

MARTINSVILLE-HENRY COUNTY

Local One-Stop Partnership Memorandum of Understanding Workforce Investment Act

MOU-12-229

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

Purpose of this MOU

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

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

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

- **Vision** – To envision a region with a world class workforce that is competitive in a global economy
- **Mission** – To connect individuals with 21st century skills and talents to meet the needs of business
- **Goals**
 - Enhance the basic skill level of workers to increase access to employment opportunities and post secondary education
 - Develop a region-wide collaborative of economic and workforce organizations to proactively address regional needs
 - Increase public awareness of and support for education and training for quality jobs and poverty alleviation

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

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

JOB SEEKER SERVICES

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

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| | | |
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| | Organization's governing rules; and, Out of the area job search assistance/relocation assistance. | |
|--|--|--|

BUSINESS SERVICES

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

Definition of Roles and Relationships of Partners

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

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

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

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

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

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

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

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

- Promotes awareness of the One Stop system, including public relations, and customer development, with advice from the One Stop Center Operator and/or

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individual program managers.

- Provides operational and grant-specific guidance to the One Stop Operator.
- Monitors operations and quality control of system.

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

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

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

General:

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

Operational:

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

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

Monitoring and Evaluation:

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

One Stop Systems Oversight Manager

Duties Include:

- Be the liaison to the WPWIB and the Program Planning & Development Committee on behalf of Workforce Center Management Team.
- Manages the day-to-day operations of Virginia Workforce Center facilities.
- Determines functional teams necessary for the operation of Centers with approval of the Management Team.
- Assigns appropriate staff to participate in functional teams.
- Develops operational procedures for the functional teams.
- Drafts position descriptions for the functional teams.
- Attends to and resolves facilities issues such as contacting the landlord, IT issues, etc.
- Conducts training and develops systems to ensure the safety and security of center staff and equipment.
- Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
- Develops One Stop Center staff orientation to inform, establish expectations; and address issues and concerns.

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- Reports directly to the WPWIB's Deputy Director with oversight from management team.
- WIA, VEC and DRS Managers will be on call on a monthly rotation in the absence of the One Stop Systems Oversight Manager.

Local Workforce Partners:

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

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

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

Referral Method for the Universal Customer

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

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

Information Sharing and Performance Tracking

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

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

Financing and Allocating Costs

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

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

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

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

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Breach of MOU

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

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

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

Miscellaneous Provisions

- **Mutual Respect of Organizational Practices**

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

- **Indemnification and Liability**

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

- **Impasse Resolution**

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

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

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Modification Process

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

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

Duration of the MOU

This MOU is entered into this first day of January, 2012, and will remain in effect until June 30, 2013, subject to annual renewal review by the Management Team and WPWIB staff in July of forthcoming years. This MOU will become effective as of the date of signing by the final signatory. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

Equal Opportunity and Nondiscrimination Obligations

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

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

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

**MARTINSVILLE ONE STOP LEASE
RENT REPORT**

| Occupant | Monthly Base Rent 12/01/10 | Monthly Base Rent 12/01/11 | Monthly Base Rent 12/01/12 | Monthly Base Rent 12/01/13 | Monthly Base Rent 12/01/14 | Monthly Base Rent 12/01/15 | Monthly Base Rent 12/01/16 | Monthly Base Rent 12/01/17 | Monthly Base Rent 12/01/18 | Monthly Base Rent 12/01/19 |
|---------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| DRS | 2,331.77 | 2,366.75 | 2,402.25 | 2,438.28 | 2,474.86 | 2,511.98 | 2,549.66 | 2,587.90 | 2,626.72 | 2,666.12 |
| VEC | 5,369.38 | 5,449.92 | 5,531.67 | 5,614.64 | 5,698.86 | 5,784.35 | 5,871.11 | 5,959.18 | 6,048.57 | 6,139.30 |
| PHCC | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 |
| SCEP | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 |
| ABE | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 |
| WIB Other | 1,878.02 | 1,906.19 | 1,934.78 | 1,963.80 | 1,993.26 | 2,023.16 | 2,053.51 | 2,084.31 | 2,115.58 | 2,147.31 |
| WIA-PCCA | 3,581.88 | 3,635.61 | 3,690.14 | 3,745.49 | 3,801.68 | 3,858.70 | 3,916.58 | 3,975.33 | 4,034.96 | 4,095.49 |
| PCCA-Block Grant | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 |
| TOTAL MONTHLY RENT | \$13,908.13 | \$14,116.75 | \$14,328.50 | \$14,543.43 | \$14,761.58 | \$14,983.01 | \$15,207.75 | \$15,435.87 | \$15,667.41 | \$15,902.42 |
| TOTAL ANNUAL RENT | \$166,897.56 | \$169,401.02 | \$171,942.04 | \$174,521.17 | \$177,138.99 | \$179,796.07 | \$182,493.01 | \$185,230.41 | \$188,008.86 | \$190,829.00 |

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Attachment 1: Cost Allocation Summary

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

Attachment 2: Cost Allocation

| ONE STOP LEASE - TOTAL RSF | | TOTAL RENT | | 12,138 RSF | | RATE/SF | | | | | |
|-----------------------------|-----------------------|----------------|---------------------------------|---|-------------------------------|--------------------------------------|--------|--------------------------|---------------------|------------------------------------|--|
| | | | | \$166,897.50 | | \$13.75 | | | | | |
| Occupant | Directly Assigned USF | Percentage | One Stop Shared Area Direct USF | Monthly One Stop Or Costs during 6 Month Rent Abatement | One Stop Common Divided Space | Circulation & Common Area Allocation | Unused | Total One Stop Lease RSF | Total Annual Rent | Monthly Rent Months 7-12 of 1st Yr | Total Amounts due Months 1-6 during Abatement Period |
| | 4,753 USF | | 3,706 USF | \$4,420 | | 3,679 USF | | 12,138 RSF | | | |
| State Agencies | | | | | | | | | | | |
| DRS | 797 | 16.72% | 821 | \$741 | | 817 | | 2,035 | \$27,961.25 | \$2,331.77 | \$741 |
| VEC | 1,835 | 38.81% | 1,431 | \$1,706 | | 1,420 | | 4,886 | \$64,432.90 | \$5,369.38 | \$1,706 |
| PHCC | 84 | 1.75% | 50 | \$80 | | 50 | | 163 | \$2,241.25 | \$186.77 | \$80 |
| TOTAL STATE AGENCIES | 2,696 | 56.72% | 2,302 | \$2,507 | | 2,687 | | 6,884 | \$94,635.00 | \$7,887.92 | \$2,507 |
| Local Partners | | | | | | | | | | | |
| SCEP | 84 | 1.75% | 50 | \$60 | | 50 | | 163 | \$2,241.25 | \$186.77 | \$60 |
| ABE | 84 | 1.75% | 50 | \$60 | | 50 | | 163 | \$2,241.25 | \$186.77 | \$60 |
| WIB Other | 841 | 17.44% | 500 | \$596 | | 496 | | 1,639 | \$22,530.25 | \$1,878.02 | \$596 |
| WIA-Goodwill | 1,224 | 25.75% | 954 | \$1,138 | | 947 | | 3,128 | \$42,962.50 | \$3,961.66 | \$1,138 |
| PCCA-Block Grant | 84 | 1.75% | 50 | \$60 | | 50 | | 163 | \$2,241.25 | \$186.77 | \$60 |
| TOTAL LOCAL PARTNERS | 2,057 | 43.28% | 1,604 | \$1,913 | | 1,692 | | 5,254 | \$72,242.50 | \$6,020.21 | \$1,913 |
| TOTAL ONE STOP LEASE | 4,753 | 100.00% | 3,706 | \$4,420 | | 3,679 | | 12,138 | \$166,897.50 | \$13,908.13 | \$4,420 |

***Taxes to calculate Landlord beginning w/2nd full lease year are equal to 80% of the cost of electricity & gas that exceeds Landlord's cost of the same during the 1st full lease year

Attachment 3: Rent Schedule

| MARTINSVILLE ONE STOP LEASE RENT REPORT | | | | | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|--|
| Occupant | Monthly Base Rent Year 1 | Monthly Base Rent Year 2 | Monthly Base Rent Year 3 | Monthly Base Rent Year 4 | Monthly Base Rent Year 5 | Monthly Base Rent Year 6 | Monthly Base Rent Year 7 | Monthly Base Rent Year 8 | Monthly Base Rent Year 9 | Monthly Base Rent Year 10 | |
| DRS | 2,331.77 | 2,366.75 | 2,402.25 | 2,438.25 | 2,474.86 | 2,511.98 | 2,549.66 | 2,587.90 | 2,626.72 | 2,666.12 | |
| VEC | 5,369.38 | 5,449.92 | 5,531.67 | 5,614.64 | 5,698.86 | 5,784.35 | 5,871.11 | 5,959.18 | 6,048.57 | 6,139.30 | |
| PHCC | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 | |
| SCEP | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 | |
| ABE | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 | |
| WIB Other | 1,878.02 | 1,906.19 | 1,934.78 | 1,963.80 | 1,993.26 | 2,023.16 | 2,053.51 | 2,084.31 | 2,115.58 | 2,147.31 | |
| WIA-Goodwill | 3,581.88 | 3,635.61 | 3,690.14 | 3,745.49 | 3,801.68 | 3,858.70 | 3,916.58 | 3,975.33 | 4,034.96 | 4,095.49 | |
| PCCA-Block Grant | 186.77 | 189.57 | 192.42 | 195.30 | 198.23 | 201.20 | 204.22 | 207.29 | 210.40 | 213.55 | |
| TOTAL MONTHLY RENT | \$13,908.13 | \$14,116.75 | \$14,328.50 | \$14,543.43 | \$14,761.58 | \$14,983.01 | \$15,207.75 | \$15,435.87 | \$15,667.41 | \$15,902.42 | |
| TOTAL ANNUAL RENT | \$166,897.56 | \$169,401.02 | \$171,942.04 | \$174,521.17 | \$177,138.99 | \$179,796.07 | \$182,493.01 | \$185,230.41 | \$188,008.86 | \$190,829.00 | |

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Attachment 4: Square Footage Use by Agency

| Occupant | Description | Direct USF | Allocated Circulation @ 43.5% | Total USF |
|-----------------------------------|--|--------------|-------------------------------|--------------|
| DRS | Rehab | 120 | 52 | 172 |
| DRS | Rehab | 120 | 52 | 172 |
| DRS | Program Support Tech | 84 | 37 | 121 |
| DRS | Office Services Specialist | 42 | 21 | 63 |
| DRS | Job Placement Counselor | 80 | 35 | 115 |
| DRS | VOC Evaluator | 120 | 52 | 172 |
| DRS | Evaluation Lab (50% shared cost w/WIB) | 225 | 98 | 323 |
| Totals | | 797 | 347 | 1,144 |
| VEC | Office Manager | 120 | 52 | 172 |
| VEC | Supervisor | 80 | 42 | 122 |
| VEC | Supervisor | 90 | 42 | 132 |
| VEC | Vec Representative (DVOP) | 80 | 35 | 115 |
| VEC | Vec Representative (DVOP) | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | WSR | 80 | 35 | 115 |
| VEC | Office Svc Specialist | 48 | 21 | 69 |
| VEC | Copy/Scan Fax Area | 35 | 15 | 50 |
| Totals | | 1,025 | 780 | 2,803 |
| Patrick Henry Community College | Postsecondary Vocational Education | 84 | 28 | 112 |
| Totals | | 84 | 28 | 112 |
| Adult Basic Education | Adult Education & Literacy | 84 | 28 | 112 |
| Totals | | 84 | 28 | 112 |
| Goodwill-SCEP | Title V Older Americans Act | 84 | 28 | 112 |
| Totals | | 84 | 28 | 112 |
| WIB-Other | Evaluation Lab (50% shared cost w/DRS) | 225 | 98 | 323 |
| WIB-Other | Regional Manager | 100 | 43 | 143 |
| WIB-Other | Receptionist | 48 | 21 | 69 |
| WIB-Other | Extra Space | 84 | 37 | 121 |
| WIB-Other | Extra Space | 84 | 37 | 121 |
| WIB-Other | 100 SF remaining after reduction of size of evaluation lab upon removing client proficiency room | 100 | 43 | 143 |
| Totals | | 641 | 279 | 920 |
| PCCA | PCCA/Comm Block Grant | 84 | 28 | 112 |
| Totals | | 84 | 28 | 112 |
| Goodwill Ind of the Valley | WIA Manager | 120 | 52 | 172 |
| Goodwill Ind of the Valley | WIA Admin/DSS | 48 | 21 | 69 |
| Goodwill Ind of the Valley | Business Service Rep | 80 | 35 | 115 |
| Goodwill Ind of the Valley | Service Coordinator | 84 | 28 | 112 |
| Goodwill Ind of the Valley | Service Coordinator | 84 | 28 | 112 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr | 80 | 35 | 115 |
| Goodwill Ind of the Valley | Accounting Clerk/Case Manager | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr-Youth | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr-Youth | 80 | 35 | 115 |
| Goodwill Ind of the Valley | WIA Case Mgr-Youth | 80 | 35 | 115 |
| Goodwill Ind of the Valley | Admin Asst/Case Mgrs | 48 | 21 | 69 |
| Totals | | 1,224 | 532 | 1,756 |
| TOTAL DIRECT PARTNER SPACE | | 4,763 | 2,887 | 6,620 |

c 5-14-12
PCCA

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

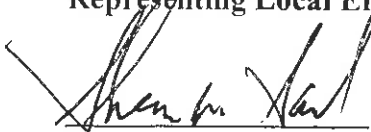
Attachment 4 Continued: Square Footage Use by Agency

| Occupant | Description | Direct USF | Allocated Circulation @ 43.5% | Total USF |
|----------|---|---------------|-------------------------------|--------------|
| Shared | Storage | 251 | 109 | 360 |
| Shared | File | 409 | 178 | 587 |
| Shared | Conference | 304 | 132 | 436 |
| Shared | Copy | 163 | 71 | 234 |
| Shared | Client Proficiency Room inside Evaluation Lab | 150 | 65 | 215 |
| Shared | Intake Training | 420 | 183 | 603 |
| Shared | Reference Library | 476 | 207 | 683 |
| Shared | Waiting Area | 578 | 251 | 829 |
| Shared | LAN Room | 75 | 33 | 108 |
| Shared | Breakroom | 210 | 91 | 301 |
| Shared | Men's Toilet | 169 | 74 | 243 |
| Shared | Women's Toilet | 189 | 74 | 243 |
| Shared | Client Toilet | 44 | 19 | 63 |
| Shared | Client Toilet | 44 | 19 | 63 |
| Shared | Client Toilet | 44 | 19 | 63 |
| Shared | Interview Room | 100 | 43 | 143 |
| Shared | Interview Room | 100 | 43 | 143 |
| | Totals | 3,706 | 1,612 | 5,318 |
| | | USF | Allocated USF | Total USF |
| | Total Identified Space | 8,459 | 3,679 | 12,138 |
| | Circulation/Corridors | 3,679 | 43.5% | |
| | Total One-Stop Space | 12,138 | | |

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

Signatures

Representing Local Elected Official (LEO) Consortium:

 Chairman WPWIB 5/14/12
 Signature Title Agency Date

Representing the West Piedmont Workforce Investment Board (WPWIB):

 Chair WPWIB 5-15-12
 Signature Title Agency Date

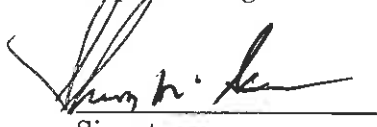
Representing WPWIB Executive Director:

 Executive Director WPWIB 5/15/12
 Signature Title Agency Date

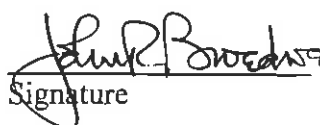
Representing One Stop Systems Oversight Manager:

 Regional One Stop Systems Oversight Manager WPWIB 5/9/12
 Signature Title Agency Date

Representing the One Stop Operator – Pittsylvania County Community Action:

 Executive Director PCA, Inc. 5/14/12
 Signature Title Agency Date

Representing Virginia Employment Commission:

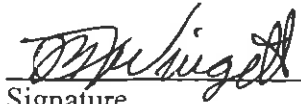
 Commissioner VEC 3/30/12
 Signature Title Agency Date

Representing Virginia Department of Rehabilitative Services:

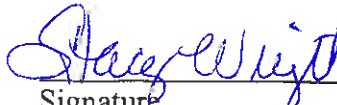
 James A. Rothrock, Commissioner 5.1.12
 Signature Title Agency Date

Representing Patrick Henry Community College:

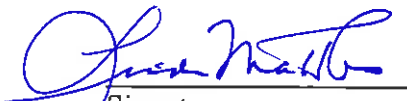
MARTINSVILLE-HENRY COUNTY
Local One-Stop Partnership Memorandum of Understanding
Workforce Investment Act

 President P.H.C.C. 5/15/12
Signature Title Agency Date

Representing West Piedmont Regional Adult Education:

 Exec. Dir. WPRAE 5/14/12
Signature Title Agency Date

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

 Sr. V.A. Goodwill 5/14/12
Signature Title Agency Date

Representing Community Services Block Grant – Pittsylvania County Community Action:

 Director PCC, Inc. 5/14/12
Signature Title Agency Date