



Pittsylvania County Community Action, Inc.

348 NORTH MAIN STREET ♦ POST OFFICE BOX 1119 ♦ CHATHAM, VIRGINIA 24531

EVERLENA ROSS
INTERIM – DIRECTOR

(434) 432-8250 – TELEPHONE
(434) 432-3729 – FAX
adm@pccainc.org – E-mail

March 1, 2013

West Piedmont Workforce Investment Board
730 East Church Street, Suite 24
Post Office Box 4043
Martinsville, Virginia 24115

Dear Mrs. Adkins:

Enclosed you will find the Request for Proposal to provide Adult, Dislocated Worker, Business Services and to be the One Stop Operator for the cities of Danville and Martinsville and the County of Pittsylvania.

Should you have any questions, please feel free to call me. We look forward to continuing working with you.

Sincerely,

Everlena Ross
Executive Director

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Section 1**Proposer's Standard Information**

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1. Name, title, address, and telephone number of person(s) with authority to negotiate and contractually bind the offeror:

Everlena Ross
Executive Director
Pittsylvania County Community Action, Inc.
P.O. Box 1119
348 North Main Street
Chatham, Virginia 24531
434-432-8250
434-548-1561

2. Name, title, and telephone number of person(s) who may be contacted during the period of proposal evaluation:

Sonji Webb
Employment Services Director
Pittsylvania County Community Action, Inc.
434-432-4257
434-250-5895

Everlena Ross
Executive Director
Pittsylvania County Community Action, Inc.
434-432-8250
434-548-1561

3. Indicate the area(s) of consideration:

- a. ☒ Danville
- b. ☒ Martinsville-Henry County
- c. ☒ Pittsylvania County
- d. ☐ Patrick County

4. Indicate program(s) interest:

- e. ☒ Adult
- f. ☒ Dislocated Worker
- g. ☒ Business Services
- h. ☒ One Stop Operator

5. Certificate of Incorporation:

Pittsylvania County Community Action, Inc. was incorporated in 1965. A copy of the State Corporation Commission certificate is Attachment A.

6. Non-profit status:

The Internal Revenue Service of the Department of the Treasury verification Letter is Attachment B.

7. Brief synopsis of your experience

PCCA has been operating employment services for over 40 years. The first program was the Neighborhood Youth Corps, an employment program from the Department of Labor. Secondly, the Comprehensive Employment Training Act was implemented and then the Jobs Training Partnership Act. These programs evolved into the Workforce Investment Act in which PCCA has been involved with since its enactment in 1998. The various employment components operated by PCCA have included Summer Youth Employment, WIA Adult and Dislocated Workers, and WIA In and Out of School Youth programs. PCCA has also operated a Disaster Relief Employment Grant and Training, Assessment, Retention, and Employment (TARE) training for TANF recipients. Various components of employment programs have included pre-employment training, work experience opportunities, on-the-job training, internships, client assessment, core services, intensive services, job placement, retention, and follow-up.

8. Organization and related administrative structure

Pittsylvania County Community Action, Inc. (PCCA) is a 501(c) 3 nonprofit organization governed by a 15 member Board of Directors. The membership of the Board is 1/3 public (must be appointed by locally elected officials of each jurisdiction served), 1/3 low-income residents, and 1/3 private. PCCA is the Community Action Agency designated to serve the Cities of Danville and Martinsville and the Counties of Henry and Pittsylvania.

Mr. Sherman Saunders, Executive Director retired from PCCA on October 31, 2012 after a tenure of over 40 years of service and experience at PCCA. Presently, Mrs. Everlena Ross is the Executive Director and has over 25 years of experience at PCCA. The Executive Director is responsible for agency operation, employee hiring and firing, and overall grant administration. Administrative structure includes a Director of Programs who supervises and evaluates the various programs at PCCA including Employment Services; a Director of Finance who manages the fiscal responsibilities of the agency including payroll, audit, and grant budgets and invoices; a Director of Planning and Budget who develops new programs, completes program reports, oversees the Community Services Block Grant, and grant compliance; and a Director of Human Resources who recruits new employees, handles health, liability, and workers' compensation insurances, and ensures labor practices and laws are followed.

Executive Director/Director of Programs: Everlena Ross, 25 years at PCCA in program management; 21 years with Department of the Navy and General Accounting Office in Washington, D.C. BA in Political Science.

Director of Planning and Budget: Marsha G. Mendenhall, 18 years at PCCA of which 10 years were in Jobs Training Partnership Act; 10 years with Danville Public Schools in Community Education; and 5 years in other nonprofit organizations (federally funded community health centers, Salvation Army) BS Recreation and Park Administration and 30 Community College Credit Hours in Accounting.

Director of Finance: Tori Lester, 16 years at PCCA, Inc. of which began in the Jobs Training Partnership Act's Summer Youth Employment Program Training; 12.5 years in finance; Associate Degree in Computers Application Management with a concentration in Accounting.

Director of Human Resources: Lisette Jordan, 9 years at PCCA in Finance, Payroll, Human Resource; Licensed Property and Casualty, Life and Health Insurance Agent; 5 years with Allstate Insurance; member of Society of Human Resource Management; Associate Degree in Business Administration, BS in Marketing and MS in Business.

PCCA has 31 grant funded programs divided up into 5 main categories with each category have a Supervisor. PCCA has over 135 employees and an annual budget of approximately \$9 million. PCCA organization chart is included in Attachment C.

9. Describe the financial management system that your agency operates. In answering this part, be sure to include the following in your reply:

- a. Type of accounting system
- b. List of subsidiary books and registers that are maintained
- c. PCCA accounting month
- d. Internal control procedures

PCCA, Inc. utilizes MIP (Micro Information Products) which is a non-profit fund accounting software. All financial procedures are completed with this accounting software which allows for funding sources to be individually accounted for. The account software accounts for each fund, activity, and general ledger account. This allows PCCA, Inc. to provide Check registers, Payroll registers, Statement of Revenue, and Expenditures reports.

PCCA, Inc. operates on an accrual base accounting. PCCA, Inc. has the resources to operate the proposed program during start-up and during the time in which invoices are being processed for payment.

PCCA, Inc. operates its finance department according to a financial manual that has been approved by the Board of Directors and the Commonwealth of Virginia Office of Community Services which provide guidance to Virginia's Community Action Agencies. All financial duties are delegated according to safe practices of accountability ensuring internal control over financial reporting and compliance as well as program/funding compliance. All blank checks are kept in a fire proof safe and are pre-numbered. Access to the checks is limited to the Finance Department. Checks have to have two authorized signatures and have safeguard security features.

The Director of Finance is responsible for the accounting functions of the WIA Grants. Contact information is as follows:

Tori Lester
Director of Finance
348 North Main Street, P.O. Box 1119
Chatham, Virginia 24531
(434) 432-8250

10. Proposers must include a copy of their employee grievance procedure.

The employee grievance procedure is found in Attachment D

11. All proposers must have in place a current, in force, fidelity bond in order to be considered for the awarding of a contract. Coverage will be in the sum of \$100,000. Once contracts are awarded, the face value of the bond must be at least the total of all WIA contracts awarded or \$100,000, whichever is less, or in an amount otherwise stipulated by WPWIB in accordance with General Terms and Conditions, Attachment A to the RFP.

PCCA, Inc. has in place a current and in force, fidelity bond with \$100,000 coverage. PCCA will obtain, have in force, and produce documentation of coverage necessary to cover any disallowed cost that may result from its activities under the Workforce Investment Act. A copy of the Fidelity Bond is in Attachment E.

12. List all job titles and job descriptions of any position funded by this contract. This includes positions funded totally or in part by this contract. Within this section, indicate the percentage of WIA funds being used for these positions (i.e. 25 percent of salaries and benefits).

The WIA Grants will fund totally or in part the following non-clerical positions at PCCA, Inc.:

Job Title	% of Adult/Dislocated WIA Funds for Salary
Director of Employment Services	40%
Assistant Director of Employment Services for Danville/Pittsylvania County	40%
Assistant Director of Employment Services for Martinsville/Henry County	66%
Case Managers (6)	100%
Job Developer (1)	100%
Administrative Assistant/Case Manager	100%
Business Services Representative	100%
Data Entry Specialist/Follow-Up (1.5)	100%

Job descriptions for these positions are included in Attachment F.

Section 2**Statement of Work**

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1. Identify the type(s) of program(s) being proposed.

Pittsylvania County Community Action, Inc. (PCCA) proposes to be the One Stop Operator for the Virginia localities of Danville, Pittsylvania County and Martinsville/Henry County. As the One Stop Operator of the aforementioned localities, PCCA, Inc. will provide the Adult Program and Dislocated Worker Program according to the Workforce Investment Act Title I Adult/Dislocated Worker Programs. Additionally, PCCA will provide comprehensive Business Services through a partnership with the Danville/Pittsylvania County Chamber of Commerce for the Danville and Pittsylvania County service area and the Martinsville/Henry County service area will be served through a Business Service Representative provided by PCCA.

2. For Adult and Dislocated Worker Programs, provide a detailed description and/or response to the following:**a. The Workforce Investment Act (WIA) Adult and Dislocated Worker Programs**

The Workforce Investment Act (WIA) offers a comprehensive mix of workforce development activities benefiting employers, incumbent workers, job seekers, veterans, new workforce entrants and laid-off workers. WIA's objective is to promote and improve participants' employment, job retention, earnings and occupational skills.

WIA has funding streams serving the following distinct customer populations:

- Adults
- Dislocated Workers

WIA serves adults age 18 and older who are unemployed or underemployed.

WIA adult programs are designed to meet employer needs by helping job seekers upgrade skills, obtain employment, improve job retention, and increase earnings.

WIA adult services include:

- job search, job referral, and placement assistance;
- career counseling;
- labor market information;
- assessment of skills and needs;
- individual employment plan development;
- occupational skills training;
- skills upgrading and retraining;
- job readiness training; and
- adult education and literacy.

The WIA dislocated worker program offers employment and training programs for eligible workers who are unemployed through no fault of their own or have received an official layoff notice. WIA dislocated worker programs are designed to meet employer needs by helping job seekers upgrade skills, obtain employment, improve job retention, and increase earnings.

WIA dislocated worker services include:

- job search, job referral, and placement assistance;
- career counseling;
- labor market information;
- assessment of skills and needs;
- individual employment plan development;
- occupational skills training;
- skills upgrading and retraining;
- job readiness training; and
- adult education and literacy.

The program also provides the following specialized reemployment services.

Rapid Response services provide short-term early intervention and immediate assistance with layoffs and plant closures. Rapid Response provides early intervention assistance designed to transition workers to their next employment as soon as possible.

Rapid Reemployment Services (RRS) are geared toward unemployment insurance (UI) claimants identified as likely to exhaust benefits. Claimants are required to participate in reemployment services as a condition of UI eligibility.

Claimants who have been prioritized and referred to the Local Workforce Development Boards (Boards) shall be considered to have met the eligibility criteria for dislocated worker services under Category 1, outlined in the Rapid Reemployment Services Desk Reference.

Trade Adjustment Assistance (TAA) program provides additional benefits for dislocated workers of companies that are directly affected by increased imports or certain shifts of production to other countries. TAA petitions now trigger immediate provisions of *Rapid Response* and basic adjusted services available under WIA, facilitating coordinated planning and more rapid reemployment.

Trade-affected workers receive notification that their Trade petition has been approved. The notification instructs them to contact the local Virginia Employment Commission (VEC) for services. Making contact with the local VEC and providing a copy of the petition approval letter meets the Category 1 eligibility criteria for WIA dislocated workers.

This section provides information for determining eligibility for the dislocated worker program. See Section 2 for verification and documentation for WIA eligibility.

b. **WIA adult and dislocated worker services (How do you plan to partner with other agencies to deliver these services?)**

A. Job search, job referral and placement assistance

PCCA, Inc., as the One Stop Operator, will provide a comprehensive array of services for the adult and dislocated worker enabling them to attain the skills, competencies, employment or educational attainment based on the needs of the worker and employer. This continuum of workforce development services will support a "work first" model that begins with a basic set of core information, self-help and staff assisted services at a one-stop service delivery center available equally to all individuals seeking a job or wishing to advance their careers and progress to more

intensive services for those who need additional assistance to obtain employment or advance their careers thus enabling self-sufficiency.

Core Services provided at the One Stop Center by the WIA staff of PCCA, Inc. will include:

1. Orientation to the workforce center and explanation of all available resources;
2. Intake which will includes initial assessment of skill levels, aptitudes, and abilities by workforce center staff;
3. Job search and placement;
4. Labor market information:
 - i. Job vacancy listings in the labor market area,
 - ii. Information about skills necessary to obtain the jobs listed, Information relating to local occupations in demand and the earnings and skill requirements of each occupation;
5. Information regarding performance measures of training providers in the local area;
6. Information about the availability of supportive services including childcare and transportation available in the local area;
7. Referral to providers in the local area for supportive services;
8. Information concerning filing of Unemployment Claims;
9. Assistance with eligibility determination for other human service programs and referrals to those services;
10. Information and assistance in applying for:
 - i. Welfare-to-Work activities and
 - ii. Programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area.
11. Eligibility determination for any customer receiving core services in regard to Intensive Services whereas the customer requires more comprehensive services in order to obtain employment.

All customers to the One Stop Center will be able to utilize the Resource Center where career information is available in a variety of formats. The Resource Center will be designed to be a self-service environment with knowledgeable and friendly PCCA, Inc. WIA staff available to assist customers as needed. The Resource Center will provide the customers with computers that enable high speed access to unlimited career information and job banks. The Resource Center will also provide customers access to telephones, fax machines, and copiers. One Stop Center WIA staff will periodically offer orientations and workshops to customers.

All adults will have universal access to all Core Services. This access is equal for all and no adult shall be disadvantaged or shall encounter unnecessary difficulty in gaining access to Core Services: All customers who enter the Virginia Workforce Centers will be directed to complete the Common Intake Form (CIF). The CIF is located on the computers at the kiosks and in the resource rooms. The CIF is used to register customers for needed services by specific programs located in the Comprehensive and satellite centers. The CIF is used for tracking customers served. The Common Intake Form enables the WIB in preparing of reports for WPWIB board and other entities in the community.) PCCA, Inc. will utilize specific forms available from the West Piedmont Workforce Investment Board (WPWIB) to document core service accomplishments and job search

efforts. These forms include: an Initial Assessment Form and a Job Search Efforts Form. This documentation will support a customer's request for intensive services.

B. Career counseling

Intensive Services are provided to the One Stop Center Customers (adult or dislocated worker) who are unable to obtain employment or improve employment status to obtain self-sufficiency through Core Services and have been determined in need of more intensive services by WIA Case Managers. Additionally, Intensive Services may be provided only if the job seeker is out of work or underemployed and has used at least one of the core services listed previously; needs the services to keep their job; or to advance in their job to obtain self-sufficient. Income guidelines for enrollment also apply. Eligibility determination documentation will be maintained in the customer's file. The partnerships with the local colleges' Career Coaches will work with referred WIA clients providing additional career counseling and other educational needs of the client.

Once a customer has been deemed eligible for intensive services by a One Stop Center WIA Case Manager, an objective assessment is completed with the customer. The objective assessment documents:

1. Program expectations;
2. Employment expectations;
3. Workplace behavior;
4. Education history;
5. Skills;
6. Employment history; and
7. Barriers to employment.

C. Labor Market Information

Customers will be provided with the most recent labor market information to support demand-driven and high growth occupations. Priority is given to fund training programs determined demand-driven or high growth. Staff will provide customers with information from VEC, local chambers, job postings, news paper listings, and VOS to assist with determining occupations in demand. The Danville Pittsylvania County Chamber of Commerce partners with PCCA in providing information to PCCA WIA staff through reports, meetings and their business service representative.

D. Assessment of skills and needs

All customers: Case Managers will meet with Job Seekers individually to assess and determine their specific need or needs. Case Managers will review education, work history, job skills, barriers to employment etc. to determine the needs. Once needs are determined, the Case Manager can decide if the participant is in need of Core, Intensive, or Training Services. Partnerships with the Adult Education Programs through the local school systems provide the TABE testing to eligible WIA clients. Intensive Services are provided to the One Stop Center Customers (adult or dislocated worker) who are unable to obtain employment or improve employment status to obtain self-sufficiency through Core Services and have been determined in need of more intensive services by WIA Case Managers. Customers are administered the TABE test to determine their reading and math level. All customers who test at or below 8th grade level in reading on math will

be referred to Adult Basic Education for remediation if participant needs training to become employable. Customers will also be given the Career Scope to document skills and interest.

E. Individual Employment Plan (IEP) development

The IEP is a document that will be developed for WIA customers outlining a plan for them to obtain employment goals. Comprehensive and specialized assessments (TABE and Career Scope) are also completed by the Customer and these results are also utilized in the development of the IEP. The IEP outlines the customer's needs for the following services provided through Intensive Services:

1. In-depth core services;
2. Prevocational services;
3. Individual/group counseling;
4. Comprehensive assessment;
5. Testing;
6. Financial counseling;
7. Career planning; and
8. Case Management.

(The WIA and TRADE case managers work together to develop a comprehensive IEP of the client for smooth service delivery.)

F. Occupation Skills training

Training Services may be provided to eligible customers whose IEP demonstrates an inability to secure self-sufficient employment. Customers qualifying for Training Services must meet the following guidelines:

- Have received intensive services and are unable to obtain or retain employment through such services; and
- Have been determined by a WIA Case Manager after an interview, evaluation or assessment, and case management to be in need of training services; and
- To have the skills and qualifications to successfully participate in the selected program of training services; and
- To have selected programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the adults or dislocated workers receiving such services are willing to relocate; and
- Have applied for other grant assistance, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965; and
- Are unable to obtain grant assistance for such services; or
- Require assistance beyond the assistance made available under other grant assistance programs, including Pell Grants; or
- Are waiting for an application for a Federal Pell Grant to be processed, except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made to the local area from such Federal Pell Grant.

Partnerships with the local colleges and other entities help develop training opportunities based on the demands of the economy and the service area that are open to eligible WIA clients, once approved by the WPWIB.

G. Skill upgrading and retraining

PCCA, Inc., as One Stop Operator, will provide an array of service to participants to ensure they are well trained, well-educated, and highly skilled in order to meet the needs of employers. The WPWIB recognizes that improving the education and skill levels of the current workforce will not only improve the region's economy and fiscal well being, but also will increase the ability of businesses to compete more effectively in the global economy. PCCA, Inc., as One Stop Operator will work with the WIB to support training programs such as Incumbent Worker Training. The Incumbent Worker Training allows participants to receive skills upgrading or retraining to retain employment with current employer. Training activities may include, but not be limited to, Occupational Skills Training, Skill Upgrading and Retraining, Literacy Activities related to Basic Work Readiness, Job Readiness Training, On-The-Job-Training (OJT), and Customized Training.

H. Job Readiness Training

Job Readiness Training will be provided at all Workforce Centers to Job Seekers to ensure they are prepared to meet employer needs and they are work ready. Job Readiness Training will include but not limited to: Resume Preparation, Job Interviewing Skills, Career Counseling, Job Search (Online, Newspaper listings, Job Boards, etc.), Communication Skills, Soft Skills, Proper Dress, Employer Expectations, and Work Ethics. WIA eligible clients are referred to the local colleges for the Career Readiness Certification (CRC) in which the Governor of the Virginia has endorsed. The CRC is used to help clients show potential employers they are job ready and have the skills required. The certificates are signed by the Governor.

I. Adult education and literacy

PCCA, Inc., will partner with Danville Public Schools, Pittsylvania County Schools, and West Piedmont Regional Adult Education Program to ensure every WIA participant is provided the opportunity to develop the literacy skills needed to further education, receive job training and better employment. Adult Basic Education will provide the following services; Basic Reading, Math, and Writing skills. Adult High School Credit Placement Test, GED practice Test, and TABE Test will be offered.

J. For the dislocated worker program only, how do you plan to offer rapid response services to provide short-term intervention and immediate assistance with layoffs and plant closures

PCCA Inc, will partner with the Virginia Employment Commission and with the Rapid Response Coordination Team and the Coordinator to provide services to Employers and Employees affected by lay-offs. Once WIA is notified of plant or company closing, meetings (Rapid Response Sessions) are scheduled with affected employees.

Many partner agencies along with WIA and VEC will be present to meet with employees and explain what services will be available to them. Community Colleges, Adult Education, FAMIS, and the Department of Social Services will be some of the participating agencies. Once the employer explains the circumstances resulting in the lay-off or closing, each agency will offers a brief explanation of benefits available to them as well as distribute informational and program materials. The employees will be encouraged to come to the One Stop or Workforce Center to meet with staff to discuss and assess their individual needs. **Rapid response funding** can lessen the impact of

layoffs. These funds provide the opportunity for internships and short term training that may not otherwise be possible. This funding has proven to be very beneficial to assist dislocated workers with a short turn around before re-entering the workforce.

c. Participant recruitment and outreach

PCCA, Inc. will provide an extensive marketing campaign to reach out to the area jobseekers and make the community aware of the services available at the WIA One Stop Center. The marketing campaign will utilize various forms of community outreach and extensive workforce knowledge. Colorful brochures provided by the WIB will be distributed to consumers through various methods detailing Ones-Stop Services.

First, there will be a community wide outreach program that will inform the general public of the WIA One-Stop Center and its services. Community members that are only interested in job search will become aware of the Resource Center and recognize the availability of self-directed core services that any adult can utilize.

PCCA will also send public service announcements to local media including radio, television, and newspapers concerning the available services, programs, and resources in order to reach possible customers and eligible participants can apply. Local public service programs such as radio talk shows will be utilized.

Secondly, outreach activities will specifically target special populations, dislocated workers, and low-income unemployed and underemployed persons. PCCA will recruit by working with local organizations, educational providers, court services, and other pertinent agencies. PCCA will work with the Departments of Social Services in Danville, Pittsylvania County, and Martinsville/Henry County to target TANF recipients, TARE participants, and others receiving social services benefits. Low-income housing organizations and programs such as Section 8 programs in each locality, Danville Redevelopment and Housing Authority, Martinsville's Rivermont Apartments and Ridge View Apartments, and Chatham's Guilfield Apartment Complex will be given information to distribute to their residents.

Partnering with the Virginia Employment Commission in Martinsville-Henry County and Danville-Pittsylvania County, PCCA will locate dislocated workers and other unemployed and underemployed jobseekers and provide information about the available services at the WIA One Stop Centers. Information concerning the programs will be made available at homeless shelters, feeding and housing programs at churches, God's Storehouse, Grace Network, Salvation Army Centers, Citizens Against Family Violence Agency, and other social service providers.

Outreach will also provide information to the Department of Health in Danville-Pittsylvania County and Martinsville-Henry County to be given to clients coming in to receive WIC, child care, ob-gyn services, and their other health programs targeting the low-income adults. The federally funded Community Health Centers operated by Piedmont Access To Health Services (PATHS) which have at least 33% low-income patients will be reached out to as to provide information to their patients. PCCA will work with Telamon to recruit migrant and seasonal farm workers. PCCA will work with the Virginia Department of Rehabilitative Services to get information to disabled adults and provide services appropriate to their needs.

Finally, PCCA will utilize their over twenty programs which serve many low-income families and residents throughout the Martinsville, Henry County, Pittsylvania County, and Danville service areas. These programs include Weatherization, Emergency Services, Head Start, Workforce Investment Act

Youth Programs, Project Discovery, Earned Income Tax Credit Tax preparation sites, Senior Services, Virginia Cares, and USDA Summer Meals for Kids. Information concerning the Workforce Investment Act Adult and Dislocated Workers program will be given to clients and parents coming to receive services. Overall, PCCA had over 12,000 clients from July 1, 2011 – June 30, 2012 and numbers receiving services have increased this program year. This is a large group that would potentially qualify for adult and dislocated worker services. Information about the adult and dislocated workers WIA program services will also be included in one of PCCA's quarterly newsletters that is mailed or given to 1,000 households.

d. Participant selection criteria

To qualify as an eligible adult under Title I of the Workforce Investment Act (WIA), an individual must meet all three of the following criteria:

- Be 18 years of age or over;
- Comply with the provisions of Military Selective Service Act; **and**
- Be lawfully eligible to work in the United States. This is not a Federal WIA requirement, and self-attestation will be sufficient documentation for this criterion.

Once the basic three criteria have been met, PCCA will target the following groups for the Adult WIA program:

- TANF, Food Stamps, and other social service recipients;
- Seasonal workers;
- Persons with low academic skill levels;
- Under-employed adults;
- Unemployment adults;
- Displaced Homemakers;
- Disabled individuals;
- Veterans;
- Migrant and seasonal farm workers;
- Unemployment Insurance Claimants; **and**
- Older Workers

The Dislocated Worker must meet the basic three adult criteria as listed above and in addition, an individual must meet any one of the following categories, of eligibility. The participant:

Has been terminated or laid off or has received a notice of termination or layoff from employment; **and**

Is eligible for or has exhausted entitlement to unemployment compensation, or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a Workforce center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; **and**

Is unlikely to return to a previous industry or occupation. **OR**

Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or is employed at a facility where the employer has made a general announcement that such facility will close

within 180 days. "Substantial layoff" is any reduction in force which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period for at least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); **and**

50 employees (excluding employees regularly working less than 20 hours per week); **OR**
at least 500 employees (excluding employees regularly working less than 20 hours per week).

"Dislocated workers" do not include workers who are likely to remain with the layoff employer, or who are likely to retire and leave the labor market. A determination of whether an individual is likely to be recalled will be based upon the best available information from the worker and the employer at the time the layoff notice or closure is received.

An individual, who is employed at a facility at which the employer has made an unofficial, general announcement of closure with no specific date as to when that closure will occur, may be eligible to receive staff-assisted core services as a dislocated worker; **OR**

Was self-employed (including employment as a farmer, a rancher, or a fisherman); **and** is unemployed as a result of natural disasters or general economic conditions in the community where the individual resides.

Family members, farm or ranch hands of self-employed individuals may also qualify as dislocated workers to the extent that their contributions to the farm, ranch, or enterprises meet the requirements in a policy established by the WIB.

In determining "general economic conditions," the WIB's policy takes into consideration declining industries, current income compared with previous years' income as a result in demand for products or other circumstances, bank actions against a business, natural disasters, etc.

Natural disasters may include fire, explosion and other similar disasters. **OR**

Is a displaced homemaker who has been providing unpaid services to family members in the home; **and**

Who has been dependent on the income of another family member but is no longer supported by that income; **and**

Is unemployed or underemployed; **and**

Is experiencing difficulty upgrading or obtaining employment.

The definition of displaced homemaker includes only those individuals who were dependent on a family member's income. Those individuals who have been dependent on public assistance may be served in the adult program.

e. Participant eligibility verification and documentation

Verification means to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).

Documentation means to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents (where legally permitted), completed telephone/document inspection forms, and signed self-certification statement. *The use of self-certification statements should be used as the last resort in determining eligibility for WIA services.*

Therefore, all registered adults must verify the General Eligibility criteria, which consist of citizenship or eligible to work, selective service registrant (if applicable), and age. Should a registered adult reach the 2nd tier (intensive) and/or 3rd tier (training) of services, then verification must be provided in accordance with the locally adopted priority policy.

Likewise, all registered Dislocated Workers must verify the General Eligibility criteria, which consist of terminated or laid off, or have received a Notice of Termination or layoff, Employed at a facility at which the Employer Has made a General announcement the facility will close within 180 days, Self-Employed (Including Employment as a Farmer, a Rancher, or a Fisherman) but unemployed as a result of General Economic Conditions or Natural Disasters, or a Displaced Homemaker.

f. Participant assessment process and instruments

All Job Seekers receive self-directed Core Services. Participants that are not able to obtain employment after Core Services are assessed through Intensive Services to determine the barrier or barriers to employment. Intensive Services are provided to the One Stop Center Customers (adult or dislocated worker) who are unable to obtain employment or improve employment status to obtain self-sufficiency through Core Services and have been determined in need of more intensive services by WIA Case Managers. Customers are administered the TABE test to determine their reading and math level. All customers who test at or below 8th grade level in reading on math will be referred to Adult Basic Education for remediation if participant want to pursue training. Customers will also be given the Career Scope to document skills and interest.

g. Ongoing Case Management and participant reporting

PCCA, Inc., as One Stop Operator, will provide Case Managers for each Workforce Career Center. Case Managers will provide on-going case management and follow-up services to all WIA enrolled participants. WIA case management will include but not be limited to:

- eligibility;
- assessment of skills and needs;
- development of Individual Employment Plans;
- job search assistance;
- career planning;
- identifying employment barriers;
- on-going customer contact;
- attendance tracking;
- maintaining accurate participant records;
- accurately entering data in VOS system;
- track program funds expended;
- track attendance; and,
- recording and maintain proper case notes.

Adult and Dislocated Worker customers will receive follow-up services for a minimum of 12 months following exit from the applicable program. These services should be based on individual customer need(s). Follow-up activities could include:

- additional assistance with job search;
- assistance in obtaining a better job, increased hours or increased wages;
- assistance in resolving conflicts or issues on-the-job; and/or,
- access to One-Stop Center or program resources for use in obtaining/upgrading employment, etc.

Case Managers will be required to contact customers at least once during the first four weeks of each quarter after exit. However, if the customer is found to be unemployed at any time during the first three quarters following exit; the WPWIB requires at least monthly contact with the customer up until nine months after exit from the applicable program. If the customer requires additional services during any contact, the Program Operator is responsible for providing whatever services are allowable and suitable for the customer particularly when a client indicates that he/she is unemployed or has received a cut in hours or wages during the first nine months following exit. A diligent effort MUST be made to secure/upgrade employment for this customer.

A follow-up log will be maintained in the file to document all contacts and efforts made on behalf of the customer during the twelve-month follow-up period. Usage of follow-up questionnaires/logs is at the discretion of the Program Operator. However, follow-up questionnaires/logs should verify the complete status of the customer, including place of employment, wage, hours per week, and information about any lapses of employment. In addition, the customer should be asked if additional services are needed. Follow-up screens in the Virginia Workforce Connection will be updated quarterly to document that follow up has occurred.

h. Records management and participant Reporting

PCCA Inc, as One Stop operator, will maintain accurate records and follow guidelines as required by policy. Upon completion of eligibility determination and documentation obtained, a file will be created for each participant. All services and activities provided by WIA will be recorded in participant files and reported in VOS. As information/documentation is received in pertaining to a WIA enrolled participant, it will be filed and entered into the VOS system. Documentation of attendance, timesheets, credentials, assessments, and case notes will be placed in the participants files. All staff assisted, Intensive, Training, and related services and activities will also be recorded in participant's file. Case Managers will track all monetary expenditures; supportive services, training, and internships on the appropriate form. Files will be labeled Intensive, Training, or follow-up with color coded files to distinguish between Adult and Dislocated Worker. Participants will be presented with a WIA client Responsibilities Agreement form to sign when enrolling in WIA. The Client Responsibilities Agreement form states that the client will contact WIA Representative each month during training to report progress or concerns, Attend classes regularly, submit attendance forms bi-weekly to the one stop center, schedule appointment with WIA Representative to complete training authorization for classes, books, and other funds required. Participants will also be responsible for submitting grades and schedules for each semester and a copy of degree at the end of training program, notifying WIA representative of; address change, training status, employment status, and change of supportive service need. Once training is completed client must respond to surveys, meet with WIA staff for follow-up appointment. Reports will be submitted to the WIB as requested in the required time line.

i. Sequence of program activities and services

See flow chart in Attachment G.

j. Participant Supportive Services

Supportive Services may only be provided to WIA customers who are participating in WIA programs and who are unable to obtain supportive services through other programs. No Program Operator may provide Supportive Services funded by a WIA program until other local area programs (that generally provide the Supportive Service needed by the client) have been contacted. If a non-WIA program is capable of providing the Supportive Service needed by the client, a referral will be made by the Program

Operator. However, if an alternative resource can not be found, then Supportive Services will be provided using WIA funds if it is necessary to enable eligible individuals to participate in WIA Title I program activities under WIA. **A financial award analysis sheet must be completed on all participants receiving support services through WIA funds.**

Supportive Service may include such services as:

- Transportation;
- Meals;
- Child Care/Dependent Care;
- Assist with the purchase of uniforms for occupational skills training or appropriate work attire for work activities;
- Training/Work related tools; and,
- Other reasonable expenses required, to keep a participant in intensive services, training or other program activities, for example auto repairs, test fees, rent, or housing costs.

The participant or the service-providing vendor must provide appropriate documentation. Such documentation will include at a minimum the following:

- Justification for the need of Supportive Service (which may include training attendance records, documentation of miles traveled, receipts, etc.); and,
- A description of the Supportive Service provided and why Supportive Service could not be obtained through other programs and;
- An invoice or Receipt for Payment Received (itemized and dated) for the Supportive Service.

If support service need is determined by the case manager, it can only be provided per semester/training session or per unsubsidized employment position. At the end of each training semester/session, the customer must be brought back in and need must be re-determined and amount must be re-evaluated. Participants are not guaranteed support service for the entire duration of training or unsubsidized employment. Support services are based on the availability of funding.

The amount of supportive services available to each participant will vary based on individual circumstances, but is limited as follows:

- Travel allowance is limited to no more than \$1,500 per participant within a twelve-month period, except as approved by the WPWIB Executive Director.
- Child care payments are limited to not more than \$1,500 per participant within a twelve-month period, except as approved by the WPWIB Executive Director.
- Other supportive services are limited to no more than \$1,500 per participant per 12-month period. No single transaction may be in excess of \$600. A one time emergency payment is provided as needed.

k. Participant attendance tracking

All participants will be presented with a consent to release form at the time of enrollment. The consent to release form will enable staff to easily track participants and verify pertinent program eligibility information, employment and/or educational history, and program elements.

The consent to release form gives staff permission to contact education institutions, (grades, test scores, attendance, etc.), The Department of Social Service, Employers and other organizations.

Additionally, staff will be able to track participant attendance thru case notes, partners, timesheets, on-going participant contact and follow-up etc. Participants placed on internships will be tracked from the beginning until the end of the internship. Interns are required to complete timesheets to be signed by worksite supervisor and approved by WIA representative. Participants attendance and other activities and services will be documented in the participants file and entered in VOS.

l. Internal monitoring and eligibility (participant records quality control)

PCCA Inc., as One Stop Operator, will provide on-going monitoring to ensure all participants meet WIA eligibility and services guidelines. Managers will use the WIB monitoring tool to ensure proper data and documentation is put in all client files and entered in the VOS system. WIA Managers will review all files for approval before client is accepted into the WIA program. Managers will review files to verify the following; income, Citizenship, Age/Birth, Social Security Number, Selective Service (if applicable) and determine Adult or Dislocated Worker classification. WIA Managers will also review all files for approval to determine if participant is eligible for training, supportive services, internships, or any other services or activities that require the expenditure of funds.

m. Acknowledge that your agency will adhere to the WPWIB's General Complaint Policy for participant grievance process.

PCCA, Inc. will adhere to the WPWIB's General Complaint Policy for participant grievance process.

n. Participant evaluation process and criteria

In order to qualify as an eligible adult or under Title I of the Workforce Investment Act (WIA), an individual must meet the following criteria: Be 18 years of age or over, comply with the provisions of Military Selective Service Act, Be lawfully eligible to work in the United States. This is not a Federal WIA requirement, and self-attestation will be sufficient documentation for this criterion. In order to qualify as an eligible dislocated worker under Title I of the Workforce Investment Act (WIA), The Dislocated Worker must meet the basic three criteria as listed above and in addition, an individual must meet any one of the following categories of eligibility. The participant:

Has been terminated or laid off or has received a notice of termination or layoff from employment; and
Is eligible for or has exhausted entitlement to unemployment compensation, or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a Workforce center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and

Is unlikely to return to a previous industry or occupation. **OR**

Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or is employed at a facility where the employer has made a general announcement that such facility will close within 180 days. "Substantial layoff" is any reduction in force which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period for at least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); and 50 employees (excluding employees regularly working less than 20 hours per week);

OR

at least 500 employees (excluding employees regularly working less than 20 hours per week).

"Dislocated workers" do not include workers who are likely to remain with the layoff employer, or who are likely to retire and leave the labor market. A determination of whether an individual is likely to be recalled will be based upon the best available information from the worker and the employer at the time the layoff notice or closure is received.

An individual, who is employed at a facility at which the employer has made an unofficial, general announcement of closure with no specific date as to when that closure will occur, may be eligible to receive staff-assisted core services as a dislocated worker; **OR**

Was self-employed (including employment as a farmer, a rancher, or a fisherman); and is unemployed as a result of natural disasters or general economic conditions in the community where the individual resides.

Family members, farm or ranch hands of self-employed individuals may also qualify as dislocated workers to the extent that their contributions to the farm, ranch, or enterprises meet the requirements in a policy established by the WIB.

In determining "general economic conditions," the WIB's policy takes into consideration declining industries, current income compared with previous years' income as a result in demand for products or other circumstances, bank actions against a business, natural disasters, etc. Natural disasters may include fire, explosion and other similar disasters. **OR**

Is a displaced homemaker who has been providing unpaid services to family members in the home; **and**

Who has been dependent on the income of another family member but is no longer supported by that income; **and**

Is unemployed or underemployed; **and**

Is experiencing difficulty upgrading or obtaining employment.

The definition of displaced homemaker includes only those individuals who were dependent on a family member's income. Those individuals who have been dependent on public assistance may be served in the adult program.

Participants will receive orientation to the workforce center a given an explanation of all available resources. Participants will be evaluated on skill levels, educational history, employment history, aptitudes, and abilities to determine any barriers to employment. Case Managers will provide services based on participant needs or need to prepare them to be work-ready. This process is important to development an outline to develop the (IEP) Individual Employment Plan.

o. Linkage with and support from the business community

PCCA has a good working relationship within the business communities that spans many years. PCCA employs a Job Developer that works with employers in the public/private sectors. The Job Developer is constantly meeting with prospective employers concerning hiring needs and internship placements for WIA participants. With the challenge to find, keep and advance employees, the Danville Pittsylvania County Chamber of Commerce proposes to partner with Pittsylvania County Community Action (PCCA) to coordinate the diverse pieces of this complex workforce development puzzle as it relates to businesses and economic development in the Danville and Pittsylvania County area. Successful economic development will stem from developing our people. Our residents are our greatest economic asset. PCCA will provide the services in the Martinsville and Henry County area by hiring a Business

Service Representative who will develop new business contacts and continue with the business contacts presently served through the present WIA grant. PCCA will also participate with the Martinsville Henry County Chamber of Commerce in their programs and job fairs.

The Chamber and PCCA will work closely with the economic development office and partnering organizations in the Services Areas to provide the leadership to facilitate the acquisition, development, and retention of a quality workforce that matches employer needs.

The Chamber will provide a full-time Business Service Representative and 20% of the Chamber Presidents' staff time, as well as additional staff time and resources, to foster regular dialogues with businesses and economic development office in Danville and Pittsylvania County. A rigorous visitation program will be implemented to provide one-on-one meetings with employers. In addition, the Chambers will coordinate round table meetings, workshops, seminars, and other programs that allow us to assist employers in meeting many of today's business challenges as they relate to the workforce. PCCA's Business Service Representative will do the same in Martinsville and Henry County.

The goal of PCCA and the Danville Pittsylvania Chamber is to provide access to valuable resources and information, which can help businesses reduce and in some cases avoid costs, and plan and improve their operations relevant to their workforce. As the Chamber and PCCA assist our employers in reducing costs and attracting a greater talent pool, this region will spur economic growth that will allow job seekers to secure meaningful employment that allows them to earn a family-sustaining income.

Specific goals of the business outreach of the Chamber and PCCA include:

- Recruitment
- Develop working relationships with area businesses and economic development offices to assist them in the development of customized recruitment plans when the business is hiring or when a prospective business is planning to locate in our region
- Coordinate targeted and/or community-wide job fairs as needed
- Assist with outreach to qualified job candidates through job postings and regular consultations with One Stop operator case managers
- Provide interview and recruitment event space for businesses
- Coordinate with One Stop operator case managers to review and screen applications / resumes that can be forwarded to businesses that are hiring
- Assessment and Training: Assist businesses in determining if they are eligible for on-the-job training, customized training, incumbent worker training, adult internships, and/or work experiences
- Provide information and support to businesses to increase their utilization of workforce resources
- Develop working relationships with area businesses through industry-specific round table meetings and a visitation program to identify and regularly monitor their workforce needs as it relates to training and skill upgrades
- Connect area business and industry to community and educational institutions that offer a range of workforce development programs
- Develop a network of small and medium size businesses where they can aggregate their demand for cost-effective assessment and training resources
- Coordinate seminars and workshops that assist employers, especially small to medium size businesses, in the recruitment, training, and retention of their workforce
- Work with existing employers to determine if there are assessments and screenings that can be provided to enhance the hiring process (i.e. drug tests)

p. Coordination and collaboration with community resources organization to deliver program services(Include in proposal executed MOU's reflecting partnerships):

- **Danville Pittsylvania Chamber of Commerce**
 - Provide a comprehensive Business Services Program
- **West Piedmont Regional Adult Education Program**
 - Access to GED Instruction and support
 - TABE assessment for WIA clients
 - Opportunities to apply for school facility use
 - Access to remedial instruction where necessary for WIA clients
- **Patrick Henry Community College will provide the following the services:**
 - Career Readiness Certificate testing for WIA customers
 - Referral, job search and placement services
 - On Ramp Grant to eligible WIA customers
 - Assessments
 - Career Coaches
 - Career planning assistance
 - Workshops
 - Meeting rooms
 - Trainings for staff and customers
 - Staff for the resource room in the Virginia Workforce Center
 - Develop necessary training for the emerging workforce
 - Veteran Services
- **Martinsville/Henry County Virginia Employment Commission will partner with PCCA Inc. to provide the following services:**
 - Applicant screening and computer job search match services
 - Referral, job search and placement services
 - Provision of Labor Market Information
 - Information and eligibility requirements for Unemployment Insurance
 - Eligibility determination for Trade Act, Veterans and NEG Programs
 - Career planning assistance
 - Referral to support services
 - Rapid Response Services
 - Job search, Labor Market Information and Career Planning pamphlets and materials
 - DMV access for appropriate referrals
- **Pittsylvania County Schools: Pittsylvania County Schools will Partner with PCCA Inc. to provide:**
 - Adult education and literacy activities
 - GED preparation, guidance and counseling
 - TABE testing to determine academic skills levels
 - referrals for WIA Adult and Dislocated Worker services
- **Southern Area Agency on Aging: will partner with PCCA to assist WIA with providing the following services:**
 - SCSEP Outreach/Recruitment
 - SCSEP Intake
 - Orientation to SCSEP
 - Information relative to SAAA, SCSEP services
 - SCSEP Eligibility determination
 - Referrals for services

- Assessment
 - Case Management
 - Individual Employment Plan (IEP)
 - Career Counseling
 - On-the-Job Experience
 - Job Referral and Placement
 - Referrals to other agencies
 - Supportive Services
 - Job Search Skills Training
- **Danville Public Schools: Danville Public Schools will partner with PCCA Inc. to provide the following services:**
 - Access to GED Instruction and support
 - TABE assessment for WIA clients
 - Opportunities to apply for school facility use
 - Access to remedial instruction where necessary for WIA clients
- **Danville Division Of Social Services will partner with PCCA Inc. to provide the following services:**
 - Support the proposed offices to be the designated One-Stop Centers
 - Conduct client assessments and/or reassessments and develop service plans
 - Provide job readiness training
 - Provide information on employment opportunities
 - Distribute employment related pamphlets and brochures
 - Provide information on educational job skills and training opportunities
 - Counsel participants in areas of job retention and career progression
 - Provide training to the Consortium partners relating to programs available through the local DSS
 - Work closely with the partners for case coordination, case management purposes and supportive services
 - Work with eligible participants to assure day-care needs are met
 - Provide research into possibility of satellite access through video conferencing to allow clients/customers to have face-to-face interaction with partners as needed
- **Henry-Martinsville Social Services will partner with PCCA, Inc. to provide the following services:**
 - Provide Adult Career Coaches on-site
 - Resource Room Staff
 - Development of necessary training
 - Participate on the HOPE partners Committee
 - Make referrals to training programs and services of the and HMDSS
 - Provide eligibility determination information for potential and existing clients
- **Virginia Department of Aging and Rehabilitative Services (DARS) will partner with PCCA Inc. to provide the following services:**
 - DARS eligibility determination
 - Outreach, intake, information relative to DRS services
 - Literature related to program services
 - PC and internet access, as available
 - Electronic linkage
 - Accessibility surveys of the One-Stop Centers

The following services will be provided for eligible DARS clients (individuals with significant disabilities that limit them in gaining and maintaining employment)

- Case Management with vocational rehabilitation counseling and guidance
- Comprehensive and specialized assessments for determining vocational rehabilitation needs, in-depth interviewing and evaluation to identify employment barriers
- Referral and other services to secure needed services from other agencies to include diagnostic testing
- Job related services to include job search and placement assistance, job retention services, follow-up services and follow along services
- Physical and mental restoration to the extent that financial support is not readily available from another source and the consumer is financially eligible
- **Telamon Corporation: Telamon will partner with PCCA Inc. to provide the following services:**
 - Provides training, education, and employment services to farm workers who meet 167 eligibility requirements
 - Provides housing and supplemental services to migrant and seasonal farm workers
 - Conducts orientation to the one-stop delivery system
 - Provides job search/job placement services
 - Provides financial aid to qualified candidates
 - Conducts assessment and evaluation to Telamon participants
 - Provides job readiness training to Telamon participants
 - Provides supportive services
 - Provides personal & career assessment counseling
 - Provides education planning
 - Makes access to technical & vocational skills training
 - Provides GED support
 - Offers Work Experience/OJT Training
 - Makes referrals
 - Provides follow-up services
 - Promote co-enrollment of 167 customers with One-Stop partners as appropriate
- **Virginia Employment Commission (Danville) will partner with PCCA Inc. to provide the following services;**
 - Provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County
 - Provide the initial intake and certification to determine eligibility for services under WIA
 - Monitor services outlined in the proposal
 - Provide supportive services as specified in the proposal
 - Provide the necessary staff to manage the overall operation of the program
 - Provide space for partner staff in both Career Centers per scheduled negotiations

q. How will you meet or exceed performance/common measures?

To meet/exceed Adult/Dislocated Worker common measures, staff will assess the employment needs or barriers to employment of WIA participants. Staff will provide the needed services to assist participant to become employable. Staff will determine the best employment for participants by using the CareerScope as a guide. The CareerScope will determine the interest and aptitude for job interest/skill.

The Case Manager will assist with making career decisions and providing labor market information based on skills and interests. WIA participants may receive Core and Intensive services without successfully obtaining employment, if unsuccessful WIA participant may need training to become employable. Training may be Educational Training, On-The-Job-Training, or Customized Training. Participants are also placed on Internships to receive skills necessary to obtain employment with specific employer. PCCA's Workforce staff will enter all required data into the VOS system and files. Once participants are exited with employment, they are placed in follow-up for one year. After clients are exited, they are contacted by our follow-up case manager every thirty days to ensure they are working and what wage they are earning. All information gathered will be promptly entered into the VOS system to ensure it's counted to meet required measures.

Entered employment rate;

Of those who are not employed at the date of participation:

of adult participants who are employed in the first quarter after the exit quarter

of adult participants who exit during the quarter

Employment Retention Rate;

Of those who are employed in the first quarter after the exit quarter:

of adult participants who are employed in both the second and third quarters after the exit quarter

of adult participants who exit during the quarter

Average Earnings;

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second quarter plus the total earnings in the third quarter after the exit quarter

of adult participants who exit during the quarter

PCCA's Workforce staff will enter all required data into the VOS system and files. Once participants are exited, they are placed in follow-up for one year. After clients are exited, they are contacted by our follow-up case manager every thirty days to ensure they are working and what wage they are earning. All information gathered will be promptly entered into the VOS system.

r. Proposed Timeline for delivery of services:

July 2013-September 2013

- Enrollment of new clients (AD/DW)
- Pre-Employment Training Workshops
- GED Testing
- CRC Testing
- Introduction to Basic Computer
- Prepare students for Fall Semester
- Participate in National Night Out to provide Outreach and WIA Awareness
- Outreach and Recruitment (ongoing throughout the fiscal year)
- Training and Internships (ongoing throughout the fiscal Year)
- Review IEP
- Follow-up (on-going)

October 2013-December 2013

- Enrollment of new clients (AD/DW)
- Pre-Employment Training Workshops
- GED Testing
- CRC Testing
- Introduction to Basic Computer
- Outreach and Recruitment (ongoing throughout the fiscal year)
- Training and Internships (on-going throughout the fiscal year)
- Review IEP Pre-Employment Training Workshops
- CRC Testing
- Follow-Up (on-going)

January 2014-March 2014

- Enrollment of new clients (AD//DW)
- Pre-Employment Training Workshops
- GED
- CRC Testing
- Participate in Trade Show (outreach and WIA awareness)
- Introduction to Basic Computer
- Staff Training
- Outreach and Recruitment (ongoing throughout the fiscal year)
- Training and Internships (on-going throughout the fiscal year)
- Review IEP
- Follow-up (on-going)

April 2014-June 2014

- Enrollment of new clients (AD/DW)
- Pre-Employment Training Workshops
- GED Testing
- CRC Testing
- Introduction to Basic Computer
- Staff Training
- Outreach and Recruitment (ongoing throughout the fiscal year)
- Training and Internships (on-going throughout the fiscal year)
- Review IEP
- Follow-up (on-going)

s. Amount or type of leveraged cash and/or in-kind resources (if this is a partnership with other agencies, include in the proposal executed in MOUs

PCCA and its partners will provide in-kind resources for the following:

- Salaries and benefits for Finance Staff
- Salaries and benefits for Administrative Staff
- Telephone

- Professional Development
- Office Supplies and Equipment
- Computer Maintenance

3. Business Services

Proposal for Business Services – Danville and Pittsylvania County

a. WIA Business Services

The Workforce Investment Act of 1998 provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers. Title I of the legislation is based on the following elements:

- Training and employment programs must be designed and managed at the local level where the needs of businesses and individuals are best understood.
- Customers must be able to conveniently access the employment, education, training, and information services they need at a single location in their neighborhoods.
- Customers should have choices in deciding the training program that best fits their needs and the organizations that will provide that service. They should have control over their own career development.
- Customers have a right to information about how well training providers succeed in preparing people for jobs. Training providers will provide information on their success rates.
- Businesses will provide information, leadership, and play an active role in ensuring that the system prepares people for current and future jobs.¹

Recognizing the importance of the employer in providing information and leadership, as well as utilizing the workforce system to hire WIA-eligible adults and dislocated workers, the West Piedmont Workforce Investment Board (WPWIB) identified the employer as its primary customer. During the WPWIB's strategic planning process in 2012, the WPWIB reaffirmed that the employer was its primary customer; and because of this, a concerted effort has been placed in this area of business services.

Following the WPWIB's initial declaration of the employer being the primary customer, the Danville Pittsylvania County Chamber of Commerce, Inc. (Chamber) partnered with Pittsylvania County Community Action, Incorporated (PCCA) through a Memorandum of Understanding, originally dated from July 1, 2010 – June 30, 2011 and subsequently renewed twice through June 30, 2013, to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in Pittsylvania County and the City of Danville. Specifically, the Chamber provided business outreach services to increase awareness and participation by employers with the Virginia Workforce Center. The Chamber became the WPWIB's advocate of all WPWIB-funded activities for employers. Through the Business Services outreach, the Chamber built relationships with businesses and business-focused organizations by coordinating and streamlining services, acting as an informational resource, assisting with recruitment of qualified applicants and training needs, and offering quality individualized services.

Specifically through the partnership with PCCA, the Chamber:

¹ – US Department of Labor website: <http://www.dolela.gov/usworkforce/wia/RunningIextL.cfm>

- Recruited employers to participate in adult internships, work experiences, OJTs, and incumbent worker training;
- Recruited employers to participate in round table meetings, workshops, and seminars;
- Recruited employers to participate in wage and benefit surveys;
- Recruited employers to participate in meetings (both group and individual) to learn about workforce and human resource services available which save time and reduce cost for employers;
- And provided program outreach by promoting WIA business services to the public and area employers.

Through the WIA Business Services, the Chamber proposes to continue working with employers to leverage regionally subsidized activities or training programs such as target recruitment events, adult internships or work experiences, on-the-job training, incumbent worker training, federal bonding program, customized training, plant closing/layoff, resource lab, pre-employment screening, and labor market information.

The Business Services Manager will support our employers with recruitment efforts, assessment and training resources, and monitoring and communication of pertinent labor market data. The partnership also provides an additional avenue for the WPWIB to work collaboratively with workforce partners in our region and for support of the WPWIB's strategic initiatives.

While the Danville Pittsylvania County Chamber of Commerce has a strong team committed to the success of the Business Services program, the primary work will be executed by a Business Services Manager who has approximately two years of experience in the position. Kate Blair Farmer, who joined the Chamber as Business Services Manager in May 2011, has advanced her technical expertise through attendance at the National Association of Workforce Boards (NAWB) Forum, the Southern Growth Policies Board annual conference, the Virginia Employment Commission's employer conference, and the Virginia Manufacturer Associations' conference on "Dream It, Do It." In addition, Kate is currently completing the Business Services certification as part of the Workforce Center Certification which is being managed by the WPWIB. As of February 28, 2013, Kate has completed five of the seven part certification. We anticipate her certification will be completed by or before March 31, 2013.

Laurie S. Moran, President of the Chamber, is a past president and the current secretary of the West Piedmont Workforce Investment Board. She also chairs the National Association of Workforce Boards (NAWB). Her national position afforded the opportunity to testify before the US House of Representatives' Education and Workforce Committee on H.R. 4297, the Workforce Investment Improvement Act of 2012, in April 2012. Laurie serves on the Dan River Region Collaborative's steering committee and is a member of the Certified Work Ready Communities Academy team for the Dan River Region. She has also participated in numerous national conferences on workforce development with an emphasis on WIA programs.

b. WIA Service to Employers

The Chamber has a proven track record of employer engagement as it relates to job fairs and/or target recruitment events, adult internships and/or work experiences, on-the-job training, incumbent worker

training, federal bonding program, customized training, planned closing/layoff services, resource lab at the Virginia Workforce Centers, pre-employment screening, and labor market information.

In the current fiscal year (July 1, 2012 – January 31, 2013), the Chamber's Business Services has worked with 62 employers who identified 364 job openings. As a direct result of the Chamber's efforts and through a strong partnership with Pittsylvania County Community Action and the Virginia Workforce Center, there were 123 core job placements, 14 on-the-job training placements, and 22 adult interns placed with these employers.

An action plan for Business Services for 2013-14 has been attached which outlines the specific outcomes and strategies that the Chamber will use in engaging employers to use the WIA services provided through the WPWIB.

A. Job fairs and/or target recruitment events

Job Developer/Business Service Staff will hold meetings with various employers on a regular basis to determine hiring needs such as, job openings and skill sets. Job fairs and target recruitments will be provided to employers to assist them with the finding the right candidate to fit the position.

B. Adult internships and or/work experiences

This program will be offered to Employers to provide opportunities for them to get to know a potential employee and for the potential employee to learn more about the industry. Participants will be paid by the Virginia Workforce Center (One Stop) Operator for a limited period of time (up to 360 hours). Job Developer will work closely with employers to ensure specific needs and requirements are met with both employer and intern.

C. On-the-Job-Training

The OJT Program will be provided to employers to offer 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 will ultimately permit them to become self-sufficient. It also involves the acquisition of specific skills and employment competencies, through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs. The employer will enter into an agreement with the Virginia Workforce Center to hire, train, and retain the individual upon successful completion of the training program. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training). Job Developer will work closely with employers to ensure specific needs and requirements are met with both employer and WIA Participant.

D. Incumbent worker training

Will be offered to employers in an effort to be more responsive to the needs of employers, the WPWIB has received approval from the state to restrict a percentage of its WIA funds for educational and skills training for existing workers. Known as incumbent workers, these existing workers are defined as workers who are currently on the payroll of the applicant employer, 18 years old and above, legally authorized to work in the United States, and have complied with Selective Service provisions. This program is structured to meet employer's training objectives by enhancing the skills of existing employees, resulting in increased employee productivity and potential growth of the business.

E. Federal Bonding Program

Will be offered to employers if funding is available for specific skills training for new hires or incumbent workers. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training. Job Developer/Business Services staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.

F. Customized Training

Job Developer/Business Service staff will offer to employers when funding is available for specific skills training for new hires or incumbent workers. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training. Staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.

G. Planned closing/layoff services

Will be provided to Employers - Our Rapid Response Team provides immediate, on-site downsizing assistance for your business. We partner with the Virginia Employment Commission to provide assistance to you and your employers regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.). The Rapid Response Team's expertise helps ease the transitions of laid-off workers, maintain the morale and productivity of your remaining employees. Many partner agencies along with WIA and the Virginia Employment Commission will be present to meet with employees and explain all other services that will be available to them.

H. Resource lab at the Virginia Workforce Centers

Each Virginia Workforce Centers is equipped with a resource lab consisting of computer workstations with Internet access, fax services, copy machines and printers. Software is available to upgrade basic reading and math skills and other basic workplace skills. Employers will be encouraged to use the lab to have employees complete assessments to determine or improve skill levels.

I. Pre-employment screening

Participants will be pre-screened by WIA before being referred to potential employers. Participants will be assessed of skill levels, aptitudes, and abilities. Enrolled WIA participants will also receive drug testing and background checks when required.

J. Labor market information

Customer will be provided with the most recent labor market information to support demand-driven and high growth occupations. Priority is given to fund training programs determined demand-driven or high growth. Staff will provide customers with information from VEC, local chambers, job postings, news paper listings, and VOS to assist with determining occupations in demand.

c. Employer Recruitment and Outreach

The Chamber will use a variety of methods for employer recruitment and outreach. Methods will include:

- **Employer Meetings** – The Chamber's Business Services Manager and/or President will meet in individual, face-to-face meetings with at least 50 employers to market the services of the WIA and encourage their willingness to consider WIA-eligible adult and dislocated workers.
- **Small Group Meetings** – The Chamber will utilize round table discussions, workshops, and seminars to support employer needs on workforce issues. As part of those meetings and programs, the Chamber will promote the WIA services that are available to employers.
- **Outreach** – The Chamber will utilize its e-newsletter, media releases, and Chamber meetings to promote the WIA services that are available to employers.

The attached action plan for Business Services for 2013-14 outlines strategies that the Chamber will utilize for employer recruitment and outreach with identified goals and outcomes.

d. Records Management and Reporting

The Chamber maintains a detailed spreadsheet of every employer visit. Included on the spreadsheet are employer name, contact person, date of contact, employer response and/or identified workforce needs, and follow-up when applicable. The spreadsheet is available for review by PCCA and WPWIB upon request.

The Chamber provides a quarterly update to PCCA and WPWIB on the outcomes achieved in the current Business Services Action Plan. In addition, an annual report is provided to PCCA and WPWIB.

e. Sequence of Program Activities and Services

The flow chart that reflects the linkage with and support of the Contractors of the Adult and Dislocated Worker Programs is included in Attachment G.

f. Acknowledgement – General Complaint Policy

The Danville Pittsylvania County Chamber of Commerce acknowledges that our organization will adhere to the WPWIB's General Complaint Policy for the participant grievance process.

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

The Chamber has a strong track record of partnerships and collaboration in the area of workforce development.

For the past three years, the Chamber has maintained a formal Memorandum of Understanding (MOU) with Pittsylvania County Community Action for Business Services for Danville and Pittsylvania County. Through the partnership with PCCA, the Chamber's Business Services Manager and the Job Developer for the Virginia Workforce Center in Danville and Pittsylvania County have maintained a close and coordinated working relationship. The Chamber's Business Services Manager initiates most of the outreach to employers. As employers are identified who need the services of the Virginia Workforce Center, the Job Developer is brought into the conversations with a seamless transition from the Business Services Manager to the Job Developer. This partnership allows the Chamber to identify and recruit employers who have job openings and who are willing to consider WIA-eligible adult and

dislocated workers, while the Job Developer can focus on supporting WIA participants in obtaining and maintaining employment. The Business Services Manager and the Job Developer hold weekly meetings with regular phone calls and email communications to ensure the employers' needs are being met in a timely and efficient manner. This partnership between the two positions has allowed the Danville and Pittsylvania County region to maximize its outcomes and place more WIA-eligible adults and dislocated workers into jobs.

A Memorandum of Understanding for the upcoming program year between PCCA and the Chamber is attached. In addition, the job descriptions for both positions have been attached to show the separation and coordination of duties.

As part of the Chamber's Business Services action plan, the Chamber coordinates quarterly meetings with the business services representatives from the various workforce agencies and organizations. Participants have included Region XII Adult Education, Averett University, Dan River Region Collaborative, Danville Community College, Danville's office of economic development, Danville Social Services, Department of Rehabilitative Services, Danville Public Schools Adult & Career Education Center, Goodwill Industries, National College, Pittsylvania County Department of Social Services, Pittsylvania County Adult & Career Education, Pittsylvania County Economic Development, the Rapid Response regional office at New River Community College, Southern Area Agency on Aging, Telamon, and the Virginia Employment Commission.

In addition, letters of support have been attached to highlight the partnerships and collaboration that the Chamber has developed over the past three years. Letters represent Danville's office of economic development, Dan River Region Collaborative, Institute for Advanced Learning & Research, Town of Gretna, and employers.

h. Proposed timeline for delivery of services to employers

An action plan with timeline has been attached for 2013-14 on pages 32 through 37. A revised action plan, based on delivery of proposed outcomes and changing needs of the region, will be developed annually and included with each year's MOU.

i. Amount or type of leveraged cash and/or in-kind resources

A budget for Business Services, which includes leveraged cash and/or in-kind resources, is included in the Danville and Pittsylvania County Budget located in Section 3 on pages 49 through 51.

**Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-14**

<i>Assist employers with recruitment efforts</i>			
Targeted Outcomes	Proposed Action Steps	Who's Responsible	Timeline
Identify at least 50 employers, representing at least 300 jobs, who have job openings and who are willing to consider WIA-eligible adult and dislocated workers	<ol style="list-style-type: none"> 1. Coordinate a community-wide and/or targeted job fairs as needed 2. Meet with area employers to determine hiring needs and requirements 3. Meet with prospective employers, as requested, to provide support and assistance with their hiring needs 4. Promote adult internships and/or work experiences, OJT, incumbent worker training, federal bonding, and customized training as tools to utilize WIA clients 	Chamber	July 1, 2013 - June 30, 2014
Identify at least 50 small and medium sized businesses to support their ability to increase jobs	<ol style="list-style-type: none"> 1. Coordinate and/or market at least four workshops that address hiring and human resource topics for small and medium sized businesses 2. Provide information to small and medium sized businesses to connect them to the services available through the Virginia Workforce Center 3. Support and promote the national campaign to encourage small businesses to "Just Add One" which focuses on job growth 	Chamber	July 1, 2013 - June 30, 2014

Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center Business Services Action Plan 2013-14

Ensure employers receive a pool of WIA-eligible adult and dislocated workers who are qualified for their job openings	<ol style="list-style-type: none"> 1. Communicate employers' hiring needs and requirements to liaisons at the Virginia Workforce Center 2. Provide interview and recruitment event space for employers 3. Review and screen applications and/or resumes that can be forwarded to employers who are hiring 4. Maintain strong lines of communications throughout the hiring process between the Virginia Workforce Center and Chamber to ensure employers are receiving candidates that meet their requirements in a timely manner 	<ol style="list-style-type: none"> 1. Chamber 2. Virginia Workforce Center (VWC) 3. VWC with support from Chamber as requested 4. Chamber and VWC 	July 1, 2013 - June 30, 2014
Work with employers to identify a pool of candidates for skilled and professional job openings that are more difficult to fill	<ol style="list-style-type: none"> 1. Support the Chamber's Young Professionals network to enhance and grow the pool of skilled and professional job applicants in our region 2. Develop strong partnerships with educational institutions to market skilled and professional job openings 3. Utilize technology (website, social media, etc.) to promote skilled and professional jobs in the region 4. Support the region's efforts to become a Certified Work Ready Community (CWRC) by serving on the CWRC Academy team 5. Support the region's efforts to become a Certified Work Ready Community by encouraging employers to use the National Career Readiness Certificate (NCRC) in their recruitment efforts 	Chamber	July 1, 2013 - June 30, 2014

**Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-14**

Assist employers with assessment and training resources			
Targeted Outcomes	Proposed Action Steps	Who's Responsible	Timeline
Ensure employers receive information and support for assessment and training that they require	<ol style="list-style-type: none"> 1. Meet with area employers to determine their assessment and training requirements 2. Work with smaller businesses and/or companies with smaller numbers of employees to aggregate their demand for cost-effective training resources 3. Coordinate at least three customer service workshops for area employers 4. Coordinate and/or promote at least two workshops or seminars that focus on workforce-related issues for area employers 5. Coordinate and/or participate in at least two round-table meetings for specific industry sectors to discuss their workforce needs and provide them with information on workforce resources available to them 6. Participate with Southside VA SHRM to stay informed of HR's workforce issues 7. Maintain communications with education and training providers to address employer needs 	Chamber	July 1, 2013 - June 30, 2014

Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center

Business Services Action Plan 2013-14

<i>Work collaboratively with workforce partners in our region</i>			
Targeted Outcomes	Proposed Action Steps	Who's Responsible	Timeline
Increase the resources available to employers to maximize their access to workforce resources	<ol style="list-style-type: none"> 1. Convene quarterly meetings of the business service representatives from the various workforce partners in Danville and Pittsylvania County to promote better communication and collaboration among the partners 2. Support the work of the Dan River Region Collaborative to align resources and efforts with the Virginia Workforce Center 	Chamber	July 1, 2013 - June 30, 2014

<i>Monitor and communicate pertinent labor market data</i>			
Targeted Outcomes	Proposed Action Steps	Who's Responsible	Timeline
Provide data to employers to assist them in hiring and retention	<ol style="list-style-type: none"> 1. Compile and distribute a wage and benefit survey for manufacturers in the Danville-Pittsylvania County region 2. Determine other labor market data that would assist employers and provide to them as requested 	Chamber	<ol style="list-style-type: none"> 1. September 2013 2. July 1, 2013 - June 30, 2014
Provide data and feedback to workforce partners to assist in placement and training efforts	<ol style="list-style-type: none"> 1. Provide an analysis of data/feedback to the West Piedmont Workforce Investment Board to assist in policy discussions, including, but not limited to, an analysis of barriers that prevent employers from using the services and/or clients of the Virginia Workforce Center 2. Provide data and feedback to training partners to assist them in determining training needs of employers 	<ol style="list-style-type: none"> 1. Chamber with data provided by the VWC as required (i.e. job placements and retention) 2. Chamber 	July 1, 2013 - June 30, 2014

Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center

Business Services Action Plan 2013-14

<i>Support the strategic initiatives of the West Piedmont Workforce Investment Board</i>			
Targeted Outcomes	Proposed Action Steps	Who's Responsible	Timeline
Promote a skilled workforce and workforce system	<ol style="list-style-type: none"> 1. Support the WIB's efforts for entrepreneurship education and a public awareness campaign targeted to educators and youth 2. Encourage entrepreneurship education in middle and high school by determining the feasibility of implementing a Young Entrepreneurs Academy (YEA) in Danville and Pittsylvania County 3. Support entrepreneurship efforts for adults by partnering with and promoting efforts by The Launch Place 4. Support Star Quality childcare centers and other initiatives of Smart Beginnings in Danville and Pittsylvania County by serving on their board 	Chamber	July 1, 2013 - June 30, 2014
Raise the skill level of workers in order to increase access to employment opportunities and post-secondary education	<ol style="list-style-type: none"> 1. Serve on advisory committees for adult basic education in Danville and Pittsylvania County to provide an employer voice 2. Evaluate the success of Business IQ Program and launch program in Danville and/or Pittsylvania County if outcomes are considered positive 3. Support region's efforts to become a certified work-ready community 4. Partner with the Dan River Region Collaborative and other partners to leverage alternative revenue sources for workforce services 	Chamber	July 1, 2013 - June 30, 2014

Danville Pittsylvania County Chamber of Commerce Virginia Workforce Center **Business Services Action Plan 2013-14**

Support the career pathways model to meet business needs for a prepared workforce	<ol style="list-style-type: none"> 1. Coordinate and/or partner on the sponsorship of 'career day' and/or other career exploration opportunities for middle and/or high school students that focus on career pathways in demand occupations 2. Participate with the Dan River Region Collaborative on sector strategies with a focus on advanced manufacturing, healthcare, IT, and energy 3. Support accelerated/integrated education and training programs, such as Plugged-In Virginia 	Chamber	July 1, 2013 - June 30, 2014
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Proposal for Business Services – Martinsville and Henry County

a. WIA Business Services

The Workforce Investment Act of 1998 provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers. Title I of the legislation is based on the following elements:

- Training and employment programs must be designed and managed at the local level where the needs of businesses and individuals are best understood.
- Customers must be able to conveniently access the employment, education, training, and information services they need at a single location in their neighborhoods.
- Customers should have choices in deciding the training program that best fits their needs and the organizations that will provide that service. They should have control over their own career development.
- Customers have a right to information about how well training providers succeed in preparing people for jobs. Training providers will provide information on their success rates.
- Businesses will provide information, leadership, and play an active role in ensuring that the system prepares people for current and future jobs.¹

Recognizing the importance of the employer in providing information and leadership, as well as utilizing the workforce system to hire WIA-eligible adults and dislocated workers, the West Piedmont Workforce Investment Board (WPWIB) identified the employer as its primary customer. During the WPWIB's strategic planning process in 2012, the WPWIB reaffirmed that the employer was its primary customer; and because of this, a concerted effort has been placed in this area of business services.

Pittsylvania County Community Action, Incorporated (PCCA) has in the past three years partnered with the Martinsville Henry County Chamber of Commerce to provide business services for Martinsville and Henry County. PCCA will continue to work cooperatively and collaboratively with the Chamber; however, PCCA is applying to directly provide the business services within Martinsville and Henry County. PCCA has been the Community Action Program for Martinsville and Henry County since 1985. During that time, relationships have been developed with the business community, educational providers, area citizens, and community governmental and organizational entities. PCCA will utilize their past experience to build upon and further develop business services for the Workforce program, area employers, training providers, and WIA clients.

PCCA will make the employers the focus of business services by coordinating and streamlining services, acting as an informational resource, assisting with recruitment of qualified applicants and training needs, and offering quality individualized services for employers.

Specifically PCCA will perform the following activities:

- Recruit employers to participate in adult internships, work experiences, OJTs, and incumbent worker training;

¹ – US Department of Labor website: <http://www.doleta.gov/usworkforce/wia/Runningtext1.cfm>

- Recruit employers to participate in round table meetings, workshops, and seminars;
- Recruit employers to participate in wage and benefit surveys;
- Recruit employers to participate in meetings (both group and individual) to learn about workforce and human resource services available which save time and reduce cost for employers;
- And provide program outreach by promoting WIA business services to the public and area employers.

Through the WIA Business Services, PCCA proposes to continue working with employers to leverage regionally subsidized activities or training programs such as target recruitment events, adult internships or work experiences, on-the-job training, incumbent worker training, federal bonding program, customized training, plant closing/layoff, resource lab, pre-employment screening, and labor market information.

The Business Services Manager will support employers with recruitment efforts, assessment and training resources, and monitoring and communication of pertinent labor market data. The Business Services Program provides an avenue for the WPWIB to work collaboratively with workforce partners in our region and for support of the WPWIB's strategic initiatives.

The primary work will be executed by a Business Services Manager with support from the PCCA Director of Employment Services, Assistant Director of Employment Services for Martinsville/Henry County, PCCA Executive Director, and WIA Case Managers. Their combined experience in the Workforce program is over 50 years.

b. WIA Service to Employers

PCCA has a proven track record of employer engagement as it relates to job fairs and/or target recruitment events, adult internships and/or work experiences, on-the-job training, incumbent worker training, federal bonding program, customized training, planned closing/layoff services, resource lab at the Virginia Workforce Centers, pre-employment screening, and labor market information.

An action plan for Business Services for 2013-14 is found on pages 43 through 47 and outlines the specific outcomes and strategies that PCCA will use in engaging employers to use the WIA services provided through the WPWIB.

A. Job fairs and/or target recruitment events

Job Developer/Business Service Staff will hold meetings with various employers on a regular basis to determine hiring needs such as, job openings and skill sets. Job fairs and target recruitments will be provided to employers to assist them with the finding the right candidate to fit the position.

B. Adult internships and or/work experiences

This program will be offered to Employers to provide opportunities for them to get to know a potential employee and for the potential employee to learn more about the industry. Participants will be paid by the Virginia Workforce Center (One Stop) Operator for a limited period of time (up to 360 hours). Job Developer will work closely with employers to ensure specific needs and requirements are met with both employer and intern.

C. On-the-Job-Training

The OJT Program will be provided to employers to offer 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 will ultimately permit them to become self-sufficient. It also involves the acquisition of specific skills and employment competencies, through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs. The employer will enter into an agreement with the Virginia Workforce Center to hire, train, and retain the individual upon successful completion of the training program. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training). Job Developer will work closely with employers to ensure specific needs and requirements are met with both employer and WIA Participant.

D. Incumbent worker training

Incumbent worker training will be offered to employers in an effort to be more responsive to their needs. The WPWIB has received approval from the state to restrict a percentage of its WIA funds for educational and skills training for existing workers. Known as incumbent workers, these existing workers are defined as workers who are currently on the payroll of the applicant employer, 18 years old and above, legally authorized to work in the United States, and have complied with Selective Service provisions. This program is structured to meet employer's training objectives by enhancing the skills of existing employees, resulting in increased employee productivity and potential growth of the business.

E. Federal Bonding Program

Federal Bonding will be offered to employers if funding is available for specific skills training for new hires or incumbent workers. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training. Job Developer/Business Services staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.

F. Customized Training

Job Developer/Business Service staff will offer to employers when funding is available for specific skills training for new hires or incumbent workers. Through this program, employers may be reimbursed up to 50% of the new employees' wages while they are in training. Staff will work with each employer on a case-by-case basis to determine training needs and develop a plan as appropriate.

G. Planned closing/layoff services

Layoff services for planned closings will be provided to Employers - Our Rapid Response Team provides immediate, on-site downsizing assistance for your business. We partner with the Virginia Employment Commission to provide assistance to you and your employers regardless of the reason for the layoff or closure (NAFTA-impacted, downsizing or restructuring, natural disaster, plant relocation, bankruptcy, etc.). The Rapid Response Team's expertise helps ease the transitions of laid-off workers, maintain the morale and productivity of your remaining employees. Many partner agencies along with WIA and the Virginia Employment Commission will be present to meet with employees and explain all other services that will be available to them.

H. Resource lab at the Virginia Workforce Centers

Each Virginia Workforce Centers are equipped with a resource lab consisting of computer workstations with Internet access, fax services, copy machines and printers. Software is available to upgrade basic reading and math skills and other basic workplace skills. Employers will be encouraged to use the lab to have employees complete assessments to determine or improve skill levels.

I. Pre-employment screening

Participants will be pre-screened by WIA before being referred to potential employers. Participants will be assessed of skill levels, aptitudes, and abilities. Enrolled WIA participants will also receive drug testing and background checks when required.

J. Labor market information

Customer will be provided with the most recent labor market information to support demand-driven and high growth occupations. Priority is given to fund training programs determined demand-driven or high growth. Staff will provide customers with information from VEC, local chambers, job postings, news paper listings, and VOS to assist with determining occupations in demand.

c. Employer Recruitment and Outreach

PCCA will use a variety of methods for employer recruitment and outreach. Methods will include:

- **Employer Meetings** –PCCA's Business Services Manager and/or Director of Employment will meet in individual, face-to-face meetings with at least 50 employers to market the services of the WIA and encourage their willingness to consider WIA-eligible adult and dislocated workers.
- **Small Group Meetings** – PCCA will utilize round table discussions, workshops, and seminars to support employer needs on workforce issues. As part of those meetings and programs, PCCA will promote the WIA services that are available to employers.
- **Outreach** – PCCA will utilize its newsletter, media releases, and area meetings to promote the WIA services that are available to employers.

The attached action plan on pages 43 through 47 for Business Services for 2013-14 outlines strategies that the Chamber will utilize for employer recruitment and outreach with identified goals and outcomes.

d. Records Management and Reporting

PCCA will maintain a detailed spreadsheet of every employer visit. Included on the spreadsheet are employer name, contact person, date of contact, employer response and/or identified workforce needs, and follow-up when applicable. The spreadsheet is available for review by WPWIB upon request.

PCCA provides a quarterly update to WPWIB on the outcomes achieved in the current Business Services Action Plan. In addition, an annual report is provided WPWIB.

e. Sequence of Program Activities and Services

The flow chart that reflects the linkage with and support of the Contractors of the Adult and Dislocated Worker Programs is included in Attachment G.

f. Acknowledgement – General Complaint Policy

The Pittsylvania County Community Action, Inc. acknowledges that our organization will adhere to the WPWIB's General Complaint Policy for the participant grievance process.

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

PCCA has a strong track record of partnerships and collaboration in the area of workforce development. For the past three years, PCCA has maintained a formal Memorandum of Understanding (MOU) with the Martinsville Henry County Chamber of Commerce for Business Services for Martinsville and Henry County. Through the partnership with PCCA, the Chamber's Business Services Manager and the WIA staff at the Virginia Workforce Center in Martinsville have maintained a close and coordinated working relationship. PCCA's Business Services Manager will continue the employer initiatives and outreach to employers developed in the previous three years. As employers are identified who need the services of the Virginia Workforce Center, the Assistant Director of Employment Services for Martinsville/Henry County is brought into the conversations with a seamless transition from the Business Services Manager to the WIA services. This will allow PCCA's Business Service Representative to identify and recruit employers who have job openings and who are willing to consider WIA-eligible adult and dislocated workers, while the Assistant Director can focus on supporting WIA participants in obtaining and maintaining employment. The Business Services Manager and the Assistant Director will hold weekly meetings with Case Managers to ensure the employers' needs are being met in a timely and efficient manner. This coordination between all of the WIA staff will maximize its outcomes and place more WIA-eligible adults and dislocated workers into jobs.

As part of the action plan, PCCA will coordinate quarterly meetings with the business services representatives from the various workforce agencies and organizations. Participants will include Region XII Adult Education, New College, Dan River Region Collaborative, Patrick Henry Community College, Martinsville/Henry County Virginia Economic Development, Department of Rehabilitative Services, Martinsville Public Schools, Henry County Schools, Adult & Career Education, Goodwill Industries, National College, Martinsville-Henry County Department of Social Services, the Rapid Response regional office at New River Community College, Southern Area Agency on Aging, Telamon, and the Virginia Employment Commission.

h. Proposed timeline for delivery of services to employers

An action plan with timeline has been attached for 2013-14 on pages 43 through 47. A revised action plan, based on delivery of proposed outcomes and changing needs of the region, will be developed annually and included with each year's MOU.

i. Amount or type of leveraged cash and/or in-kind resources

A budget for Business Services, which includes leveraged cash and/or in-kind resources, is included in Section D within the Martinsville/Henry County Line Item Budget and Narrative on pages 50 and 51.

**Martinsville Henry County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-2014**

Assist employers with recruitment efforts				
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline	
Identify at least 50 employers, representing at least 300 jobs, who have job openings and who are willing to consider WIA-eligible adult and dislocated workers	<ol style="list-style-type: none"> 1. Coordinate community-wide and/or targeted job fairs as needed. 2. Meet with area employers to determine hiring needs and requirements. 3. Meet with prospective employers, as requested, to provide support and assistance with their hiring needs. 4. Promote adult internships and/or work experiences, OJT, incumbent worker training, federal bonding, and customized training as tools to utilize WIA clients. 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014	
Identify at least 50 small and medium sized businesses to support their ability to increase jobs	<ol style="list-style-type: none"> 1. Coordinate and/or market at least four workshops that address hiring and human resource topics for small and medium sized businesses 2. Provide information to small and medium sized businesses to connect them to the services available through the Virginia Workforce Center 3. Support and promote the national campaign to encourage small businesses to "Just Add One" which focuses on job growth 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014	

**Martinsville Henry County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-2014**

Assist employers with recruitment efforts			
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline
Ensure employers receive a pool of WIA-eligible adult and dislocated workers who are qualified for their job openings	<ol style="list-style-type: none"> 1. Communicate employers' hiring needs and requirements to liaisons at the Virginia Workforce Center 2. Provide interview and recruitment event space for employers 3. Review and screen applications and/or resumes that can be forwarded to employers who are hiring 4. Maintain strong lines of communications throughout the hiring process between the Virginia Workforce Center and Chamber to ensure employers are receiving candidates that meet their requirements in a timely manner 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014
Work with employers to identify a pool of candidates for skilled and professional job openings that are more difficult to fill	<ol style="list-style-type: none"> 1. Develop strong partnerships with educational institutions to market skilled and professional job openings 2. Utilize technology (website, social media, etc.) to promote skilled and professional jobs in the region 3. Support the region's efforts to become a Certified Work Ready Community (CWRC) by serving on the CWRC Academy team 4. Support the region's efforts to become a Certified Work Ready Community by encouraging employers to use the National Career Readiness Certificate (NCRC) in their recruitment efforts 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014

**Martinsville Henry County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-2014**

Assist employers with assessment and training resources			
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline
Ensure employers receive information and support for assessment and training that they require	<ol style="list-style-type: none"> 1. Meet with area employers to determine their assessment and training requirements 2. Work with smaller businesses and/or companies with smaller numbers of employees to aggregate their demand for cost-effective training resources 3. Coordinate at least three customer service workshops for area employers 4. Coordinate and/or promote at least two workshops or seminars that focus on workforce-related issues for area employers 5. Coordinate and/or participate in at least two round-table meetings for specific industry sectors to discuss their workforce needs and provide them with information on workforce resources available to them 6. Participate with Human Resource Personnel at major area employers to stay informed of HR's workforce issues 7. Maintain communications with education and training providers to address employer needs 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014

**Martinsville Henry County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-2014**

Work collaboratively with workforce partners in our region			
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline
Increase the resources available to employers to maximize their access to workforce resources	<ol style="list-style-type: none"> 1. Convene quarterly meetings of the business service representatives from the various workforce partners in Martinsville and Henry County to promote better communication and collaboration among the partners 2. Support the work of the Dan River Region Collaborative to align resources and efforts with the Virginia Workforce Center 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014

Monitor and communicate pertinent labor market data			
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline
Provide data to employers to assist them in hiring and retention	<ol style="list-style-type: none"> 1. Compile and distribute a wage and benefit survey for manufacturers in the Martinsville-Henry County region 2. Determine other labor market data that would assist employers and provide to them as requested 	Pittsylvania County Community Action, Inc.	<ol style="list-style-type: none"> 1. September 2013 2. July 1, 2013 – June 20, 2014
Provide data and feedback to workforce partners to assist in placement and training efforts	<ol style="list-style-type: none"> 1. Provide an analysis of data/feedback to the West Piedmont Workforce Investment Board to assist in policy discussion, including, but not limited to, an analysis of barriers that prevent employers from using the services and/or clients of the Virginia Workforce center 2. Provide data and feedback to training needs of employers 	<ol style="list-style-type: none"> 1. Pittsylvania County Community Action, Inc. with data provided by the VWC as required (job placements and retentions) 2. Pittsylvania County Community Action, Inc. 	<ol style="list-style-type: none"> July 1, 2013 – June 30, 2014

**Martinsville Henry County Chamber of Commerce Virginia Workforce Center
Business Services Action Plan 2013-2014**

Support the strategic initiatives of the West Piedmont Workforce Investment Board			
Targeted Outcomes	Proposed Action Steps	Responsibility	Timeline
Promote a skilled workforce and workforce system	<ol style="list-style-type: none"> 1. Support the WIB's efforts for entrepreneurship education and a public awareness campaign targeted to educators and youth 2. Encourage entrepreneurship education in middle and high school by determining the feasibility of implementing a Young Entrepreneurs Academy (YEA) in Martinsville and Henry County 3. Support entrepreneurship efforts within the service area of Martinsville and Henry County 4. Support Star Quality childcare centers and other initiatives of Smart Beginnings in Martinsville and Henry County by serving on their board 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014
Raise the skill level of workers in order to increase access to employment opportunities and post-secondary education	<ol style="list-style-type: none"> 1. Evaluate the success of Business IQ Program and launch program in Martinsville and/or Henry County if outcomes are considered positive 2. Support region's efforts to become a certified work-ready community 3. Partner with the Dan River Region Collaborative and other partners to leverage alternative revenue sources for workforce services 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014
Support the career pathways model to meet business needs for a prepared workforce	<ol style="list-style-type: none"> 1. Coordinate and/or partner on the sponsorship of "career day" and/or other career exploration opportunities for middle and/or high school students that focus on career pathways in demand occupations 2. Participate with the Dan River Region Collaborative on sector strategies with a focus on advanced manufacturing, healthcare, IT, and energy 3. Support accelerated/integrated education and training programs, such as Plugged-In Virginia 	Pittsylvania County Community Action, Inc.	July 1, 2013 – June 30, 2014

Section 03**Budget Information**

WPWIB-LWIA 17

Danville/Pittsylvania County**1. Line Item Budget AND 2. Budget Worksheet**

	Line Item	Adult	Dislocated	Business Services	Total	Additional Business Services
a.	Salary & Wages – Operational	\$ 9,345.77	\$ 5,488.79		\$ 14,834.56	
b.	Salary & Wages – Client Services	\$ 126,353.30	\$ 74,207.50		\$ 200,560.80	
c.	Benefits – Operational	\$ 3,510.43	\$ 2,061.67		\$ 5,572.10	
d.	Benefits – Client Services	\$ 50,417.72	\$ 29,610.41		\$ 80,028.13	
e.	Printing				\$ -	
f.	Participant/Jobseeker Outreach				\$ -	
g.	Business Service Outreach			\$ 68,750.00	\$ 68,750.00	\$ 16,500.00
h.	Postage	\$ 630.00	\$ 370.00		\$ 1,000.00	
i.	Telephone	\$ 5,670.00	\$ 3,330.00		\$ 9,000.00	
j.	Lease/rental	\$ 48,510.00	\$ 28,490.00		\$ 77,000.00	
k.	Travel	\$ 1,260.00	\$ 740.00		\$ 2,000.00	
l.	Office Supplies	\$ 2,520.00	\$ 1,480.00		\$ 4,000.00	
m.	Other Operating Supplies	\$ 2,268.00	\$ 1,332.00		\$ 3,600.00	
n.	Participant Services					
n.i.	Intensive Services	\$ 56,168.81	\$ 30,135.38		\$ 86,304.19	
n.ii.	Other Supportive Services	\$ 15,766.68	\$ 8,319.50		\$ 24,086.18	
n.iii.	Training Services	\$ 26,606.29	\$ 14,226.73		\$ 40,833.02	
o.	Indirect and/or Administrative Costs	\$ 23,022.00	\$ 18,323.02		\$ 41,345.02	
	Total Costs	\$ 372,049.00	\$218,115.00	\$ 68,750.00	\$ 658,914.00	\$ 16,500.00

3. Budget Narrative**Proposed Expenditures & In-kind/Cash Contributions:**

PCCA, Inc., as project lead agent, is requesting \$658,914.00 to provide Adult and Dislocated Services in the Danville-Pittsylvania County Service Area. Danville-Pittsylvania County Chamber of Commerce will provide Business Services Outreach for the service area. \$68,750.00

PCCA in-kind and cash contributions will be \$12,586.00 to cover costs for accounting, administrative support, and computer maintenance. Danville-Pittsylvania County Chamber of Commerce will provide in-kind in the amount of \$27,275.00.

Salary & Wage Operational: One fifth of the Directors and Assistant Directors Salary will be allocated to Danville-Pittsylvania County Adult and Dislocated Program. Total One-stop Operator Expense for Danville-Pittsylvania County Adult and Dislocated Program: \$ 14,834.56. In-Kind Support: PCCA will provide \$8,586.00 for Accounting and record keeping.

Salary & Wages Client Services: PCCA, Inc. will provide 4 Full-time Case Managers, 1 Date Entry, 1 Administrative Assistant, and a Job Developer. \$200,560.80.

Benefits-Operational: One fifth of the Directors and Assistant Directors benefits will be allocated to Danville-Pittsylvania County Adult and Dislocated Program. Total One-stop Operator Expense for Danville-Pittsylvania County Adult and Dislocated Program. \$5,572.10.

Benefits-Client Services: PCCA, Inc. will provide 4 Full-time Case Managers, 1 Date Entry, 1 Administrative Assistant, and a Job Developer \$ 80,028.13.

Business Services Outreach: The Danville-Pittsylvania County Chamber of Commerce will provide 100% of business service representative's time; 20% of the accounting technician's time; 20% of President's time with 20% of time reimbursed by the grant and 80% in-kind; and 5% of other staff time with 100% of the time reimbursed in-kind. This will also include travel and professional development. \$85,250.00.

Postage: To cover office postage. \$1,000.00.

Telephone: To cover cost for cell phones. \$9,000.00

Lease/Rental: To cover cost of One-Stop Center costs. \$77,000.00

Staff Travel: To cover travel expenses for WIA Staff. \$2,000.00.

Office Supplies: To cover general office supplies. \$4,000.00.

Other Supportive Services: In-kind support for computer maintenance \$3,600.00

Intensive Services: PCCA, Inc. will provide Internships for Adult and Dislocated Clients. \$86,304.19

Other Supportive Services: To assist clients with mileage, child care, tools, uniforms, and other training supplies. \$24,086.18

Training Services: To provide training to Dislocated and Adult clients. \$40,833.02.

Indirect Fees and other Admin cost: PCCA, Inc. has an approved indirect cost rate of 9.05%, other admin cost will cover WIA portion of Insurance. \$41,345.02.

Proposed Expenditures & In-kind/Cash Contributions:

PCCA, Inc., as project lead agent, is requesting \$16,500.00 to provide additional business service outreach and job fairs/target recruitment events in the Danville Pittsylvania County Service Area.

Business Services Outreach: Danville-Pittsylvania County Chamber of Commerce will provide job fairs, target recruitment events, outreach to small businesses, quarterly meetings with business service representatives, and a career exploration. \$ 13,500.00. PCCA, Inc. will provide additional business outreach services. \$3,000.00.

Martinsville/Henry County

1. Line Item Budget AND 2. Budget Worksheet

	Line Item	Adult	Dislocated	Business Services	Total Adult/Dislocated Business Services	Additional Business Services
a.	Salary & Wages – Operational	\$ 21,414.56	\$ 12,576.80		\$ 33,991.36	
b.	Salary & Wages – Client Services	\$ 68,835.31	\$ 40,427.09		\$ 109,262.40	
c.	Benefits – Operational	\$ 7,324.34	\$ 4,301.60		\$ 11,625.94	
d.	Benefits – Client Services	\$ 19,106.04	\$ 11,221.01		\$ 30,327.05	
e.	Printing				\$ -	
f.	Participant/Jobseeker Outreach				\$ -	
g.	Business Service Outreach			\$ 43,750.00	\$ 43,750.00	\$10,500.00
h.	Postage	\$ 315.00	\$ 185.00		\$ 500.00	
i.	Telephone	\$ 1,260.00	\$ 740.00		\$ 2,000.00	
j.	Lease/rental	\$ 27,720.00	\$ 16,280.00		\$ 44,000.00	
k.	Travel	\$ 630.00	\$ 370.00		\$ 1,000.00	
l.	Office Supplies	\$ 2,520.00	\$ 1,480.00		\$ 4,000.00	
m.	Other Operating Supplies				\$ -	
n.	Participant Services					
n.i.	Intensive Services	\$ 38,483.60	\$ 22,471.60		\$ 60,955.20	
n.ii.	Other Supportive Services	\$ 10,802.40	\$ 6,307.80		\$ 17,110.20	
n.iii.	Training Services	\$ 18,229.26	\$ 10,644.51		\$ 28,873.77	
o.	Indirect and/or Administrative Costs	\$ 20,117.49	\$ 11,794.59		\$ 31,912.08	
	Total Costs	\$236,758.00	\$138,800.00	\$ 43,750.00	\$ 419,308.00	\$10,500.00

3. Budget Narrative

Proposed Expenditures & In-kind/Cash Contributions:

PCCA, Inc., as project lead agent, is requesting **\$419,308.00** to provide Adult and Dislocated Services in the Martinsville-Henry County Service Area and also will provide Business Services Outreach for the service area.

PCCA in-kind and cash contributions will be **\$12,586.00** to cover costs for accounting, administrative support, and computer maintenance.

Salary & Wage Operational: One fifth of the Directors and Assistant Directors Salary will be allocated to Martinsville-Henry County Adult and Dislocated Program. Total One-stop Operator Expense for Martinsville-Henry County Adult and Dislocated Program: **\$ 33,991.36**. In-Kind Support: PCCA will provide **\$8,586.00** for Accounting and record keeping.

Salary & Wages Client Services: PCCA, Inc. will provide 2 Full-time Case Managers, 1 Part-time Case Manager, a portion of the Assistant Directors Salary that will be allocated to Case Management. **\$109,262.40**.

Benefits-Operational: One fifth of the Directors and Assistant Directors benefits will be allocated to Martinsville-Henry County Adult and Dislocated Program. Total One-stop Operator Expense for Martinsville-Henry County Adult and Dislocated Program. **\$11,625.94**.

Benefits-Client Services: PCCA, Inc. will provide 2 Full-time Case Managers, 1 Part-time Case Manager, a portion of the Assistant Directors Benefits that will be allocated to Case Management. **\$ 30,327.05**.

Business Services Outreach: PCCA, Inc. will provide a full time Business Service Representative Salary and benefits. **\$43,750.00**.

Postage: To cover office postage. **\$500.00**.

Telephone: To cover cost for cell phones. **\$2,000.00**

Lease/Rental: To cover cost of One-Stop Center costs. **\$44,000.00**

Staff Travel: To cover travel expenses for WIA Staff. **\$1,000.00**.

Office Supplies: To cover general office supplies. **\$4,000.00**.

Other Supportive Services: In-kind support for computer maintenance **\$4,000.00**.

Intensive Services: PCCA, Inc. will provide Internships for Adult and Dislocated Clients. **\$60,955.20**

Other Supportive Services: To assist clients with mileage, child care, tools, uniforms, and other training supplies. **\$17,110.20**.

Training Services: To provide training to Dislocated and Adult clients. **\$28,873.77**.

Indirect Fees and other Admin cost: PCCA, Inc. has an approved indirect cost rate of 9.05%, other admin cost will cover WIA portion of Insurance. **\$31,912.08**.

Proposed Expenditures & In-kind/Cash Contributions:

PCCA, Inc., as project lead agent, is requesting **\$10,500.00** to provide additional business service outreach and job fairs/target recruitment events in the Martinsville and Henry County Service area.

Business Services Outreach: PCCA, Inc. will utilize these funds to provide Job Fairs, Target recruitment events, and outreach events. **\$10,500.00**.

Section 04 – Attachment E

West Piedmont Workforce Investment Board

Disclosure of Lobbying

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

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

employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

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

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

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

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

1352)

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

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

Name of Agency Pittsylvania County Community Action, Inc.

Authorized Representative Everlena B. Ross

Title Executive Director

Signature Everlena B. Ross

Section 05 – Attachment F

West Piedmont Workforce Investment Board Certifications

Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

Initials (e.h.)

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 (e.h.)

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 (ebs)

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 (slu)*

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 Pittsylvania County Community Action, Inc.

Authorized Representative Everlena B. Ross

Title Executive Director

Signature *Everlena B. Ross*

Date February 28, 2013

Section 06 – Attachment G
West Piedmont Workforce Investment Board
Proposal Summary Form and Contract

Organization Name: Pittsylvania County Community Action, Inc.

Address: P.O. Box 1119, 38 North Main Street

City, State, Zip Chatham, Virginia 24531

Phone, Fax, Website: (434) 432-8250 Fax: (434) 432-3729 Website: www.pccainc.org

Type of Organization:

Proprietorship

Partnership

Corporation

Profit-making

State Government Agency

Local Government Agency

☒ Nonprofit

Minority Owned

Small Business

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:

Pittsylvania County Community Action, Inc. proposes to operate the WIA Adult, Dislocated Worker, Business Services and to be the One Stop Operator. Pittsylvania County Community Action, Inc. proposes to serve the following areas; Danville/Pittsylvania County and Martinsville/Henry County. The services provided will be centered around the adult and dislocated worker common measures. The common measures are; Entered Employment rate, Employment retention rate, and Average Earnings.

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:

Pittsylvania County Community Action, Inc. plan to recruit and enroll 30 adults 25 dislocated workers, 15 credentials earned from adults and 15 dislocated workers, 30 adults placed in employment and 20 dislocated workers placed in employment for Pittsylvania County. Pittsylvania County Community Action, Inc. plan to recruit and enroll 20 adults and 20 dislocated workers, 15 credentials for adults and 15 credentials for dislocated workers, 30 adults placed in employment and 20 dislocated workers placed in employment for Danville. Pittsylvania County Community Action, Inc. plan to recruit and enroll 30 adults and 60 dislocated workers, 15 credentials earned for adults and 20 for dislocated workers, 20 adults will be placed in employment and 20 dislocated workers will be placed in employment for Martinsville and Henry County.

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: Pittsylvania County Community Action, Inc.	Print Name: Everlena B. Ross
Address: P. O. Box 1119, 38 North Main Street	Title: Executive Director
City, State, Zip Chatham, Virginia 24531	Signature: 
Phone: (434) 432-8250	Date: February 28, 2013

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

Attachments

- Attachment A.....State Corporation Commission Certificate
- Attachment B.....Non-Profit Verification Letter Department of Treasury
- Attachment C.....Agency Organizational Chart
- Attachment D.....Agency Grievance Policy
- Attachment E.....Agency Fidelity Bond
- Attachment F.....Job Descriptions
- Attachment G.....Flow Chart
- Attachment H.....Memorandums of Understand and Letters of Support

2012 ANNUAL REPORT
COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

File online at
sccefile.scc.virginia.gov



1. CORPORATION NAME:
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

DUE DATE: 11/30/12

2. VA REGISTERED AGENT NAME AND OFFICE ADDRESS: ATTY.
STEPHEN G BASS

SCC ID NO.: 0106398-1

126 S UNION STREET
PO BOX 601
DANVILLE, VA 24543-0601

3. CITY OR COUNTY OF VA REGISTERED OFFICE:
205-DANVILLE CITY

4. STATE OR COUNTRY OF INCORPORATION:
VA-VIRGINIA

5. STOCK INFORMATION

CLASS	AUTHORIZED

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the enclosed instructions. Type or print in black only.

6. PRINCIPAL OFFICE ADDRESS:

<input checked="" type="checkbox"/> Mark this box if address shown below is correct	If the block to the left is blank or contains incorrect data please add or correct the address below.
ADDRESS: 126 S UNION ST PO BOX 601	ADDRESS:
CITY/ST/ZIP DANVILLE, VA 24543-0601	CITY/ST/ZIP

7. DIRECTORS AND PRINCIPAL OFFICERS:

All directors and principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: <input checked="" type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement
OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/> NAME: MR JIMMY BARTS TITLE: TREASURER ADDRESS: PO BOX 3424 CITY/ST/ZIP: DANVILLE, VA 24543	OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/> NAME: TITLE: ADDRESS: CITY/ST/ZIP:

affirm that the information contained in this report is accurate and complete as of the date below.

SIGNATURE OF DIRECTOR/OFFICER
LISTED IN THIS REPORT

PRINTED NAME AND CORPORATE TITLE

DATE

is a Class 1 misdemeanor for any person to sign a document that is false in any material respect with intent that the document be delivered to the commission for filing.

2012 ANNUAL REPORT CONTINUED

CORPORATION NAME:
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

DUE DATE: 11/30/12
SCC ID NO.: 0106398-1

7. DIRECTORS AND PRINCIPAL OFFICERS (continued):

All directors and principal officers must be listed.
An individual may be designated as both a director and an officer.

<p>Mark appropriate box unless area below is blank: <input checked="" type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p> <p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: MS SAHRON DIGGS TITLE: SECRETARY ADDRESS: 911 F SPRINGFIELD ROAD CITY/ST/ZIP: DANVILLE, VA 24540</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p> <p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>
<p>Mark appropriate box unless area below is blank: <input checked="" type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p> <p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: REV THURMAN ECHOLS TITLE: CHAIRMAN ADDRESS: 40 HAMMOND DR CITY/ST/ZIP: AXTON VA, VA 24054</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p> <p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>
<p>Mark appropriate box unless area below is blank: <input type="checkbox"/> Information is correct <input checked="" type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p> <p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: MS STEPHANIE GRASTY TITLE: VICE CHRPRSN ADDRESS: 327 PAYNE ST APT 35 CITY/ST/ZIP: GRETN, VA 24557</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input checked="" type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p> <p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>
<p>Mark appropriate box unless area below is blank: <input type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p> <p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p> <p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>

2012 ANNUAL REPORT CONTINUED

CORPORATION NAME:
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

DUE DATE: 11/30/12
SCC ID NO.: 0106398-1

7. DIRECTORS AND PRINCIPAL OFFICERS (continued):

All directors and principal officers must be listed.
An individual may be designated as both a director and an officer.

<p>Mark appropriate box unless area below is blank: <input checked="" type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p>
<p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: MS SAHRON DIGGS TITLE: SECRETARY ADDRESS: 911 F SPRINGFIELD ROAD CITY/ST/ZIP: DANVILLE, VA 24540</p>	<p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>
<p>Mark appropriate box unless area below is blank: <input checked="" type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p>
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<p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: MS STEPHANIE GRASTY TITLE: VICE CHRPRSN ADDRESS: 327 PAYNE ST APT 35 CITY/ST/ZIP: GRETN, VA 24557</p>	<p>OFFICER <input checked="" type="checkbox"/> DIRECTOR <input checked="" type="checkbox"/></p> <p>NAME: MS STEPHANIE GRASTY TITLE: VICE CHRPRSN ADDRESS: 1125 W I POWELL ROAD CITY/ST/ZIP: DRY FORK, VA 24549</p>
<p>Mark appropriate box unless area below is blank: <input type="checkbox"/> Information is correct <input type="checkbox"/> Information is incorrect <input type="checkbox"/> Delete information</p>	<p>If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: <input type="checkbox"/> Correction <input type="checkbox"/> Addition <input type="checkbox"/> Replacement</p>
<p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>	<p>OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/></p> <p>NAME: TITLE: ADDRESS: CITY/ST/ZIP:</p>

Commonwealth of Virginia



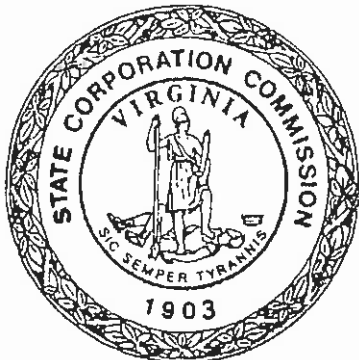
State Corporation Commission

I Certify the Following from the Records of the Commission:

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED is a corporation existing under and by virtue of the laws of Virginia, and is in good standing.

The date of incorporation is November 26, 1965.

Nothing more is hereby certified.

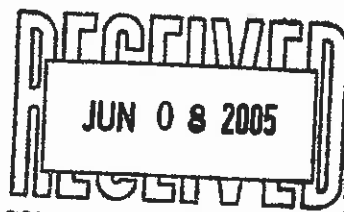


*Signed and Sealed at Richmond on this Date:
March 1, 2010*

Joel H. Peck

Joel H. Peck, Clerk of the Commission

Internal Revenue Service



Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Date: June 3, 2005

PITTSYLVANIA COUNTY COMMUNITY
ACTION INC
PO BOX 1119
CHATHAM VA 24531

Person to Contact:
Steve Brown 31-07422
Customer Service Specialist
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
54-0805640

Dear Sir or Madam:

This is in response to your request of June 3, 2005, regarding your organization's tax-exempt status.

In February 1967 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

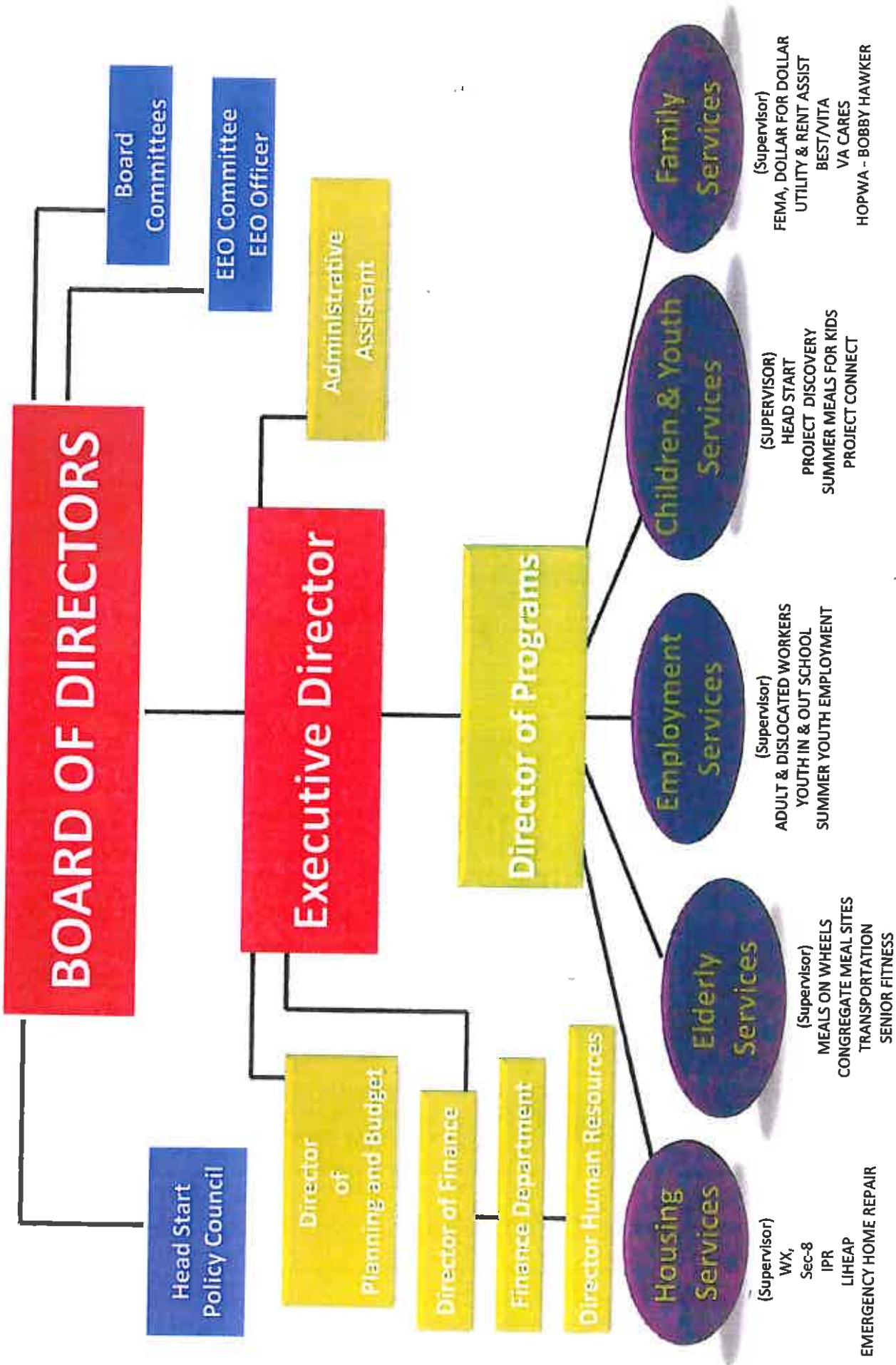
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca, Director, TE/GE
Customer Account Services

Pittsylvania County Community Action, Inc.
Organizational Chart



EMPLOYEE CONCERNS

Misunderstanding or conflicts may arise in any organization. To ensure effective working relationships, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or PCCA Inc., you should bring your concern to the attention of your immediate Supervisor. If, however, you do not believe a discussion with your immediate Supervisor is appropriate, you should bring your concern to the attention of the department manager. If your concern is not resolved after a discussion with your Supervisor and/or the department manager, you may bring your concern to the attention of the Executive Director. PCCA, Inc. feels it is important to communicate openly through this "open door" process and encourages its employees to use this process.

Conflicts/Grievances which may arise with clients should be addressed to the PCCA, Inc. Director of Programs. The Director of Program will meet with the client and Department Head to investigate the conflict/grievance for a resolution. If no resolution can be reached, the Director of Programs will meet with the Executive Director for further guidance to resolve the conflict/grievance.

Philadelphia Indemnity Insurance Company

POLICY NUMBER: PHPK952296

SCHEDULE OF INSURING AGREEMENTS

INSURING AGREEMENT(S)	LIMIT OF INSURANCE Per Occurrence	NUMBER OF PREMISES	DEDUCTIBLE Per Occurrence	PREMIUM
EMPLOYEE THEFT	\$ 100,000	016	\$ 1,000	\$ 821
INSIDE PREMISES-THEFT OF M&S	\$ 2,500	017	\$ 500	\$ 39
OUTSIDE THE PREMISES	\$ 2,500	017	\$ 500	\$ 4

Total Premium

DIRECTOR OF EMPLOYMENT SERVICES
Job Description

General Description

The incumbent of this position is responsible for the coordination of all employment programs. This includes assuring that identified programs meets the objectives and goals as set forth by Pittsylvania County Community Action, Inc. and respective funding sources.

Duties:

- Provide direct supervision to all Employment Project Leaders and all employee in the Employment Program;
- Prepare and review budgets for identified programs to ensure that expenditures are within guidelines of funding sources and that budget applications are submitted on time;
- Provide training opportunities for staff to ensure that they are knowledgeable of all rules and regulations pertaining to the operations of the program;
- Research and apply for appropriate grants relatives to the Employment Services program;
- Meet with the Chambers of Commerce, Businesses and industries as needed;
- Provide each employee with a position description; review the position description with the employee to ensure the employee understands the job requirements and expectation. As duties change, update of positions description must also occur;
- Attend Agency staff meetings and give program progress reports and updates as requested by Director of Program or the Executive Director;
- Attend staff meeting, funding source meetings and other relevant meetings pertinent to the Program;
- Regularly communicate with area businesses on important workforce news and issues;
- Coordinate business service outreach activities to support the work and goals of the Employment Services Program.

Education and Experience:

- Bachelors Degree or Associates Degree in Social Services, Business, or related fields or High School Diplomas with extensive related experience in

Attachment F

implementation of Job Training Programs grants and /or related employment/training programs.

- Experience in supervision, Job Training/Employment laws and regulations, budgeting development, and administration;
- Knowledgeable of computer applications and programs.

OTHER SIGNIFICANT FACTORS:

- Ability to work under pressure to meet short deadlines;
- Ability to communicate effectively orally and in writing;
- Ability to work well with adults and youths;
- Ability to exercise administrative judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area;
- Patience, tact, and initiative in dealing with others.

Position Title: **Business Services Manager**

Classification: Exempt

Reports To: President

General Summary

Coordinates business service outreach and programs of the Chamber in support of the Virginia Workforce Centers in Danville and Pittsylvania County.

Essential Job Functions

Coordinate business service outreach activities to support the work and goals of the Chamber in collaboration with the Virginia Workforce Centers in Danville and Pittsylvania County. Specific areas of focus will include recruitment, assessment and training, labor market and trends, outplacement, collaboration, policy issues, and operations.

Oversee the logistical support for meetings, special events and seminars relevant to workforce development and the business service component.

Coordinate regular visits and contact with businesses in the Danville-Pittsylvania County area.

Prepare monthly reports for the Chamber and Virginia Workforce Center.

Regularly meet with staff members of the Chamber and the Virginia Workforce Centers to maintain open communications and information.

Advise the Chamber and Virginia Workforce Center on issues of relevance to workforce development.

Regularly communicate with area businesses on important workforce news and issues.

Operates personal computer to access e-mail, and other basic office support software.

Uses various software applications, such as word processing, spreadsheets, design and graphics programs.

Scope of Responsibility

Knows the formal and informal organizational goals, standards, policies and procedures of the organization. Is sensitive to the interrelationship of both people and functions within the organization.

Decision Making

On a regular and continuous basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area.

Authority

Plans and directs the activities of assigned committees and programs. Includes the regular and continuous management of the function. Requires the formulation and implementation of staff and management development plans.

Communication

Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Education

Preferred: Bachelors degree

Experience

Related experience preferred.

Physical Requirements

Sitting in a normal seated position for extended periods of time

Reaching by extending hand(s) or arm(s) in any direction

Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard

Communication skills using the spoken word

Ability to see within normal parameters

Ability to hear within normal range

Ability to move about

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

**Assistant Director of Employment Services
WIA Adult/Dislocated Worker Program**

General Description:

The function of the Assistant Director is to assist with the successful operation of the Workforce program for Danville, Pittsylvania County, Martinsville and Henry County. This includes assuring that identified programs meet the objectives and goals set forth by The Workforce Investment Act. The Assistant Director will be knowledgeable of employer needs and hiring practices, develop relationships with employers and obtain labor market information to identify industries and occupations. This position will also assist case managers with follow-up activity on active client when deemed necessary.

Duties:

- Plan, direct and coordinate WIA services
- Plan and implement job fairs
- Coordinate employment activities with partner agencies such as VEC, DRS, Chambers, and others
- Complete reports, maintain records and interpret policies, procedures and regulations
- Provide reports for Workforce Director of Employment Services
- Ensure all program reports are identified and submitted correctly and within the designated time frame
- Keep Director informed of status of programs and any pertinent program information
- Will meet with area agencies and businesses to explain the WIA program and services
- Maintain active working relationships with partner agencies, Chamber of Commerce, Civic Organizations, Economic Development personnel and others in the community.
- Assist Case Managers in maintaining client contact and provide follow-up services on active WIA clients
- Review Files for eligibility and accuracy
- **Maintain a partial case load 25 cases or more. (25 minimum)**

Education/ Experience:

- Bachelor or Associate Degree in Social Services, Business, Education or related field with at least 4 years of appropriate experience preferred in managing Employment and related services

Knowledge/Capabilities:

- Ability to work under extreme pressure to meet short deadlines
- Loyalty, integrity, confidentiality and discretion
- Ability to work well with adults
- Knowledge of program administration and employment training programs
- Ability to collect data and prepare reports, statistical and narrative
- Ability to work independently as well as cooperatively
- Public speaking experience

- Working knowledge of PC computer system (word processing, database and spreadsheets)
- Experience working with public
- Strong organizational and management skills
- Good oral and written communication skills
- Excellent interpersonal and human relations skills
- Experience in group presentations
- Strong computer skills

Case Manager WIA Adult/Dislocated Worker Danville/Pittsylvania County

General Description:

The WIA Case Management position provides Individual Employment Development plans, employment readiness, case management, job search, educational training, technical training, career counseling, job development and job placement assistance and referrals to clients of the Virginia Workforce Center.

Duties:

- Determine Eligibility
- Administer assessments to clients.
- Responsible for providing individual service plans to clients
- Responsible for in-depth interviewing and evaluation to identify employment barriers and establish employment goals
- Provide clients with individual counseling and career planning
- Assist clients with pre-employment training and job searches
- Maintain client contact and provide necessary follow-up services
- Provide accurate records of all communication with clients including data entry in VOS system
- Responsible for enrolling clients into training programs
- Responsible for ensuring clients 5% of clients receive CRC
- Possess positive and good work ethics (When working with clients, partners, and other Agencies)
- Responsible for making regular contact with clients (no less than at least every thirty days)
- Responsible for getting manager's approval before placing clients in training, internships, or providing supportive services
- Responsible for tracking employment data
- Responsible for following WIA/PCCA policies and procedures.
- **Others duties assigned when deemed necessary.**

Education/ Experience:

- Bachelor or Associate Degree in Social Services, Business, or Education preferred or related field with appropriate experience; High School Diploma with extensive experience.
- Experience in Job placement assistance, counseling or related position preferred

Knowledge/Capabilities:

- Experience working with public
- Good oral and written skills
- Strong computer skills
- Ability to match client skills and experience with employer needs

Job Developer

This position will provide assistance to WIA participants to obtain and maintain employment. This individual will primarily be responsible for job creation, securing internships, conducting employer outreach, and serve as liaison between the employers and the participants. This individual will develop relationships with employers and obtain labor market information to identify industries and occupations. Must be knowledgeable of employer needs, hiring practices, testing requirements, and opportunities for advancement. This individual will assist employers in to developing employee retention plans; inform them of incentives and the process for participating in on-the-job training, customized training, internships and apprenticeships.

Duties:

- Work closely with the Human Relations Departments of businesses and industries and become knowledgeable of their employment needs.
- Will work with employers to secure internships.
- Will provide contact with employers to stay informed of participants progress on worksites.
- Will work closely with case managers to match participants on worksites
- Assess the employability of program participants
- Make appropriate referrals of program participants to employers and other service providers.
- Knowledgeable of business contracts, and other documentation necessary for job placement and training.
- Assist with planning and implementing Job Fairs.
- Promote program objectives through public presentations and other public relations activities.
- Coordinate employment activities with other local employment agencies such as VEC, and others.
- Plan, organize, and prioritize work in order to accomplish program goals in a timely and accurate manner.
- Complete reports, maintain records, interpret policies, procedures, regulations and performance measures of WIA.
- Maintain contact and follow-up of participants placed in employment.
- Maintain contact with employers and businesses that hired participants, and for new employment.
- Work closely with Marketing Specialist
- Other duties as deemed necessary.

Knowledge/Capabilities:

- Knowledge of HR practices and policies.

- Knowledge of contracts, and other documentation associated with job placement and training.
- Good math skills
- Good computer skills
- Good interpersonal and human relations skills
- Knowledge of employability skills
- Knowledge of businesses located in the region of Pittsylvania County and the City of Danville.

Education/Experience:

- A Bachelors degree in Business/Marketing, Human Services preferred.
- Extensive experience in Human Relations, hiring practices, and job coaching.
- Experience in making presentations

Must have own transportation.

Administrative Assistant/Case Manager WIA Adult/Dislocated Worker Program

General Description:

The Receptionist/Administrative Assistant will be responsible for providing administrative and clerical duties to ensure that the goals and objectives of the Program are met in a timely and effective manner. This position will also consist of screening clients for workforce services, assist with the application process, assist clients with job search and carry a part-time client case load of AD and DW clients. The incumbent of this position will have an active case load and also assist case managers with follow-up activity on active client when deemed necessary.

Duties:

- Greeting clients and visitors
- Assisting clients with filling out applications
- Assisting clients with job search
- Assessing clients comprehensive and specialized skill levels
- Entering clients registration into computer
- Answering telephones
- Preparing and mailing correspondence
- Assist Case Managers with enrolling clients
- Maintain client contact
- Schedule appointments for staff
- Provide daily supervision to staff;
- Serves on the Center's Management Team;
- Attend WIB meetings and other funding source meetings as required:
- Prepare reports
- Coordinate purchases of supplies and equipment
- Assist clients with job placement and follow-up
- Responsible of assisting staff with clerical duties as needed
- Responsible for tracking clients entering the One Stop
- Responsible for handling a partial client case load – AD/DW clients
- Prepare vouchers for payment
- Assist clients with VOS registration
- Process invoices along with tuition payments and timesheets for internships
- Prepare walk-in and statistical reports
- Assist with follow-up
- Responsible for ordering and maintaining office materials and supplies
- Other duties as deemed necessary

Education/ Experience:

- Associate Degree in Administrative Technology, Business, or Education preferred or at least 2 years experience working in related field.

Knowledge/Capabilities:

- Knowledge of program administration and employment training programs

- Ability to collect data and prepare reports, statistical and narrative
- Ability to work independently as well as cooperatively
- As least 2 years of working with PC computer system (word processing, database and spreadsheets)
- Experience working with public
- Strong organizational and management skills
- Excellent interpersonal and human relations skills

Data Entry Specialist/Follow-up Case Manager WIA Adult/Dislocated Worker

General Description:

The Data Entry Specialist/Follow-up Case Manager will be responsible for data entry as well as follow-up. This position will be responsible tracking funding authorizations, providing accurate and updated cost allocation reports, assisting case managers with client contact as well as providing follow out to exited clients and keying information into the VOS system. This position will also service other needs to assist case managers as assigned by Director.

Duties:

- Receive client files from Case Managers and enter updated data into VOS (Virginia One Stop) system
- Assure compliance with the participant data collection and reporting requirements of the funding source.
- Create and Maintain Case Management database.
- Track client activity
- Maintain administrative and case management files accurately
- Maintain and operate computer software/hardware applications
- Maintain duties of Follow-up Case Manager to include: quarterly contact of exited clients, complete all follow-up surveys, enter information accurately in VOS system.
- Track client expenditures; training, internships, supportive services, etc.
- Prepare allocation reports
- Assist with Case Management as deemed necessary.
- File case management documents
- Create files and label
- Make sure files are organized corrected (Adult, Dislocated Worker, Intensive, Training, Follow-up)
- Assist with Assessments
- Answer phone and assist clients when case managers are busy
- Assist clients with resumes

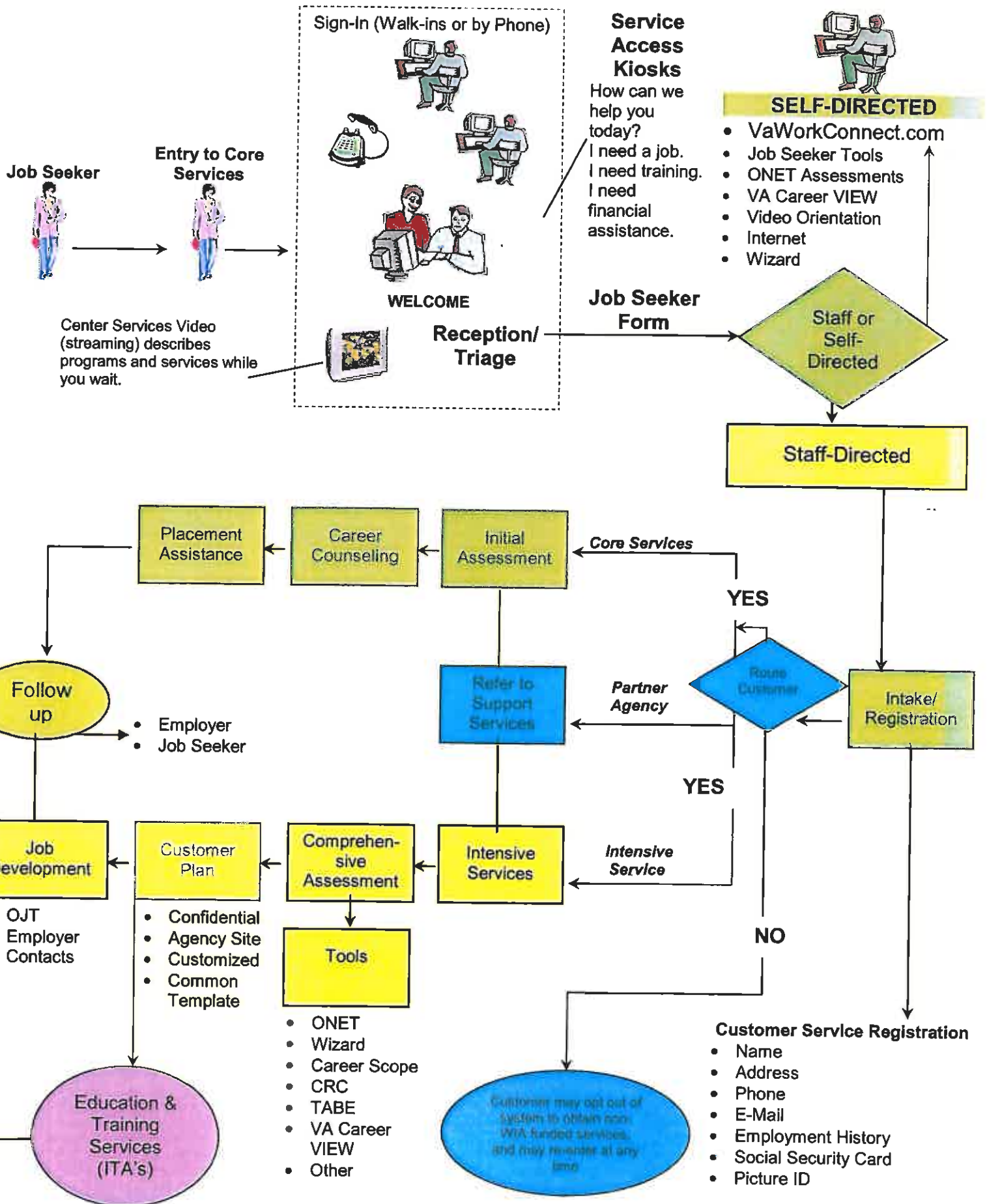
Education/ Experience:

- Bachelor or Associate Degree in Administrative Technology, Business, or Education preferred or at least 2 years experience working in related field.

Knowledge/Capabilities:

- Knowledge of program administration and employment training programs with 2 years experience
- Ability to collect data and prepare reports, statistical and narrative
- Ability to work independently as well as cooperatively
- As least 2 years of working with PC computer system (word processing, database and spreadsheets)
- Experience working with public
- Strong organizational and management skills
- Excellent interpersonal and human relations skills

Danville Area Workforce Center Customer Service Process





COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

JAMES A. ROTHROCK
Commissioner

8004 Franklin Farms Drive
Henrico, VA 23229

Office (804) 662-7000
Toll free (800) 552-5019
TTY Toll free (800) 464-9950
Fax (804) 662-9532

211 Nor-Dan Drive
Suite 1055
Danville, Virginia 24540

Elizabeth Mullis
Assistant Director
WIA
211 Nor-Dan Drive
Suite 1055

Dear Ms. Mullins;

DARS plans to collaborate with PCCA to provide services to customers seeking WIA and vocational rehabilitation services in the Danville, Martinsville cities and Pittsylvania and Henry counties. The MOU between PCCA and DARS is being finalized and will soon be signed.

Sincerely,

Tora C. Terry

Tora C. Terry
Human Services Manager
DARS

Henry-Martinsville Social Services
20 Progress Drive
P.O. Box 4946
Martinsville, VA 24115



Phone (276) 656-4300
Fax (276) 656-4303
Fax (276) 656-4398

February 27, 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 Ms. Adkins:

I write to endorse the application of Pittsylvania County Community Action, Incorporated to be the operators of the WIA Martinsville/Henry County Adult and Dislocated Worker Programs.

If in the event Pittsylvania County Community Action is awarded the operation of the Adult and Dislocated Worker Programs for Martinsville and Henry County, Henry-Martinsville Department of Social Services (HMDSS) looks forward to continued collaboration. Such collaboration on the part of HMDSS will include Adult Career Coaches on-site, staff for the resource room in the Virginia Workforce Center and the development of necessary training for the emerging workforce. HMDSS also looks to PCCA to actively participate on the HOPE partners Committee and continue to make referrals to training programs and services of the college and HMDSS as appropriate.

Thank you for your consideration of this letter of support for the application of Pittsylvania County Community Action.

Sincerely,

Sabrina Waller

Sabrina Waller, Self-Sufficiency Supervisor
Henry-Martinsville Department of Social Services



THE INSTITUTE

FOR ADVANCED LEARNING AND RESEARCH

February 22, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

The Institute for Advanced Learning & Research (IALR) is working closely with the Danville Pittsylvania County Chamber of Commerce, utilizing the Business Services Manager to assist the IALR in providing business leads for potential research and development projects. It is the hope of the IALR that these leads will result in job creation for our region which is a natural complement to the current scope of work performed by the Chamber in its business services role.

I believe these types of partnerships will serve as the catalyst for the economic transformation of our region, resulting in new jobs which will benefit our community, our businesses, our job seekers, and all of the partnering organizations.

We hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

Sincerely,

Michael J. Duncan
Deputy Director

Cc: Liam E. Leightley, Ph.D., Executive Director



interTape polymer group

February 22, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

The Chamber has been a large supporter of the Southern Virginia Society for Human Resource Management (SSVASHRM) the past two years. The Chamber's Business Services Manager has served on the board of our SHRM chapter and increased our visibility and facilitated our chapter-wide communications by redesigning the communication and marketing arm of the chapter.

Our SSVASHRM membership has also been kept apprised of the services that are available for our constantly changing workforce through the business services outreach. This has also enhanced our human resource personnel's abilities to more effectively recruit talent and retain our existing workforce.

I hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

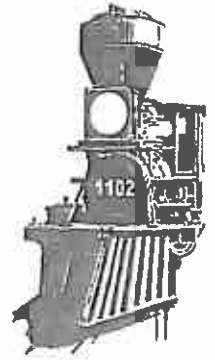
Sincerely,

Carl Shoemaker
Human Resources Manager

107 South Shelton St.
P.O. Box 602
Gretna, Virginia 24557
Tel: 434-656-6572
Fax: 434-656-6941
Email: townhall@townofgretna.org

TOWN OF GRETNA

INCORPORATED 1901



February 22, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

The Chamber has worked closely with the Town of Gretna and businesses in our community. When McDonalds announced it was locating in Gretna, the Chamber contacted the owner to offer full support through its business services outreach. The Chamber coordinated a job fair which attracted approximately 200 job seekers and resulted in McDonalds hiring 48 people.

The Chamber has also worked closely with Capps Shoes for more than a year in trying to secure a HUB Zone designation for the company. If successful in securing the HUB Zone, it will secure Capps Shoes in the Gretna community for the future and open up contract opportunities which will result in new jobs.

These are two illustrations of how the Chamber has supported Gretna businesses through the business services outreach. We look forward to a continued partnership with the Chamber and hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Lilly".

David A. Lilly
Gretna Town Manager

"An Equal Opportunity Employer"



City of Danville Economic Development
427 Patton Street • P.O. Box 3300
Danville, VA 24543-3300
Ph: (434) 793-1753 • Fax: (434) 797-9606
www.discoverdanville.com

February 22, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

My office works closely with the Chamber on workforce issues for both existing businesses and prospective businesses. As companies are looking at our region, it has been beneficial to have a workforce person who can meet with them to support their recruitment, training, and/or retention needs. In addition to explaining the services that are available to employers, the Chamber has also assisted businesses with their recruitment and pre-screening of applicants. Most recently, the Chamber has worked with GOK International with their staffing needs.

The Chamber has also been a strong partner as our community discusses training gaps and opportunities. Most recently the Chamber has been involved in conversations around IT needs that were identified by our employers.

I hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Jeremy Stratton".

Jeremy Stratton
Director of Economic Development



February 20, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

The Chamber has been a founding member and strong partner with the Dan River Region Collaborative since 2008. The Chamber serves on the Collaborative's steering committee and the Academy Team for the Certified Work Ready Communities (CWRC).

Through the business services outreach, the Chamber was instrumental in securing two employers in Pittsylvania County who were willing to add a total of 14 new employees as part of a Boeing Foundation on-the-job training grant for our region. The Chamber has also supported and assisted with the manufacturing round table and the "Dream It, Do It" initiative.

I hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Julie J. Brown". The signature is fluid and cursive, with the first name "Julie" and last name "Brown" clearly legible.

Julie J. Brown, Ph.D.
Project Director
Dan River Region Collaborative



February 22, 2013

Kim Adkins, Executive Director
West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, Virginia 24115

Dear Ms. Adkins:

This letter is to express support for the Danville Pittsylvania County Chamber of Commerce to provide the business services for Danville and Pittsylvania County as part of the proposal from Pittsylvania County Community Action, Inc. for the operation of the Virginia Workforce Centers as part of the Workforce Investment Act (WIA).

Through the support of the Chamber's business services, we have been able to participate in two programs that helped us hire and train the workforce we needed for Amthor to grow to the next level.

We have worked with the Chamber in securing and hiring Adult Interns through the Virginia Workforce Center over the last year and a half. Additionally, the Chamber introduced us to a great growth opportunity for our company with the Boeing Foundation. We were able to hire and train 14 employees through the OJT grant.

I hope you will give favorable consideration to the Danville Pittsylvania County Chamber of Commerce's application for business services. If there is additional information that I can provide to you or if I can answer any questions, please do not hesitate to contact me.

Sincerely,

Brian Amthor
Amthor International

MEMORANDUM OF UNDERSTANDING
BETWEEN
WEST PIEDMONT REGIONAL ADULT EDUCATION PROGRAM
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and the West Piedmont Regional Adult Education Program to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in the City of Martinsville and Henry County.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for the City of Martinsville and Henry County and partner with the West Piedmont Regional Adult Education Program until such time the Board and CLEO's deem. The Workforce Center will be located at 233 West Commonwealth Blvd Martinsville, Virginia. Intake and referrals will take place at all PCCA office sites in the city.

The West Piedmont Regional Adult Education Program will provide the following:

- Access to GED Instruction and support
- TABE assessment for WIA clients
- Provide opportunities for school facility use to TABE and RE-TABE WIA clients.
- Access to remedial instruction where necessary for WIA clients

West Piedmont Regional Adult Education Program further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

West Piedmont Regional Adult Education Program agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

West Piedmont Regional Adult Education Program will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. PCCA will obtain a signed release of information form specifying "PCCA for case management purposes" on each participant.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker programs in the City of Martinsville and Henry County.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Career Centers per scheduled negotiations.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination may be based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

WEST PIEDMONT REGIONAL ADULT EDUCATION PROGRAM

Stacey Wright

Stacey Wright, Director

2/27/13

Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena B Ross

Everlena Ross, Executive Director

2-28-13

Date

**IN-KIND TO THE PROGRAM
WEST PIEDMONT REGIONAL ADULT EDUCATION PROGRAM**

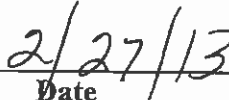
The West Piedmont Regional Adult Education Program will provide the following as in-kind.

Instruction: Adult Basic Education and GED® Instruction for referred clients at the minimum of \$455 per client to calculate this in-kind contribution

WEST PIEDMONT REGIONAL ADULT EDUCATION PROGRAM



Stacey Wright Director



Date



Office of the President

February 13, 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 Pittsylvania County Community Action, Incorporated to be the operators for the WIA Martinsville/Henry County Adult and Dislocated Worker Programs. Patrick Henry Community College has partnered with PCCA during their current operation of the programs to serve WIA clients in the Martinsville and Henry County area.

Should Pittsylvania County Community Action be awarded the operation of the Adult and Dislocated Worker Programs for Martinsville and Henry County, PHCC looks forward to continued and enhanced collaboration. Such collaboration on the part of PHCC will include, but not be limited to, Career Readiness Certificate testing for WIA customers, Adult Career Coaches on-site and staff for the resource room in the Virginia Workforce Center, Veteran Services through the recently announced grant from the Virginia Community College System, and the development of necessary training for the emerging workforce. In addition to the scope of services outlined in the Memorandum of Understanding, Patrick Henry Community College also looks to PCCA to actively participate on the HOPE Partners Committee, continue communication on the scheduling of the Career Readiness Certificate, and make referrals to training programs and services of the college, as appropriate.

Thank you for your consideration of this letter of support for the application of Pittsylvania County Community Action.

Sincerely,

Angeline D. Godwin, Ph.D., J.D.
President

MEMORANDUM OF UNDERSTANDING
BETWEEN
PATRICK HENRY COMMUNITY COLLEGE
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and Patrick Henry Community College (PHCC).

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Martinsville and Henry County until such time the Board and CLEO's deem. The Workforce Center's will be located at 233 West Commonwealth Blvd Martinsville, Virginia. Intake and referrals will take place at all PCCA office sites in the county and city.

Patrick Henry Community College will provide the following:

- Career Readiness Certificate testing for WIA customers
- Referral, job search and placement services
- On Ramp Grant to eligible WIA customers
- Assessments
- Career Coaches
- Career planning assistance
- Workshops
- Meeting rooms
- Trainings for staff and customers
- Staff for the resource room in the Virginia Workforce Center
- Develop necessary training for the emerging workforce
- Veteran Services

PHCC further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

PHCC will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" each participant.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Martinsville, Henry and Pittsylvania Counties.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Career Centers per scheduled negotiations.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination may be based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other

classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational

regulations and policies, or procedures governing the review and execution of contracts.
The laws of the Commonwealth of Virginia shall govern this MOU.

PATRICK HENRY COMMUNITY COLLEGE

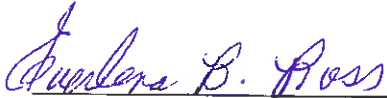


Feb. 14, 2013

Dr. Angeline Godwin, President

Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED



Everlena Ross, Executive Director

2-28-2013

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
DANVILLE PITTSYLVANIA COUNTY CHAMBER OF COMMERCE
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) Danville Pittsylvania County Chamber of Commerce Service to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in Pittsylvania County and the City of Danville.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2014. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Danville until such time the Board and CLEO's deem. The Pittsylvania County Workforce Center will be located at 13995 US HWY 29 SUITE, CHATHAM, VIRGINIA 24531. The Danville Workforce Center will be located at 211 NOR DAN DRIVE SUITE 1055, Danville Virginia 24540. Intake and referrals will take place at all PCCA office sites in the county and city.

The Danville Pittsylvania County Chamber will provide the following:

- Will identify employers who have job openings and are willing to consider applicants referred by the Workforce Centers.
- Will ensure employers receive a pool of WIA candidates who are qualified for their job openings.
- Will work with employers to identify a pool of candidates for skilled and professional job openings that are more difficult to fill.
- Will ensure employers receive information and support for assessment and training that they require.
- Will increase the resources available to employers to maximize their access to workforce resources.
- Will provide data to employers to assist them in hiring and retention.
- Will provide data and feedback to workforce partners to assist in placement and training efforts.
- Will meet with designated staff at the Virginia Workforce Center at least weekly to coordinate efforts and update staff on employer needs and/or requests.

Danville Pittsylvania County Chamber further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

Danville Pittsylvania County Chamber agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

Danville Pittsylvania County Chamber will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" each participant.

Pittsylvania County Community Action agrees to the following:

- Will provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County.
- Will provide the initial intake and certification to determine eligibility for services under WIA.
- Will work with WIA Case Managers to match clients with worksites based on skills and education.
- Will recruit businesses to participate in adult internships/work experiences, OJT, and incumbent worker training.
- Will assist participants with worksite tours provided by employers.
- Will provide pre-employment training/Orientation to clients starting internships and employment.
- Will provide weekly visits to worksites to provide support to interns and employers.
- Will be responsible for picking up and processing timesheets.
- Will monitor services outlined in the proposal.
- Will provide supportive services as specified in the proposal.
- Will provide information and data as specified in the proposal.
- Will provide the necessary staff to manage the overall operation of the program.
- Will provide space for partner staff in both Workforce Centers per scheduled negotiations.

Danville Pittsylvania County Chamber of Commerce and Pittsylvania County Community Action agree to communicate regularly to ensure that employers' needs are being met and that duplication of efforts is avoided.

DISPUTE/GRIEVANCE RESOLUTION:

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

1. The partners will make every effort to resolve the issue among themselves.
2. The WIB Personnel or Executive Committee, whichever is appropriate, will meet with the partners and/or the Career Center operators to resolve the issue.
3. Both sides will present their side of the issue to the full WIB where a vote will take place.

4. The WIB President/Executive Director will present the WIB decision to CLEOs. The opposing side will then present their view; the decision of the CLEOs will be final within Region XVII.
5. Final appeal will go to the State WIA Unit.

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination maybe based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to the MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with provision of this clause. In addition, all partners must permit access to its books, records, and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document has been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

DANVILLE PITTSYLVANIA COUNTY CHAMBER OF COMMERCE

Laurie S. Moran
Laurie S. Moran, President

2-27-13
Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena B. Ross
Everlena B. Ross, Executive Director

2-27-13
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
DANVILLE PUBLIC SCHOOLS
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and the Danville Public Schools to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in the City of Danville.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Danville until such time the Board and CLEO's deem. The Workforce Center's will be located at 211 Nor Dan Drive, Suite 1055, Danville, Virginia and 13995 US Hwy 29 Suite 400, Chatham, VA 24531. Intake and referrals will take place at all PCCA office sites in the county and city.

The Danville Public Schools will provide the following:

- Access to GED Instruction and support
- TABE assessment for WIA clients
- Opportunities to apply for school facility use
- Access to remedial instruction where necessary for WIA clients

Danville Public Schools further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

Danville Public Schools agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

Danville Public Schools will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" each participant.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Career Centers per scheduled negotiations.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination may be based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

DANVILLE PUBLIC SCHOOLS

Sue B. Davis

Dr. Sue B. Davis
Superintendent

2/22/2013

Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena Ross

Everlena Ross, Executive Director

2-22-13

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
TELAMON CORPORATION
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and Telamon Corporation.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Danville until such time the Board and CLEO's deem. The Career Center's will be located at 211 Nor Dan Drive, Suite 1055, Danville, Virginia and 13995 US Hwy 29, Suite 400, Chatham, VA 24531. Intake and referrals will take place at all PCCA office sites in the county and city.

The Telamon Corporation will provide the following:

- Provides training, education, and employment services to farm workers who meet 167 eligibility requirements.
- Provides housing and supplemental services to migrant and seasonal farm workers.
- Conducts orientation to the one-stop delivery system.
- Provides job search/job placement services.
- Provides financial aid to qualified candidates.
- Conducts assessment and evaluation to Telamon participants
- Provides job readiness training to Telamon participants
- Provides supportive services
- Provides personal & career assessment counseling
- Provides education planning
- Makes access to technical & vocational skills training
- Provides GED support
- Offers Work Experience/OJT Training
- Makes referrals
- Provides follow-up services
- Promote co-enrollment of 167 customers with One-Stop partners as appropriate

Telamon agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

Telamon agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

Telamon will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" for participants as applicable.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Workforce Centers per scheduled negotiations.
- Refer farmworkers to Telamon for 167 eligibility determination.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination may be based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

TELAMON CORPORATION

Kathy Bullano

Kathy Bullano, Regional Manager

2-11-13

Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena Ross

Everlena Ross, Executive Director

2-11-13

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHERN AREA AGENCY ON AGING
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and the Southern Area Agency on Aging (SAAA) to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in the City of Danville.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Danville until such time the Board and CLEO's deem. The Workforce Center's will be located at 211 Nor Dan Drive, Suite 1055, Danville, Virginia and 13995 US Hwy 29 Suite 400, Chatham, VA 24531. Intake and referrals will take place at all PCCA office sites in the county and city.

SAAA will accept referrals and screen applicants for eligibility for participation in the Senior Community Service Employment Program funded under Title V of the Older Americans Act. Enrollment in the program is limited to eligibility, enrollment priorities, equitable distribution, suitability and/or job readiness, and the availability of slots. Those enrolled in the program will receive on-the-job experience and/or training, a limited wage, and supportive services for which they qualify.

The SAAA SCSEP will provide the following:

1. Core Services provided to Workforce Career Center partners and customers:

- SCSEP Outreach/Recruitment
- SCSEP Intake
- Orientation to SCSEP
- Information relative to SAAA, SCSEP services
- SCSEP Eligibility determination
- Referrals for services

2. Intensive services provided to eligible SCSEP participants who are enrolled in SCSEP:

- Assessment
- Case Management
- Individual Employment Plan (IEP)
- Career Counseling
- On-the-Job Experience
- Job Referral and Placement
- Referrals to other agencies
- Supportive Services
- Job Search Skills Training
- Follow-up/retention as required by SCSEP
- Federal Subsidized wages when assigned in work and classroom activities

SAAA will provide information, brochures, applications, and other material to be available to customers to the extent funding is available to do so. SAAA will make referrals, phone calls, and schedule appointments to meet with potential Title V customers at the One Stop Center, (s), the SAAA office in Martinsville, and/or at a mutually convenient location whichever is appropriate.

SAAA further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

SAAA agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

SAAA will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" each participant.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Career Centers per scheduled negotiations.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination may be based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

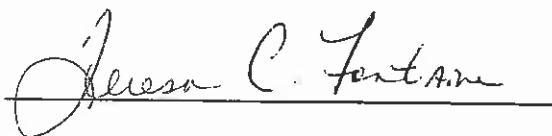
The partners must be responsible for, and agree to indemnify and hold harmless, the Commonwealth of Virginia from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Commonwealth of Virginia as a result of a party's failure to comply with the provisions of the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

DANVILLE DIVISION OF SOCIAL SERVICES



Teresa C. Fontaine
Director



Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena Ross

Everlena Ross, Executive Director

2-11-13

Date

MEMORANDUM OF UNDERSTANDING
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED
TO
PITTSYLVANIA COUNTY SCHOOLS

Pittsylvania County Community Action, Incorporated has agreed to be the lead agency to provide services to Pittsylvania County Adult and Dislocated Worker Program of the Workforce Investment Act.

Pittsylvania County Community Action has entered into agreements with Pittsylvania County Schools.

The following is the services Pittsylvania County Schools agreed to provide support for the Adult and Dislocated Worker Program:

Pittsylvania County Schools agrees to provide the following support:

- **Adult education and literacy activities**
- **GED preparation**
- **Guidance and Counseling**
- **TABE testing to determine academic skills levels.**
- **Adult education and literacy activities**
- **Follow-up**
- **Referrals for WIA Adult services**

PCS agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

PCS will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" for each participant.

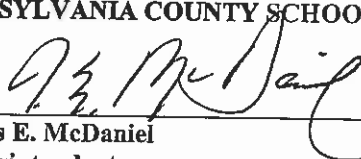
Pittsylvania County Community Action agrees to the following:

- **To provide the overall management of the WIA Adult and Dislocated Worker programs in Pittsylvania County**
- **To provide the initial intake and certification of all Adults and Dislocated Workers of Pittsylvania County to determine eligibility for services under WIA.**
- **To monitor Adult and Dislocated Worker services outlined in the proposal.**
- **To provide supportive services to Adults and Dislocated Workers as specified in the proposal.**
- **To provide the necessary staff to manage the overall operation of the program.**

This agreement will be in effect for one year, or the period of the funded WIA contract.

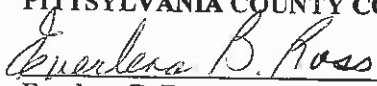
This agreement maybe terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination maybe based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

PITTSYLVANIA COUNTY SCHOOLS


James E. McDaniel
Superintendent

2-8-13
Date

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED


Everlena B. Ross
Interim Executive Director

2-11-13
Date:

MEMORANDUM OF UNDERSTANDING
BETWEEN
DANVILLE DIVISION OF SOCIAL SERVICES
AND
PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

This Memorandum of Understanding (MOU) is entered into between Pittsylvania County Community Action, Incorporated (PCCA) and the Danville Division of Social Services (DSS) to provide Workforce Investment Act (WIA) services to the adult and dislocated worker population in the City of Danville.

The mutual understanding of the parties is expressed below:

- The memorandum is effective from July 1, 2013 to June 30, 2015. Pittsylvania County Community Action, Incorporated ("Operator") will serve as the Comprehensive Workforce Center for Pittsylvania County and the City of Danville until such time the Board and CLEO's deem. The Workforce Center's will be located at 211 Nor Dan Drive, Suite 1055, Danville, Virginia and 13995 US Hwy 29 Suite 400, Chatham, VA 24531. Intake and referrals will take place at all PCCA office sites in the county and city.

The Danville DSS will provide the following:

- Support the proposed offices to be the designated One-Stop Centers
- Conduct client assessments and/or reassessments and develop service plans
- Provide job readiness training
- Provide information on employment opportunities
- Distribute employment related pamphlets and brochures
- Provide information on educational job skills and training opportunities
- Counsel participants in areas of job retention and career progression
- Provide training to the Consortium partners relating to programs available through the local DSS
- Work closely with the partners for case coordination, case management purposes and supportive services
- Work with eligible participants to assure day-care needs are met
- Provide research into possibility of satellite access through video conferencing to allow clients/customers to have face-to-face interaction with partners as needed.

DSS further agrees to allow PCCA to have access to records pertaining to the partnership agreement and to retain such records for such period of time as required by WIB contracts and WIA legislative requirements.

DSS agrees to cooperate with any fiscal audits or programmatic monitoring activities that are conducted under the provisions of WIB contracts or legislative requirements.

DSS will take appropriate measures to enable exchange of client information with PCCA in order to enable coordination and collaboration in pursuit of positive outcomes. This includes obtaining signed release of information forms specifying "PCCA for case management purposes" each participant.

Pittsylvania County Community Action agrees to the following:

- To provide the overall management of the WIA Adult and Dislocated Worker Programs in the City of Danville and Pittsylvania County.
- To provide the initial intake and certification to determine eligibility for services under WIA.
- To monitor services outlined in the proposal.
- To provide supportive services as specified in the proposal.
- To provide the necessary staff to manage the overall operation of the program.
- To provide space for partner staff in both Career Centers per scheduled negotiations.

DISPUTE/GRIEVANCE RESOLUTION:

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

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

This agreement may be terminated within 60 calendar days of written notice to the West Piedmont Workforce Investment Board and to PCCA. Termination maybe based on noncompliance of agreed upon contracted services, and when all channels of resolution have been exhausted.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS:

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations or on the basis of any other classification protected under state and federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted, as required by law.

The partners to this MOU assure that they will comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998 and its implementing regulation at 29 CFR Part 37.

The partners to this MOU must comply with all State and Federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the LWIB, and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon request of the LWIB or the commonwealth, furnish all necessary employment documents and records to the LWIB or the Commonwealth for purposes of investigation to ascertain compliance with the provisions of this clause. In addition, all partners must permit access to its books, records and accounts as necessary. If the partners to this MOU do not possess documents or records reflecting the necessary information requested, the parties must furnish such information on reporting forms supplied by the LWIB or Commonwealth.

The partners to this MOU will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76.

The partners must be responsible for, and 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 the paragraph above.

SIGNATURES:

This document contains the entire understanding of all partners to the MOU, there are no promises or undertakings either oral or written, other than those expressly set forth herein. Any and all previous dealings between the parties as to matters covered by this MOU are merged into this document. If a court of competent jurisdiction holds any part or parts to this MOU invalid, the remainder of the agreement shall be enforceable as written.

The individuals whose signatures appear on this document represent that they are duly authorized by their respective organizations to sign this MOU. Each signatory further represents that this document have been reviewed and approved by their respective organizations in accordance with all applicable laws, ordinances, organizational regulations and policies, or procedures governing the review and execution of contracts. The laws of the Commonwealth of Virginia shall govern this MOU.

DANVILLE DIVISION OF SOCIAL SERVICES

John Moody

John Moody
Director

Date

3/1/13

PITTSYLVANIA COUNTY COMMUNITY ACTION, INCORPORATED

Everlena Ross

Everlena Ross, Executive Director

Date

3-1-13