customer

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

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

Information Sharing and Performance Tracking

All partners will cooperate to develop methods for customer assessment, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up and customer satisfaction.

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

Financing and Allocating Costs

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

- Fund and provide all core and intensive services that are applicable to each partner's program.

DARS Order of Selection: In the event that the Vocational Rehabilitation program does not have sufficient funds to serve all eligible individuals, federal law requires that it implement an Order of Selection. Order of Selection prioritizes individuals into categories according to the significance of their disabilities and ensures that those with the most significant disabilities are selected first to receive services. Those individuals assigned to a closed category remain on a waiting list for services until there are sufficient resources to open closed categories.

The interested parties to this MOU recognize and will support the Order of Selection and shall work with the other partners, as appropriate, in understanding and implementing service delivery in the face of Order of Selection.

- Fund and provide all supportive and follow-up services that are applicable to each partner's program; and
- Contribute a fair share of the rent of the facility proportionate to each partner's use of square footage, which include utilities (heating and cooling). This is a full service lease which includes utilities and janitorial services.
- **Attachments 1 – 4 on pages 12-13 are the Danville One Stop Cost Allocation Plans.**

VEC and DARS are responsible for their VITA expenses (internet and telephone).

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The WPWIB covers the costs associated with the salaries of the Center Receptionist and One Stop System Oversight, internet services, excessive capacity for space, maintenance of the resource room internet and service of computers, VITA expenses for partnering agencies, outreach, special events that include and benefit all the agencies (i.e., job fairs), One Stop Operator and partnering agencies leased copier and dumpster.

The copier in the resource room is a shared expense by the three lead agencies – DARS, VEC and WIA. DARS has agreed to complete a requisition to upfront the cost of the copier for the resource room. DARS will bill VEC and WIA an Interagency Transfer Invoice (IAT) on a quarterly basis for their share of the cost for the copier. Each agency has agreed to pay one third of the cost for the copier.

Breach of MOU

In the event that a required partner and the WPWIB are unable to execute an MOU, it must be reported to the state WIA agency, and the state agency responsible for administering the partner program, who in turn must report such failure to the Secretary of Labor and to the head of any other federal agency with responsibility for oversight of a partner's program [WIA sec, 121c].

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

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

Miscellaneous Provisions

- **Mutual Respect of Organizational Practices**

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

- **Indemnification and Liability**

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

- **Impasse Resolution**

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

1. The WPWIB and the partners must document their negotiations and efforts to resolve the issues,
2. The WPWIB Chairperson must meet with the LEO Consortium, partners and the WPWIB’s Executive Director to resolve the issue if an agreement cannot be reached,
3. As state WIA administrative entity, the System Office of the VCCS will provide assistance in resolving the issue in accordance with applicable federal and state WIA laws, regulations, policies and procedures.

Modification Process

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

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

Duration of the MOU

This MOU is entered into this first day of July 2013, and will remain in effect until June 30, 2014, subject to annual renewal review by the Management Team and WPWIB staff in July of forthcoming years. This MOU will become effective as of the date of signing by the final signatory. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

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Equal Opportunity and Nondiscrimination Obligations

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

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

Expertise from the Commonwealth of Virginia Department for Aging and Rehabilitative Services (DARS) to include, but not limited to, the assignment of a Disability Navigator (DPN), resources permitting, and the Commonwealth of Virginia Department for the Blind and Vision Impaired (DBVI), will be utilized as technical resources to facilitate website, programmatic, and physical accessibility to system services.

Attachment 1: Cost Allocation Summary

Danville Overall SF Allocation		
Total RSF	28,210	
Annual Base Rent - Negotiated Amount	\$303,776	Rate per SF \$10.77
	\$303,776	
Rent per SF (Based on RSF)	\$10.77	rounded
Space Category	Direct USF	Total Rent Per Leases with Landlord
VDH Water Programs	4,809	\$51,785.16
DCSE	10,859	\$118,010.64
One-Stop Direct Space	11,087	
Common Area	1,129	
LAN Room	143	
Fire Riser	83	
Total One-Stop Lease	12,442	\$133,980.24
Grand Total	28,210	\$303,776.04

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Attachment 2: Cost Allocation

Danville
One-Stop Rent Allocation

As of June 28, 2009

ONESTOPLEASE-TOTAL RSF 12,442 RSF
TOTAL RENT \$133,980.24
RATE/SF \$10.77

Occupant	Directly Assigned USF	Percentage	One Stop Shared Area Direct USF	One Stop Common Area Allocation	DSS Common Area Allocation	Circulation & Corridors Allocation	Fire Riser Allocation	Total One Stop Lease RSF	Total Annual Rent	Total Monthly Rent
	4,484 USF		3,442 USF	638 USF	634 USF	3,161 USF	83	12,442 RSF		
State Agencies										
DARS	1,737	38.74%	1,333	247		1,224	9	4,551	\$49,006.92	\$4,083.91
VEC	994	22.17%	763	141		701	9	2,608	\$28,083.95	\$2,340.33
DCC	100	2.23%	77	14		70	9	271	\$2,918.23	\$243.18
DSS- DCSE					634		9	643	\$6,924.07	\$577.01
VDH							9	9	\$96.92	\$8.08
TOTAL STATE AGENCIES	2,831	63.14%	2,173	403	634	1,996	46	8,082	\$87,030.19	\$7,252.52
Local Partners										
SAAA	100	2.23%	15	14		70	9	209	\$2,250.59	\$187.55
DPS/ABE	64	1.43%	49	9		45	9	177	\$1,906.00	\$158.83
WIB Other	336	7.49%	320	48		237	9	950	\$10,228.97	\$852.50
PCCA	1,153	25.71%	885	164		813	9	3,024	\$32,563.59	\$2,713.83
TOTAL LOCAL PARTNERS	1,653	36.86%	1,269	235		1,165	37	4,360	\$46,650.15	\$3,912.51
TOTAL ONE STOP LEASE	4,484	100%	3,442	638	634	3,161	83	12,442	\$133,980.24	\$11,185.03

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Attachment 3: Rent Schedule

DANVILLE ONE STOP LEASE RENT REPORT

Occupant	Monthly Base Rent Beginning 05/22/10	Monthly Base Rent Beginning 05/22/11	Monthly Base Rent Beginning 05/22/12	Monthly Base Rent Beginning 05/22/13	Monthly Base Rent Beginning 05/22/14	Monthly Base Rent Beginning 05/22/15	Monthly Base Rent Beginning 05/22/16	Monthly Base Rent Beginning 05/22/17	Monthly Base Rent Beginning 05/22/18	Monthly Base Rent Beginning 05/22/19
State Agencies	6,507.77	6,605.39	6,704.47	6,805.03	6,907.11	7,010.72	7,115.88	7,222.62	7,330.95	7,440.92
SAAA	224.38	227.75	231.16	234.63	238.15	241.72	245.35	249.03	252.76	256.55
DPS/ABE	158.86	161.24	163.66	166.12	168.61	171.14	173.70	176.31	178.95	181.64
WIB Other	1,561.65	1,585.07	1,608.85	1,632.98	1,657.48	1,682.34	1,707.58	1,733.19	1,759.19	1,785.57
PCCA	2,714.04	2,754.75	2,796.07	2,838.01	2,880.58	2,923.79	2,967.65	3,012.16	3,057.35	3,103.21
TOTAL MONTHLY RENT	\$11,166.70	\$11,334.20	\$11,504.21	\$11,676.78	\$11,851.93	\$12,029.71	\$12,210.15	\$12,393.31	\$12,579.20	\$12,767.89
TOTAL ANNUAL RENT	\$134,000.40	\$136,010.41	\$138,050.56	\$140,121.32	\$142,223.14	\$144,356.49	\$146,521.83	\$148,718.66	\$150,950.46	\$153,214.71

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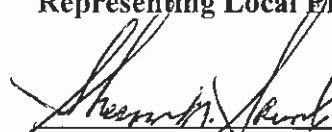
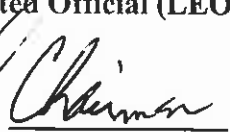
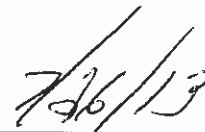
Attachment 4: Square Footage Use by Agency

Danville One-Stop Lease Summary					
Room #	Occupant	Description	Direct USF	Allocated Circulation 8% 39.9%	Total USF
204	DARS	Rehab	120	48	168
205	DARS	Rehab	120	48	168
206	DARS	Rehab	120	48	168
207	DARS	Rehab	120	48	168
209	DARS	Closet	68	28	96
210	DARS	Print/Fax	35	14	49
210	DARS	Workstation	64	25	89
210	DARS	Program Support Tech	84	34	118
210	DARS	Program Support Tech	84	34	118
211	DARS	Office	120	48	168
217	DARS	Evaluation Lab	638	254	892
218	DARS	VOC Evaluator	120	48	168
234	DARS	Office Services Specialist	48	19	67
			1,737	663	2,400
221	VEC	Office	107	43	150
224	VEC	Office	120	48	168
228	VEC	Copy/Scanner	35	14	49
228	VEC	WSR	78	30	108
228	VEC	WSR	78	30	108
228	VEC	WSR	78	30	108
228	VEC	WSR	78	30	108
228	VEC	WSR	78	30	108
228	VEC	WSR	78	30	108
228	VEC	WSR - Wage	78	30	108
228	VEC	WSR - Farm Plac	78	30	108
228	VEC	Vet Reporting	78	30	108
234	VEC	Office Services Specialist	48	19	67
			884	356	1,240
215	Danville Community College Office		180	40	220
210	Danville Public School	Adult Education	84	28	112
218	SAA	Office	180	40	220
203	WIB - Other	Navigator	120	48	168
229	WIB - Other	One-Stop Manager	120	48	168
234	WIB - Other	Off. Service Specialist	48	19	67
237	WIB - Other	Receptionist	48	19	67
			336	134	470
210	PCCA	PCCA	48	19	67
210	PCCA	PCCA	88	27	115
210	PCCA	PCCA	88	27	115
210	PCCA	PCCA/Comm Block Grant	96	38	134
222	PCCA	PCCA	100	40	140
223	PCCA	PCCA	100	40	140
225	PCCA	PCCA	163	61	224
226	PCCA	PCCA	100	40	140
227	PCCA	PCCA	100	40	140
231	PCCA	PCCA	100	40	140
232	PCCA	PCCA	100	40	140
233	PCCA	PCCA	120	48	168
			1,153	460	1,613
TOTAL DIRECTLY ASSIGNED			4,484	1,768	6,252
200	Shared	Storage	418	167	585
202	Shared	File	256	114	400
213	Shared	Storage	68	27	95
216	Shared	Client Testing	136	54	190
230	Shared	Conference	300	120	420
234	Shared	Copy	165	74	239
235	Shared	Intake Training	403	161	564
236	Shared	Reference Library	485	193	678
237	Shared	Reception (excluding 48 SF for WIA receptionist)	605	242	847
238	Shared	Client Toilet	44	18	62
239	Shared	Client Toilet	44	18	62
240	Shared	Client Toilet	53	21	74
241	Shared	Interview Room	100	40	140
242	Shared	Interview Room	115	46	161
			3,442	1,373	4,815
Total Identified Space			7,926	3,161	11,087
Circulation/Corridors			3,161	39.9%	
Total One-Stop Space			11,087		
Allocation of Common Area Space with DCSE					
Room	Allocation Basis	Total USF	DCSE	One-Stop	
109	Women's Toilet	50/50 allocation	278	139	139
110	Men's Toilet	50/50 allocation	261	131	130
111	Common Corridor	Pro-rata based on Direct USF	198	98	100
212	Janitorial Closet	Pro-rata based on Direct USF	34	17	17
220	Breakroom	Pro-rata based on Direct USF	255	127	128
	Wall thickness	Pro-rata based on Direct USF	105	52	53
			1,129	543	586
201	LAN Room	Pro-rata based on Direct USF	143	71	72
			1,272	614	658

DANVILLE
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Signatures

Representing Local Elected Official (LEO) Consortium:

			
Signature	Title	Agency	Date

Representing the West Piedmont Workforce Investment Board (WPWIB):

_____	_____	_____	_____
Signature	Title	Agency	Date

Representing WPWIB Executive Director:

_____	_____	_____	_____
Signature	Title	Agency	Date

Representing the One Stop Operator – Pittsylvania County Community Action:

_____	_____	_____	_____
Signature	Title	Agency	Date

Representing Virginia Employment Commission:

_____	_____	_____	_____
Signature	Title	Agency	Date

DANVILLE
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Signatures

Representing Local Elected Official (LEO) Consortium:

Signature	Title	Agency	Date

Representing the West Piedmont Workforce Investment Board (WPWIB):

Signature	Title	Agency	Date

Representing WPWIB Executive Director:

Signature	Title	Agency	Date

Representing the One Stop Operator – Pittsylvania County Community Action:

<i>Emilia L. Ross</i>	<i>Executive Director</i>	<i>PCCA, Inc</i>	<i>7-26-13</i>
Signature	Title	Agency	Date

Representing Virginia Employment Commission:

Signature	Title	Agency	Date

DANVILLE

Local One-Stop Partnership Memorandum of Understanding Workforce Investment Act

Representing Virginia Department for Aging and Rehabilitative Services:

_____ Signature	_____ Title	_____ Agency	_____ Date
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Representing Danville Community College:

_____ Signature	_____ Title	_____ Agency	_____ Date
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**Representing WIA Title II Adult Education and Literacy – West Piedmont Regional
Adult Basic Education:**

_____ Signature	_____ Title	_____ Agency	_____ Date
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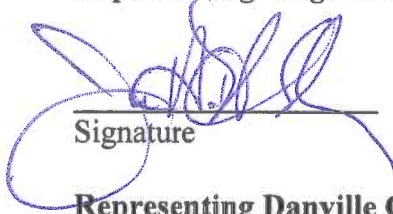
Representing Title V of the Older Americans Act – Southern Area Agency on Aging:

_____ Signature	_____ Title	_____ Agency	_____ Date
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**Representing Community Services Block Grant – Pittsylvania County Community
Action:**

<u><i>Emmanuel B. Ross</i></u> Signature	<u><i>Executive Director</i></u> Title	<u><i>PCCA, Inc</i></u> Agency	<u><i>7-25-13</i></u> Date
---------------------------------------------	-------------------------------------------	-----------------------------------	-------------------------------

Representing Virginia Department for Aging and Rehabilitative Services:


Signature

James A. Rothrock, Commissioner

Title

Agency

Date

8/1/13

Representing Danville Community College:

Signature

Title

Agency

Date

Representing WIA Title II Adult Education and Literacy – West Piedmont Regional Adult Basic Education:

Signature

Title

Agency

Date

Representing Title V of the Older Americans Act – Southern Area Agency on Aging:

Signature

Title

Agency

Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

Signature

Title

Agency

Date

DANVILLE
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Representing Virginia Department of Aging and Rehabilitative Services:

Signature	Title	Agency	Date

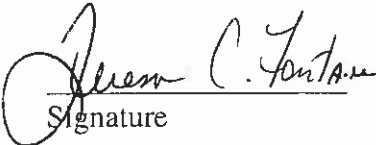
Representing Danville Community College:

Signature	Title	Agency	Date

Representing WIA Title II Adult Education and Literacy – West Piedmont Regional Adult Basic Education:

Signature	Title	Agency	Date

Representing Title V of the Older Americans Act – Southern Area Agency on Aging:

	Executive Dir.	SAAA	7/26/13
Signature	Title	Agency	Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

Signature	Title	Agency	Date

DANVILLE
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Representing Virginia Department of Aging and Rehabilitative Services:

Signature Title Agency Date

Representing Danville Community College:

Signature Title Agency Date 2/12/13

Representing WIA Title II Adult Education and Literacy – West Piedmont Regional Adult Basic Education:

Signature Title Agency Date

Representing Title V of the Older Americans Act – Southern Area Agency on Aging:

Signature Title Agency Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

Signature Title Agency Date

Representing Virginia Department for Aging and Rehabilitative Services:

Signature Title Agency Date

Representing Danville Community College:

Signature Title Agency Date

Representing WIA Title II Adult Education and Literacy – West Piedmont Regional Adult Basic Education:

Stacey Wright *Re Prog. Mgr.* *WPR/ABEP* *7/26/16*
Signature Title Agency Date

Representing Title V of the Older Americans Act – Southern Area Agency on Aging:

Signature Title Agency Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

Signature Title Agency Date

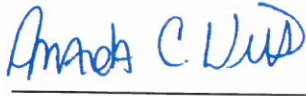
MARTINSVILLE-HENRY COUNTY
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Signatures

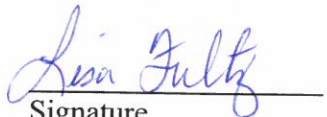
Representing Local Elected Official (LEO) Consortium:

Signature	Title	Agency	Date
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Representing the West Piedmont Workforce Investment Board (WPWIB):

	Chair	WPWIB	7/31/2013
Signature	Title	Agency	Date

Representing WPWIB Executive Director:

	Executive Director WPWIB		31 Jul 2013
Signature	Title	Agency	Date

Representing the One Stop Operator – Pittsylvania County Community Action:

Signature	Title	Agency	Date
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Representing Virginia Employment Commission:

Signature	Title	Agency	Date
-----------	-------	--------	------

Representing Virginia Department for Aging and Rehabilitative Services:

Signature	Title	Agency	Date
-----------	-------	--------	------

Representing Patrick Henry Community College:

Signature	Title	Agency	Date
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MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

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

Purpose of this MOU

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

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

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

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

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

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

JOB SEEKER SERVICES

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

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

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

BUSINESS SERVICES

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

Definition of Roles and Relationships of Partners

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

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

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

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

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

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

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

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

Board Staff: Board staff may investigate and resolve elevated customer complaints and grievance issues, but do not provide direct One Stop Center services to program applicants and participants. (This includes the provision of intake, counseling, eligibility determination and case management services.)

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

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WPWIB's Program Planning and Development Committee: Provides operational oversight and accountability pursuant to the WIA and state policy and guidelines. to ensure exceptional customer services to job seekers, current workers, and employers in the area. The Committee:

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

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

General:

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

Operational:

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

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

- Responds to customer and community needs by establishing affiliate and information centers in surrounding counties (with input and approval from the Program Planning & Development Committee).
- Forges relationships with employers to align with economic development needs.
- Meets Virginia Workforce Council requirements for Center certification.
- Responds to community needs, including alignment with economic development.
- Promotes awareness of Virginia Workforce System services.

Monitoring and Evaluation:

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

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

Duties Include:

- Be the liaison to the WPWIB and the Program Planning & Development Committee on behalf of Workforce Center Management Team.
- Manages the day-to-day operations of Virginia Workforce Center facilities.
- Determines functional teams necessary for the operation of Centers with approval of the Management Team.
- Assigns appropriate staff to participate in functional teams.
- Develops operational procedures for the functional teams.
- Drafts position descriptions for the functional teams.
- Attends to and resolves facilities issues such as contacting the landlord, IT issues, etc.
- Conducts training and develops systems to ensure the safety and security of center staff and equipment.
- Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
- Develops One Stop Center staff orientation to inform, establish expectations; and address issues and concerns.
- Reports directly to the WPWIB's Executive Director with oversight from management team.
- WIA, VEC and DARS Managers will be on call on a monthly rotation in the absence of the WPWIB's designee to provide One Stop System Oversight.

Local Workforce Partners:

MARTINSVILLE-HENRY COUNTY

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The WPWIB covers the costs associated with the salaries of the Center Receptionist and One Stop System Oversight, internet services, excess capacity for space, maintenance of the resource room internet and service of computers, VITA expenses for partnering agencies, outreach, special events that include and benefit all the agencies (i.e., job fairs), One Stop Operator and partnering agencies leased copier and dumpster.

Breach of MOU

In the event that a required partner and the WPWIB are unable to execute an MOU, it must be reported to the state WIA agency, and the state agency responsible for administering the partner program, who in turn must report such failure to the Secretary of Labor and to the head of any other federal agency with responsibility for oversight of a partner's program [WIA sec, 121c].

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

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

Miscellaneous Provisions

- **Mutual Respect of Organizational Practices**

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

- **Indemnification and Liability**

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

- **Impasse Resolution**

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

1. The WPWIB and the partners must document their negotiations and efforts to resolve the issues,

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

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accessible to the “universal customer.” The customer flow between programs must be seamless.

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

Information Sharing and Performance Tracking

All partners will cooperate to develop methods for customer assessment, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up, and customer satisfaction.

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

Financing and Allocating Costs

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

- Fund and provide all core and intensive services that are applicable to each partner’s program.

DARS Order of Selection: In the event that the Vocational Rehabilitation program does not have sufficient funds to serve all eligible individuals, federal law requires that it implement an Order of Selection. Order of Selection prioritizes individuals into categories according to the significance of their disabilities and ensures that those with the most significant disabilities are selected first to receive services. Those individuals assigned to a closed category remain on a waiting list for services until there are sufficient resources to open closed categories.

The interested parties to this MOU recognize and will support the Order of Selection and shall work with the other partners, as appropriate, in understanding and implementing service delivery in the face of Order of Selection.

- Fund and provide all supportive and follow-up services that are applicable to each partner’s program; and
- Contribute a fair share of the rent of the facility proportionate to each partner’s use of square footage, which include utilities (heating and cooling). This is a full service lease which includes utilities and janitorial services.
- **Attachments 1 – 4 on pages 11-13 are the Martinsville One Stop Cost Allocation Plans.**

VEC and DARS are responsible for their VITA expenses (internet and telephone).

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

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

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

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

Referral Method for the Universal Customer

The One Stop system should include centers that are physically located within areas where demand for services is greatest. The centers should be designed, and promoted to be

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

2. The WPWIB Chairperson must meet with the LEO Consortium, partners and the WPWIB's Executive Director to resolve the issue if an agreement cannot be reached.
3. As state WIA administrative entity, the System Office of the VCCS will provide assistance in resolving the issue in accordance with applicable federal and state WIA laws, regulations, policies and procedures.

Modification Process

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

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

Duration of the MOU

This MOU is entered into this first day of July 2013, and will remain in effect until June 30, 2014, subject to annual renewal review by the Management Team and WPWIB staff in July of forthcoming years. This MOU will become effective as of the date of signing by the final signatory. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

Equal Opportunity and Nondiscrimination Obligations

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

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

The method to be used to ensure compliance with the Americans with Disabilities Act related to accessibility for customers with disabilities will include the expertise from the Commonwealth of Virginia Department for Aging and Rehabilitative Services (DARS) and the Commonwealth of Virginia Department for the Blind and Vision Impaired (DBVI) as technical resources to ensure website, programmatic and physical accessibility to System services.

Expertise from the Commonwealth of Virginia Department of Aging and Rehabilitative Services (DARS) to include, but not limited to, the assignment of a Disability Navigator (DPN), resources permitting, and the Commonwealth of Virginia Department for the Blind and Vision

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

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Attachment 2: Cost Allocation

Attachment 3: Rent Schedule

Martinsville One-Stop Cost Allocation 2-10-10 (revised)

ONE STOP LEASE - TOTAL RSF 12,138 RSF
TOTAL RENT \$166,897.50
RATE/SF \$13.75

Occupant	Directly Assigned USF	Percentage	One Stop Shared Area Direct USF	Monthly One Stop Op. Costs during 6 Month Rent Abatement	One Stop Common/ Divided Shared	Circulation & Corridors Allocation	Unused	Total One Stop Lease RSF	Total Annual Rent	Monthly Rent - Months 7-12 of 1st Yr	Total Amount due Months 1-6 during Abatement Period
	4,753 USF		3,706 USF	\$4,420		3,679 USF		12,138 RSF			
State Agencies											
DARS	797	18.77%	821	\$741		817		2,035	\$27,981.25	\$2,331.77	\$741
VEC	1,835	38.61%	1,431	\$1,706		1,420		4,586	\$64,432.50	\$5,369.38	\$1,706
PHCC	64	1.35%	50	\$80		50		163	\$2,241.25	\$186.77	\$80
TOTAL STATE AGENCIES	2,696	58.72%	2,102	\$2,507		2,087		6,684	\$94,655.00	\$7,887.92	\$2,507
Local Partners											
SCEP	64	1.35%	50	\$80		50		163	\$2,241.25	\$186.77	\$80
ABE	64	1.35%	50	\$80		50		163	\$2,241.25	\$186.77	\$80
WIB Other	641	13.49%	500	\$596		496		1,639	\$22,836.25	\$1,878.02	\$596
WIA-Goodwill	1,224	25.75%	954	\$1,138		947		3,126	\$42,982.50	\$3,581.88	\$1,138
PCCA-Block Grant	64	1.35%	50	\$80		50		163	\$2,241.25	\$186.77	\$80
TOTAL LOCAL PARTNERS	2,057	43.28%	1,604	\$1,813		1,582		5,254	\$72,342.50	\$6,020.21	\$1,813
TOTAL ONE STOP LEASE	4,753	100.00%	3,706	\$4,420		3,679		12,138	\$166,897.50	\$13,808.13	\$4,420

***Tenant to reimburse Landlord beginning w/2nd full lease year an amt. equal to 50% of the cost of electricity & gas that exceeds Landlord's cost of the same during the 1st full lease year.

MARTINSVILLE-HENRY COUNTY
Local One-Stop Partnership Memorandum of Understanding
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Impaired (DBVI), will be utilized as technical resources to facilitate website, programmatic, and physical accessibility to system services.

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

Workforce Investment Act

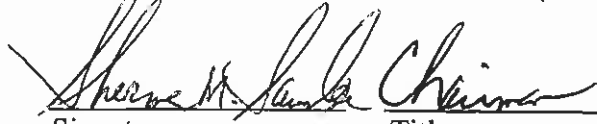
Attachment 1: Cost Allocation Summary

Total RSF	12,138
Annual Base Rent - Negotiated Amount	\$166,897.50
Additional rent due Months 1-6 during abatement period to offset Landlord's operating expenses	\$4,420.00
Rent per SF (Based on RSF)	\$13.75
Space Category	SF
One-Stop Direct Space	8,459
Shared/Corridors	3,679
Total One-Stop Lease	12,138

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

Signatures

Representing Local Elected Official (LEO) Consortium:

			
Signature	Title	Agency	Date

Representing the West Piedmont Workforce Investment Board (WPWIB):

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing WPWIB Executive Director:

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing the One Stop Operator – Pittsylvania County Community Action:

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing Virginia Employment Commission:

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing Virginia Department for Aging and Rehabilitative Services:

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing Patrick Henry Community College:

<hr/>	<hr/>	<hr/>	<hr/>	
Signature	Title	Agency	Date	Representing

West Piedmont Regional Adult Education:

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

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**MARTINSVILLE ONE STOP LEASE
RENT REPORT**

Occupant	Monthly Base Rent Year 1	Monthly Base Rent Year 2	Monthly Base Rent Year 3	Monthly Base Rent Year 4	Monthly Base Rent Year 5	Monthly Base Rent Year 6	Monthly Base Rent Year 7	Monthly Base Rent Year 8	Monthly Base Rent Year 9	Monthly Base Rent Year 10
DARS	2,331.77	2,366.75	2,402.25	2,438.28	2,474.86	2,511.98	2,549.66	2,587.90	2,626.72	2,666.12
VEC	5,369.38	5,449.92	5,531.67	5,614.64	5,698.86	5,784.35	5,871.11	5,959.18	6,048.57	6,139.30
PHCC	186.77	189.57	192.42	195.30	198.23	201.20	204.22	207.29	210.40	213.55
SCEP	186.77	189.57	192.42	195.30	198.23	201.20	204.22	207.29	210.40	213.55
ABE	186.77	189.57	192.42	195.30	198.23	201.20	204.22	207.29	210.40	213.55
WIB Other	1,878.02	1,906.19	1,934.78	1,963.80	1,993.26	2,023.16	2,053.51	2,084.31	2,115.58	2,147.31
WIA-Goodwill	3,581.88	3,635.61	3,690.14	3,745.49	3,801.68	3,858.70	3,916.58	3,975.33	4,034.96	4,095.49
PCCA-Block Grant	186.77	189.57	192.42	195.30	198.23	201.20	204.22	207.29	210.40	213.55
TOTAL MONTHLY RENT	\$13,906.13	\$14,116.75	\$14,328.50	\$14,542.43	\$14,761.58	\$14,983.01	\$15,207.75	\$15,435.87	\$15,667.41	\$15,902.42
TOTAL ANNUAL RENT	\$166,897.56	\$169,401.02	\$171,942.04	\$174,521.17	\$177,138.99	\$179,798.07	\$182,493.01	\$185,230.41	\$188,008.86	\$190,829.00

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding

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Attachment 4: Square Footage Use by Agency

Martinsville One-Stop Cost Allocation

Occupant	Description	Direct USF	Allocated Circulation @ 43.5%	Total USF
DARS	Rehab	120	52	172
DARS	Rehab	120	52	172
DARS	Program Support Tech	84	37	121
DARS	Office Services Specialist	48	21	69
DARS	Job Placement Counselor	80	35	115
DARS	VOC Evaluator	120	52	172
DARS	Evaluation Lab (50% shared cost w/WIB)	225	98	323
Totals		797	347	1,144
VEC	Office Manager	120	52	172
VEC	Supervisor	96	42	138
VEC	Supervisor	96	42	138
VEC	Vet Representative (DVOP)	80	35	115
VEC	Vet Representative (DVOP)	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	WSR	80	35	115
VEC	Office Svc Specialist	48	21	69
VEC	Copy/Scan/Fax Area	35	15	50
Totals		1,335	789	2,633
Patuxent Henry Community College	Postsecondary Vocational Education	64	28	92
Totals		64	28	92
Adult Basic Education	Adult Education & Literacy	64	28	92
Totals		64	28	92
Goodwill-SCEP	Title V Older Americans Act	64	28	92
Totals		64	28	92
WIB-Other	Evaluation Lab (50% shared cost w/DORS)	225	98	323
WIB - Other	Regional Manager	100	43	143
WIB - Other	Receptionist	48	21	69
WIB - Other	Extra Space	84	37	121
WIB-Other	Extra Space	84	37	121
WIB-Other	100 SF remaining after reduction of size of evaluation lab upon removing client proficiency room	100	43	143
Totals		641	279	920
PCCA	FCCA/Comm Block Grant	64	28	92
Totals		64	28	92
Goodwill Ind of the Valleys	WIA Manager	120	52	172
Goodwill Ind of the Valleys	WIA Admin/QSS	48	21	69
Goodwill Ind of the Valleys	Business Service Rep	80	35	115
Goodwill Ind of the Valleys	Service Coordinator	84	37	121
Goodwill Ind of the Valleys	Service Coordinator	84	37	121
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr	80	35	115
Goodwill Ind of the Valleys	Accounting Clerk/Case Manager	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr-Youth	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr-Youth	80	35	115
Goodwill Ind of the Valleys	WIA-Care Mgr-Youth	80	35	115
Goodwill Ind of the Valleys	Admin Asst-Case Mgrs	48	21	69
Totals		1,224	532	1,756
TOTAL DIRECT PARTNER SPACE		4,763	2,067	6,830

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

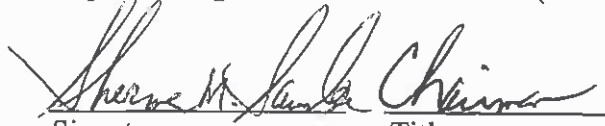
Attachment 4 Continued: Square Footage Use by Agency

Occupant	Description	Direct USF	Allocated Circulation @ 43.5%	Total USF
Shared	Storage	251	109	360
Shared	File	409	178	587
Shared	Conference	304	132	436
Shared	Copy	163	71	234
Shared	Client Proficiency Room inside Evaluation Lab	160	65	215
Shared	Intake Training	420	183	603
Shared	Reference Library	476	207	683
Shared	Writing Area	578	251	829
Shared	LAN Room	75	33	108
Shared	Breakroom	210	91	301
Shared	Men's Toilet	189	74	243
Shared	Women's Toilet	189	74	243
Shared	Client Toilet	44	19	63
Shared	Client Toilet	44	19	63
Shared	Client Toilet	44	19	63
Shared	Interview Room	100	43	143
Shared	Interview Room	100	43	143
	Totals	3,708	1,612	5,318
		USF	Allocated USF	Total USF
Total Identified Space		8,459	3,679	12,138
Circulation/Corridors		3,679	43.5%	
Total One-Stop Space		12,138		

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

Signatures

Representing Local Elected Official (LEO) Consortium:

			
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Representing the West Piedmont Workforce Investment Board (WPWIB):

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Signature	Title	Agency	Date

Representing WPWIB Executive Director:

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Signature	Title	Agency	Date

Representing the One Stop Operator – Pittsylvania County Community Action:

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Signature	Title	Agency	Date

Representing Virginia Employment Commission:

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Signature	Title	Agency	Date

Representing Virginia Department for Aging and Rehabilitative Services:

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Signature	Title	Agency	Date

Representing Patrick Henry Community College:

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Signature	Title	Agency	Date	Representing

West Piedmont Regional Adult Education:

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

Signatures

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_____ Signature	_____ Title	_____ Agency	_____ Date
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_____ Signature	_____ Title	_____ Agency	_____ Date
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Representing WPWIB Executive Director:

_____ Signature	_____ Title	_____ Agency	_____ Date
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Representing the One Stop Operator – Pittsylvania County Community Action:

_____ Signature	_____ Title	_____ Agency	_____ Date
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Representing Virginia Employment Commission:

<u>John P. Broadway</u> Signature	<u>Commissioner V.E.C.</u> Title	<u></u> Agency	<u>7/22/13</u> Date
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Representing Virginia Department of Rehabilitative Services:

_____ Signature	_____ Title	_____ Agency	_____ Date
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Representing Patrick Henry Community College:




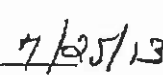
_____ Signature	_____ Title	_____ Agency	_____ Date
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MARTINSVILLE-HENRY COUNTY
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Representing West Piedmont Regional Adult Education:

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Signature	Title	Agency	Date

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

 <hr/>	 <hr/>	 <hr/>	 <hr/>
Signature	Title	Agency	Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

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Signature	Title	Agency	Date

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

Signatures

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Signature	Title	Agency	Date
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Representing the West Piedmont Workforce Investment Board (WPWIB):

Signature	Title	Agency	Date
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Representing WPWIB Executive Director:

Signature	Title	Agency	Date
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Representing the One Stop Operator – Pittsylvania County Community Action:

<i>Evelyn B. Ross</i>	<i>Executive Director</i>	<i>PCCH, Inc.</i>	<i>7-25-13</i>
Signature	Title	Agency	Date

Representing Virginia Employment Commission:

Signature	Title	Agency	Date
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Representing Virginia Department for Aging and Rehabilitative Services:

Signature	Title	Agency	Date
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Representing Patrick Henry Community College:

Signature	Title	Agency	Date	
West Piedmont Regional Adult Education:				Representing

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

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Signature	Title	Agency	Date

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

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Title	Agency	Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

<i>Evelene B. Ross</i> <hr/>	<i>Executive Director</i> <hr/>	<i>PCCA, Inc.</i> <hr/>	<i>7-25-13</i> <hr/>
Signature	Title	Agency	Date

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Signature Title Agency Date

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

Signature Title Agency Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

Signature Title Agency Date

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

Signatures

Representing Local Elected Official (LEO) Consortium:

Signature	Title	Agency	Date
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Representing the West Piedmont Workforce Investment Board (WPWIB):

Signature	Title	Agency	Date
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Representing WPWIB Executive Director:

Signature	Title	Agency	Date
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Representing the One Stop Operator – Pittsylvania County Community Action:

Signature	Title	Agency	Date
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Representing Virginia Employment Commission:

Signature	Title	Agency	Date
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Representing Virginia Department for Aging and Rehabilitative Services:

Signature	Title	Agency	Date
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James A. Rothrock, Commissioner

7/31/13

Representing Patrick Henry Community College:

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DANVILLE
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

Signatures

Representing Local Elected Official (LEO) Consortium:

Signature Title Agency Date

Representing the West Piedmont Workforce Investment Board (WPWIB):

Amanda C. Lusk Chair WPWIB 7/31/2013
Signature Title Agency Date

Representing WPWIB Executive Director:

Lisa Julty Executive Director WPWIB 31 Jul 2013
Signature Title Agency Date

Representing the One Stop Operator – Pittsylvania County Community Action:

Signature Title Agency Date

Representing Virginia Employment Commission:

Signature Title Agency Date