



**VIRGINIA
CAREER WORKS**

**One Stop Center
MOU**

Version: June 28, 2019

West Piedmont Region

West Piedmont Workforce Development Board

LWDA Name

LWDB Name

**Virginia (VA) Career Works Service Delivery System
A Proud Partner of the American Job Center Network**

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Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. **Please note that a MOU is complete only when it's inclusive with the Infrastructure Funding Agreement (IFA).** This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the resource sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its' implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Memorandum of Understanding

This MOU is executed between the Local Workforce Development Board West Piedmont Workforce Development Board (LWDB), the VA Career Works system Partners (Partners), and the Chief Elected Official (CEO), Debra Buchanan, CLEO Chair, Henry County. They are collectively referred to as the "Parties" to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the VA Career Works Centers in the West Piedmont Region (LWDA). The LWDB provides local oversight of workforce programming for the LWDA.

The Resource Sharing Agreement and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the LWDA VA Career Works Center(s). The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the LWDA's high-standard Virginia Career Works system.

The Vision, Mission, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker, workers and business customers, as well as to the overall LWDA community.

Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The LWDB seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the LWDA create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

VISION

We envision meaningful employment and a high quality of life for every Virginian and a qualified, job-ready workforce for Virginia businesses.

MISSION

West Piedmont Region advances economic growth by preparing and connecting individuals with Virginia businesses looking to hire and build a stronger workforce.

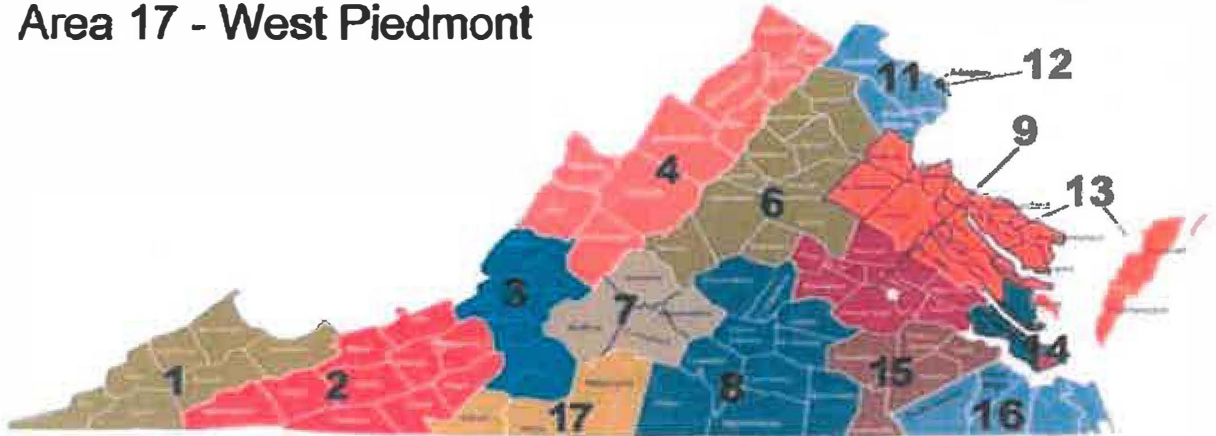
See *Attachment A: Definitions* for definitions pertaining to this MOU (Page 27)

System Structure

Virginia Career Works Centers

The LWDA has two comprehensive and two affiliate VA Career Works centers, also known as America's Job Centers that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (WIA) and continued by the WIOA, the centers offer a comprehensive array of services designed to match talent with opportunities.

Area 17 - West Piedmont



◆ Martinsville, VA Career Works Center (Comprehensive)

Antonio Logon, One-stop Manager	276.634-3600
233 W. Commonwealth Blvd. Martinsville, VA 24112	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

◆ Danville, VA Career Works Center (Comprehensive)

Antonio Logon, One-stop Manager	434.459-8220
211 Nor Dan Dr. Ste. 1055 Danville, VA 24541	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

◆ Stuart (Affiliate)

Antonio Logon, One-stop Manager	276.694-6542
108 West Blue Ridge St. Stuart, VA 24171	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

◆ Chatham (Affiliate)

Antonio Logon, One-stop Manager	434.433-2266
220 McGhee St. Chatham VA 24531	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

❖ One-Stop Operator(s)

The LWDB in consultation with the CEOs selected the one-stop operator, ROSS IES, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the LWDB website at: www.vcwest piedmont.org . Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Please note that it is very important to populate the table below by inserting the Partner identification information as outlined in specific detail in **VBWD Policy 300-02 One Stop Delivery: Comprehensive and Affiliate One-Stop Centers**.

Partners

Program	Partner Organization	Authorization/ Category	Signatory Official	Contact Information
Wagner Peyser Employment Services	VEC Title III		Ellen Marie Hess	david.scoven@vec.virginia.gov
Dept. of Aging and Rehabilitative Services Title IV	DARS Title IV		Kathryn Hayfield	kathryn.hayfield@dars.virginia.gov
Local Workforce Development Board Chief Local Elected Official	Debra Buchanan, CLEO WPWDB		Debra Buchanan	dbuchanan@co.henry.va.us
WIOA Title I Operator	ROSS IES (Title I Adult, Dislocated Worker, Youth)		Shawn Brenner, US CEO	sbrenner@rossprov.com
Dept of Education Title II	DOE - Adult Ed Title II		Stacey Wright	stacey.wright@fco.k12.va.us
Post Secondary Vocational Education (Perkins Act)	Patrick Henry CC		Dr. Angeline Godwin	agodwin@patrickhenry.edu / rhodges@patrickhenry.edu
	Post- Secondary Voc Ed (Perkins Act)			
Post Secondary Vocational Education (Perkins Act)	Danville CC		Dr. Bruce Scism	bscism@dcc.vccs.edu
	Post- Secondary Voc Ed (Perkins Act)			
Community Action	Pittsylvania County Community Action CAA		Everlena Ross	eross@pccainc.org
Community Action	STEP, Inc. Community Action Agency CAA		Marc Crouse	marc.crouse@stepincva.com
Community Recovery	Community Recovery Program		Lisa Smith/ Greg Preston	lismith@piedmontcsb.org /gpreston@piedmontcsb.org
Senior Community Service Employment Program	Goodwill SCSEP		Mary A. Gilmer	mgilmer@goodwillvalleys.com
American Job Corps	Job Corps		Susan Ferraro	ferraro.susan@jobcorps.org
Older Americans Act	Southern Area Agency on Aging Title V		Teresa Fontaine	tfontaine@southernaaa.org
Department	Department of Social Services Va. Initiative for Employment Not Welfare TANF		John Moody/ Amy Rice/ Chris Spaln	amy.w.rice@dss.virginia.gov /
				john.moody@dss.virginia.gov
Local Workforce Development Board	Virginia Career Works - West Piedmont		Guy Stanley, Interlm CEO	guy@vcwestpiedmont.org

TERMS AND CONDITIONS

Partner Services

At a minimum, partners will make the services listed below available, consistent with Virginia and LWDA policies and Virginia's WIOA Combined State Plan. Partner program services beyond those required may be provided on a case by case basis, with the approval of the LWDB and the CEOs, and must be included on the table below. Add as many rows as necessary.

BASIC CAREER SERVICES
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 8 workforce system.
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
Access to employment opportunity and labor market information.
Performance information and programs costs for eligible providers of training, education and workforce services.
Information on performance of the local Workforce system.
Information on the availability of supportive services and referral to such, as appropriate.
Information and meaningful assistance on UI claim filing
Determination of potential eligibility for workforce Partner services, programs, referrals.
Information and assistance in applying for financial aid for training and education program not provided under WIOA.
INDIVIDUALIZED CAREER SERVICES
Comprehensive and specialized assessments of skill levels and service needs.
Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
Referral to training services.
Group counseling.
Literacy activities related to work readiness.
Individual counselling and career planning
Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
Work experience, transitional jobs, registered apprenticeships and internships.
Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness).

TRAINING SERVICES
Occupational skills training through Individual Training Accounts (ITAs)
Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
On the Job Training (OJT)
Incumbent Worker Training
Programs that combine workplace training with related instruction which may include cooperative education.
Training programs operated by the private sector
Skill upgrading and retraining
Entrepreneurial training
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Other training services as determined by the workforce partner's governing rules

See **Attachment B: Partner Program Services** for details of local services provided by partner agencies. (Page 30)

Roles and Responsibilities of Parties

The Parties to this agreement will work closely together to ensure that all VA Career Works centers are high-performing work places with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended,
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336),
- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),

- ❖ Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- ❖ All amendments to each, and
- ❖ All requirements imposed by the regulations issued pursuant to these acts.

The previously listed provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

- ❖ Additionally, all Parties shall:
 - ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
 - ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
 - ❖ Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Elected Official

The CEO for the Local Workforce Development Area (LWDA) is Debra Buchanan, CLEO Chair. The CEO will, at a minimum:

- ❖ Approve the Local Workforce Development Board (LWDB) budget and workforce center cost allocation plan
- ❖ Approve the selection of the one-stop operator following the competitive procurement process, and
- ❖ Coordinate with the LWDB to oversee the operations of the LWDA VA Career Works system.

Local Workforce Development Board

The Local WDB ensures the workforce-related needs of employers, workers, and job seekers in the LWDA are met, to the maximum extent possible with available resources. The LWDB will, at a minimum:

- ❖ **In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,**
- ❖ **In cooperation with the Local CEO, design and approve the VA Career Works system structure. This includes, but is not limited to:**
- ❖ **Adequate, sufficient, and accessible one-stop center locations and facilities,**
- ❖ **Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),**
- ❖ **A holistic system of supporting services, and**
- ❖ **One or more competitively procured one-stop operators.**
- ❖ **In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),**
- ❖ **Determine the role and day-to-day duties of the one-stop operator,**
- ❖ **Approve annual budget allocations for operation of the VA Career Works system,**
- ❖ **Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,**
- ❖ **Leverage additional funding for the VA Career Works system to operate and expand one-stop customer activities and resources, and**
- ❖ **Review and evaluate performance of the LWDA and one-stop operator.**

Local Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- ❖ **Assist the CEO and the LWDB with the development and submission of a LWDA plan,**
- ❖ **Support the LWDB with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies, including all duties outlined above,**
- ❖ **Provide operational and grant-specific guidance to the one-stop operator,**
- ❖ **Investigate and resolve elevated customer complaints and grievance issues,**
- ❖ **Prepare regular reports and recommendations to the LWDB, and**
- ❖ **Oversee negotiations and maintenance of MOUs with one-stop Partners.**

One-Stop Operator(s)

Ross IES will oversee one Center Manager who will act as “functional leaders”. As such, they will have the authority to organize partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator, through the Center Managers, will, at a minimum:

- ❖ Manage daily operations, including but not limited to:
- ❖ Managing and coordinating Partner responsibilities, as defined in this MOU,
- ❖ Managing hours of operation, including the once weekly extended hours of operation,
- ❖ Coordinating daily work schedules and work flow based upon operational needs, and
- ❖ Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- ❖ Assist the Local WDB in establishing and maintaining the VA Career Works system structure. This includes but is not limited to:
- ❖ Ensuring that State requirements for center certification are met and maintained,
- ❖ Ensuring that career services such the ones outlined in WIOA sec. 134(c)(2) are available and accessible,
- ❖ Ensuring that LWDB policies are implemented and adhered to,
- ❖ Adhering to the provisions outlined in the contract with the West Piedmont Region and the West Piedmont Region Business Plan,
- ❖ Reinforcing strategic objectives of the LWDB to Partners, and
- ❖ Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.
- ❖ Ensuring integration of systems and services coordination for the center and its partners, placing priority on customer service.
- ❖ Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program’s authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
- ❖ Ensuring functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.
- ❖ Ensuring service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- ❖ Ensuring services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
- ❖ Oversee and coordinate partner, program, and VA Career Works system performance. This includes but is not limited to:

- ❖ **Providing and/or contributing to reports of center activities, as requested by the LWDB,**
- ❖ **Providing input to the formal leader (partner program official) on the work performance of staff under their purview,**
- ❖ **Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,**
- ❖ **Identifying and facilitating the timely resolution of complaints, problems, and other issues,**
- ❖ **Collaborating with the LWDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603),**
- ❖ **Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations,**
- ❖ **Evaluating customer satisfaction data and propose service strategy changes to the LWDB based on findings.**
- ❖ **Manage fiscal responsibilities and records for the center. This includes assisting the LWDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.**

The one-stop operator will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the LWDB. The LWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Partners

Each partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- ❖ **Effective communication, information sharing, and collaboration with the one-stop operator,**
- ❖ **Joint planning, policy development, and system design processes,**
- ❖ **Commitment to the joint mission, vision, goals, strategies, and performance measures as delineated in the local plan,**
- ❖ **The design and use of common intake, assessment, referral, and case management processes,**
- ❖ **The use of common and/or linked data management systems and data sharing methods, as appropriate,**
- ❖ **Leveraging of resources, including other public agency and non-profit organization services,**
- ❖ **Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and**
- ❖ **Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.**

Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- ❖ Customer data may be shared with other programs, for those programs' purposes, within the VA Career Works system only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop center and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records

Confidentiality

All parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect the confidentiality policies and legal requirements of all of the other Parties.

Each party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- ❖ Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the West Piedmont Region VA Career Works system,
- ❖ Develop materials summarizing their program requirements and making them available for Partners and customers,
- ❖ Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- ❖ Provide substantive referrals – in accordance with the XYZ Local WDA Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- ❖ Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- ❖ Commit to robust and ongoing communication required for an effective referral process, and
- ❖ Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

Accessibility

Accessibility to the services provided by the VA Career Works centers and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Virtual Accessibility

The LWDB will work with the VA Workforce Development Board (VA WDB) to ensure that job seekers,

For more information, please refer to the U.S. Department of Labor's Office of Disability Employment Policy's website at <https://www.dol.gov/odep/topics/CommunicationsAccess.htm>.

workers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the local board to post content through its website.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status,

or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all VA Career Works programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

Outreach

The LWDB and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner,
- ❖ An outreach plan to the region's human resources professionals,
- ❖ An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need,
- ❖ An outreach and recruitment plan for out-of-school youth,
- ❖ Sector strategies and career pathways,
- ❖ Connections to registered apprenticeship,
- ❖ A plan for messaging to internal audiences,
- ❖ An outreach tool kit for Partners,
- ❖ Regular use of social media,
- ❖ Clear objectives and expected outcomes, and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

Non-Discrimination and Equal Opportunity

All parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, 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 37 and 38.

Responsibilities of the Parties

All parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The parties acknowledge the West Piedmont Region and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the LWDB or the one-stop operator. Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia.

Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Drug and Alcohol-free Workplace

All parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification Regarding Lobbying

All parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

Debarment and Suspension

All parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

Priority of Service

All parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Salary Compensation and Bonus Limitations

Each party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Except as otherwise indicated herein, no party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other parties.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. All parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

Dispute Resolution

The following section details the dispute resolution process designed for use by the partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- ❖ All parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all parties to the MOU regarding the conflict within 10 business days.
- ❖ The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
- ❖ The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the partner agencies.
- ❖ The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- ❖ The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- ❖ The LWDB Chair (or designee) will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.

Modification Process

1. Notification of Partners

When a partner wishes to modify the MOU, the partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

2. Discussion/Negotiation

Upon notification, the LWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the parties. If the proposed modification is extensive and is met with opposition, the LWDB Chair (or designee) may need to call a meeting of the parties to resolve the issue. Upon agreement of all parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original

party. Upon execution, the LWDB Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a partner is unwilling to agree to the MOU modification, the LWDB Chair (or designee) must ensure that the process in the Dispute Resolution section as outline above is followed.

3. Signatures

The LWDB Chair (or designee) must immediately circulate the MOU modification and secure partner signatures. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Effective Period

This MOU is entered into as of July 1, 2019 and shall expire no later than June 30, 2022, unless any of the reasons in the Termination section apply.

Termination

This MOU will remain in effect until the end date specified in the Effective Period section, unless:

- ❖ All parties mutually agree to terminate this MOU prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the LWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the parties to the MOU must convene within thirty (30) days¹ after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above. All Parties agree that this MOU shall be reviewed not less than once every year to ensure appropriate funding and delivery of services.

¹ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

RESOURCE SHARING AGREEMENT

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the LWDA VA Career Works Centers. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the Resource Sharing Agreement (RSA) is to develop the overarching parameters in establishing a funding mechanism that:

- ❖ Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- ❖ Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program's effectiveness);
- ❖ Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;
- ❖ Ensures that costs are appropriately shared by VA Career Works partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance;
- ❖ Outlines and describes infrastructure costs; and,
- ❖ Describes additional costs (career services and shared services)²

The partners consider this RSA the master budget that is necessary to maintain the LWDA's high-standard VA Career Works system. Furthermore, the Resource Sharing Agreement (RSA) will be the actual document that reflects each partner's shared cost, or contribution, of funding the LWDA local VA Career Works Center(s) pursuant to the provisions of this MOU and its subparts.

LWDB and partners must complete the VA LWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be accepted by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSA will be reviewed on an annual basis, recognized as a separate agreement to this MOU and that all parties may announce their consensus of the RSA through the exchange of correspondence between the LWDB and partners or by some other agreed upon procedure. There is no required IFA for each of the two (2) Affiliate Center Sites, as shown on Attachment C.

All costs will be allocated according to partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The VA Career Works RSA is expected to be transparent and negotiated among partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

² Additional Costs: WIOA Section 121(i)(1) / Final Rule 678.760

RSA Timeline

Cost Allocation Methodology

Within the one-stop system, a variety of allocation methods may be used as agreed upon by the partners, which reflect the best measure of benefit received by the partner programs. The VA LWDA One-Stop Center Budget and Cost Allocation template only provides the following three options: (1) number of partner *program positions* dedicated to the one-stop center services; (2) *square feet occupied* by partner program staff; and (3) *number of one-stop center customers* served by partner program.

Cost Reconciliation and Allocation Base Update

All parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- ❖ Partners will provide the LWDB with the following information no later than thirty (30) days³ after the end of each quarter, as applicable:
 - ✓ Quarterly cost information and documentation of the actual costs,
 - ✓ Updated staffing information (per the 1st day of a new program year and the 1st day of each subsequent quarter), and
 - ✓ Updated square feet occupied, and
 - ✓ Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, the LWDB, or Fiscal Agent, will provide a RSA – Financial Status Report on or before 45 days after the end of the quarter.

INFRASTRUCTURE FUNDING

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the VA Career Works Center(s) including, but not limited to:

- ❖ Rental of the facilities;
- ❖ Utilities and maintenance;
- ❖ Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- ❖ Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

³ The time period incorporated here, and throughout this Example MOU, is for hypothetical purposes only. Neither WIOA nor its implementing regulations impose such a requirement.

All Parties to this MOU and separate RSAs for the Center(s) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the center or not.⁴ Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

Partners

Partners funding the costs of infrastructure according to the RSA are the same as identified in the RSA separate agreement for the Center(s).

Cost Allocation Methodology

All Parties agree that the cost allocation methodology for the costs of one-stop infrastructure will be the same as described in the [Cost Allocation Methodology](#) section of the MOU, subpart Resource Sharing Agreement.

Cost Reconciliation and Allocation Base Update

All Parties agree that the cost reconciliation and allocation base update for the infrastructure costs will be the same as described in the [Cost Reconciliation and Allocation Base Update](#) section of the MOU, subpart Resource Sharing Agreement.

⁴ When a local board has determined that a required program is not represented in the local workforce area (i.e., local area), then there is no requirement to include that program in the MOU. *For Example:* If there are no employment and training activities carried out by the Department of Housing and Urban Development (HUD) in the local area, then HUD would not be required to be a partner in that local workforce service delivery system. Thus HUD would not be a party to that local MOU. **Note:** It must be articulated in the MOU that a required program(s) is not available in the local area.

Attachment A: Definitions

One-Stop Delivery System

The one-stop delivery system (herein also referred to as the VA Career Works Service Delivery System) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]

Infrastructure Costs

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

Additional Costs

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

[WIOA sec. 121(i)(2); 20 CFR 678.760(b); 34CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

Resource Sharing Agreement (RSA)

The resource sharing agreement (RSA) of VA Career Works Center(s) is the financial plan that the one-stop partners, the CEO, and the Local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b)).

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in

proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

One-Stop operating costs include Infrastructure costs and additional costs, which are made up of applicable career service, shared operating costs and shared services.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

Funding Types

Cash

- ❖ Cash funds provided to the Local WOB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

Non-Cash⁵

- ❖ Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the one-stop center.

Third-Party In-Kind

- ❖ Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- ❖ Support the one-stop center in general; or
- ❖ Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

Allocation

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

Cost Objectives

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also 2 CFR §§ 200.44 Final cost objective and 200.60 Intermediate cost objective.

⁵ The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Attachment B: Partner Program Services

Partner Program: Virginia Employment Commission Website: http://www.vec.virginia.gov/	
Partner Program - Signatory Authority (Name, Job Title, email): Ellen Marie Hess, Commissioner EllenMarie.Hess@vec.virginia.gov	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Lucius Chandler, Jr., Manager (Danville) Lucius.Chandler@vec.virginia.gov , (434) 549-8220 Sharon Barksdale, Manager (Martinsville) Sharon.Barksdale@vec.virginia.gov , (276) 634-3600 Kimberly McIvor, District Manager Kimberly.McIvor@vec.virginia.gov , (434) 947-2052	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Danville and Martinsville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Wagner-Peyser Act <ul style="list-style-type: none"> - Provide basic career services and individualized career services for job seekers and workers - Initial assessment of skill levels, aptitudes, abilities, and supportive service needs - Conduct outreach regarding local workforce system's services and products - Provide access to labor market information and assist with the interpretation of this 	

information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and their earnings, skill requirements, and opportunities for advancement for such occupations

- **Conduct outreach and assist employers fill their workforce needs with qualified job seekers**
- **Provide customized recruitment and job applicant screening and referral services**
- **Conduct job fairs, use one-stop cent facilities for recruiting and interviewing job applicants**
- **Post job vacancies in the state labor exchange system and take and fill job orders**
- **Provide information regarding workforce development initiatives and programs**
- **Develop, convene, or implement industry or sector partnerships**
- **Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system**
- **Referral to training services**
- **Information on the availability of supportive services and referral to such as appropriate**

Unemployment Insurance

- **Provide information and services related to Unemployment Insurance taxes and claims**

Jobs for Veterans State Grant (JVSG)

- **Provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment**
- **Conduct outreach and assist employers fill their workforce needs with job seeking Veterans**

Rapid Response

- **Respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers to ensure rapid reemployment and to minimize the negative impacts of the layoff**

Trade Adjustment Assistance (TAA)

- **The TAA Program is a federal program established under the Trade Act that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The program develops On-the-Job Training (OJT) contracts**
- **Provide occupation skills training through Individual Training Accounts (ITAs)**
- **Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals**

Reemployment Services and Eligibility Assessments (RESEA)

- **Provide specialize assessments of skill levels and service needs**
- **Review of Unemployment Insurance**
- **Development of an individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals**
- **Referral to training services and reduction in duration of UI benefits**

Foreign Labor Certification

- **Process H-2A and H-2B foreign labor applications, conduct employer housing inspections, conduct prevailing wage and practice surveys, and conduct employer outreach for foreign labor programs**

Migrant Seasonal Farmworker Services

- **In and out of area job search and placement assistance**
- **Conduct outreach activities with growers and other employers**

Attachment B: Partner Program Services

Partner Program: ROSS IES Website: https://www.rossworks.com/	
Partner Program - Signatory Authority (Name, Job Title, email): Shawn Brenner CEO (US) SBrenner@rossprov.com	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Natalie Hodge Project Director nhodge@rossworks.com 276-634-3613	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence – Danville and Martinsville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): <ul style="list-style-type: none"> • Resume Development • Tutorials 	

• **Skills Assessment**

• **Workshops**

• **Hands-on Assistance**

• **Training Services**

Partner Program: Department of Social Services –Pittsylvania County

Website: <https://www.dss.virginia.gov/>

Partner Program - Signatory Authority (Name, Job Title, email):

Christopher R. Spain

Director

christopher.spain@dss.virginia.gov

Partner Program Local Area Contact (Name, Job Title, email and telephone number):

Christopher R. Spain

Director

christopher.spain@dss.virginia.gov

(434) 432-7281

**List of Services to be Made Available Through the
Virginia Career Works Center(s)**

Partner will participate in the following manner (indicate Center Name and type of contact):

1. Permanent Presence and Service Provision	Permanent Presence -- Chatham
2. Itinerant Presence and Service Provision	
3. Service Provision Only	

List services to be made available below (add additional pages if needed):

Attached.

Services Offered

Apply for Food Assistance

Learn more about the food assistance programs, including food stamps, available in Virginia. Apply for the Supplemental Nutrition Assistance Program (SNAP), Electronic Benefit Transfer (EBT) and more.

Apply for Social Services Benefits

The Virginia Department of Social Services develops and administers programs that provide timely and accurate income support benefits and employment services to families and individuals in the Commonwealth. These social services programs available through [CommuniHelp](#) help assist citizens as they transition from dependency on public assistance programs to self-sufficiency.

Child Care Assistance

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend education or training programs. The Child Care Subsidy Program services are child-centered and family-focused and support the broader objective of strengthening families' goals of economic self-sufficiency and quality early educational programs for their children.



Child Support Assistance

The Division of Child Support Enforcement (DCSE) helps locate noncustodial parents, establish paternity, collect monies owed to the children of Virginia.

Apply for TANF

The Temporary Assistance for Needy Families (TANF) program provides eligible families with a monthly cash payment to meet their basic needs.

Foster Care & Adoption

The Virginia Department of Social Services is committed to providing stability for all youth in foster care. Foster parenting involves providing a nurturing and supportive home to a child or sibling group on a temporary basis until the child or sibling group can be reunified with their prior custodian, placed with a relative or as a last option, placed for adoption.

Partner Program: Department of Social Services – Henry-Martinsville

Website: <https://www.dss.virginia.gov/>

Partner Program - Signatory Authority (Name, Job Title, email):

Amy Rice

Director

Amy.w.rice@dss.virginia.gov

Partner Program Local Area Contact (Name, Job Title, email and telephone number):

Amy Rice

Director

Amy.w.rice@dss.virginia.gov

(434) 432-7281

**List of Services to be Made Available Through the
Virginia Career Works Center(s)**

Partner will participate in the following manner (indicate Center Name and type of contact):

1. Permanent Presence and Service Provision	Permanent Presence – Martinsville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	

List services to be made available below (add additional pages if needed):

Attached.

Services Offered

Apply for Food Assistance

Learn more about the food assistance programs, including food stamps, available in Virginia. Apply for the Supplemental Nutrition Assistance Program (SNAP), Electronic Benefit Transfer (EBT) and more.

Apply for Social Services Benefits

The Virginia Department of Social Services develops and administers programs that provide timely and accurate income support benefits and employment services to families and individuals in the Commonwealth. These social services programs available through CommonHelp help assist citizens as they transition from dependency on public assistance programs to self-sufficiency.

Child Care Assistance

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend education or training programs. The Child Care Subsidy Program services are child-centered and family-focused and support the broader objective of strengthening families' goals of economic self-sufficiency and quality early childhood programs for their children.



Child Support Assistance

The Division of Child Support Enforcement (DCSE) helps locate noncustodial parents, establish paternity, collect monies owed to the children of Virginia.

Apply for TANF

The Temporary Assistance for Needy Families (TANF) program provides eligible families with a monthly cash payment to meet their basic needs.

Foster Care & Adoption

The Virginia Department of Social Services is committed to providing stability for all youth in foster care. Foster parenting involves providing a nurturing and supportive home to a child or sibling group on a temporary basis until the child or sibling group can be reunified with their prior custodian, placed with a relative or as a last option, placed for adoption.

Attachment B: Partner Program Services

Partner Program: Department of Social Services – City of Danville Website: https://www.dss.virginia.gov/	
Partner Program - Signatory Authority (Name, Job Title, email): John Moody Director John.moody@dss.virginia.gov	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): John Moody Director John.moody@dss.virginia.gov 434-799-6537	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence – Danville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Attached.	

Services Offered

Apply for Food Assistance

Learn more about the food assistance programs, including food stamps, available in Virginia. Apply for the Supplemental Nutrition Assistance Program (SNAP), Electronic Benefit Transfer (EBT) and more.

Apply for Social Services Benefits

The Virginia Department of Social Services develops and administers programs that provide timely and accurate income support benefits and employment services to families and individuals in the Commonwealth. These social services programs available through CommonHelp help assist citizens as they transition from dependency on public assistance programs to self-sufficiency.

Child Care Assistance

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of child care so they can work or attend education or training programs. The Child Care Subsidy Program services are child-centered and family-focused and support the broader objective of strengthening families' goals of economic self-sufficiency and quality early childhood programs for their children.

Foster Care & Adoption

The Virginia Department of Social Services is committed to providing stability for all youth in foster care. Foster parenting involves providing a nurturing and supportive home to a child or sibling group on a temporary basis until the child or sibling group can be reunified with their prior custodian, placed with a relative or as a last option, placed for adoption.



Child Support Assistance

The Division of Child Support Enforcement (DCSE) helps locate noncustodial parents, establish paternity, collect monies owed to the children of Virginia.

Attachment B: Partner Program Services

Partner Program: Goodwill SCSEP Website: https://www.goodwillvalleys.com/	
Partner Program - Signatory Authority (Name, Job Title, email): Mary Ann Gilmer Vice President of Mission Services mgilmer@goodwillvalleys.com	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Lisa Anderson Program Specialist landerson@goodwillvalleys.com 276-634-3603	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence – Martinsville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Attached.	



“I may have gotten a late start, but now I’m ready to go out on my own. It’s time to start my future.”

- Durwin Bonds, SCSEP Participant
at Goodwill Industries of the
Valleys (Roanoke)

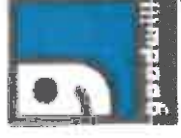
**Let Goodwill help
you return to the
workforce!**

To see if the program is a good fit for you, contact:
info@goodwillvalleys.com or (540) 581.0620 option 1.

Goodwill® proudly participates in the Senior Community Service Employment Program (SCSEP), a national employment and training program funded by the U.S. Department of Labor. A \$20,871,372 million grant from the U.S. Department of Labor provided 90 percent of the funding for Goodwill’s SCSEP programs in the program year 2018. Goodwill provided the remaining 10 percent through in-kind contributions worth \$2,330,152.44. See <http://www.goodwill.org/scsep/> for funding details.



“ Goodwill®
listened when
we said we
wanted to
work.”





Yes, I want to refresh my job skills and get paid while I train.”

If you are 55 years of age or older, have a low income*, and want to get back into the workforce, Goodwill can help. Get paid while learning new skills through the Senior Community Service Employment Program (SCSEP) at Goodwill.

Contact Goodwill today! Let Goodwill help you get on-the-job training. We will connect you with a local nonprofit or another community service agency, where you will get paid to build work experience. Then, Goodwill will help you take the skills you have learned and advance into permanent employment.

Goodwill® proudly participates in the Senior Community Service Employment Program (SCSEP), a national employment and training program funded by the U.S. Department of Labor. A \$20,971,372 million grant from the U.S. Department of Labor provided 90 percent of the funding for Goodwill's SCSEP programs in the program year 2018. Goodwill provided the remaining 10 percent through in-kind contributions worth \$2,330,152.44. See <http://www.goodwill.org/scsep/> for funding details.



Here's what to expect when you contact Goodwill:

- An initial assessment to determine if you meet the program criteria.
- An evaluation of your skills and interests.
- Placement with a local nonprofit or government agency.
- Paid, on-the-job training; typically 20 hours per week.
- Job-seeking and support services to help you earn a job you deserve.

Possible Training Sites
Past participants have been placed in a wide variety of community positions, including:

- Social service nonprofits
- Schools and libraries
- Daycare and senior centers
- Government agencies
- Health care centers

Attachment B: Partner Program Services

Partner Program: Community Recovery Program Website: https://www.piedmontcsb.org	
Partner Program - Signatory Authority (Name, Job Title, email): Lisa Smith Program Manager lismith@piedmontcsb.org	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Lisa Smith Program Manager lismith@piedmontcsb.org 276-638-0438	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence - Martinsville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Attached.	

Prevention Connection



Piedmont Community Services

Programs for Youth

- **Too Good for Drugs** is a primary prevention program that provides experiential learning activities to promote healthy choices, decision-making, goal setting, peer pressure, and ATOD education in 4th and 5th grade classes in Martinsville and Henry County and 4th, 6th, 8th, and 9th grade classes in Franklin County. This program is offered through a grant from the Virginia Foundation for Healthy Youth and the Harvest Foundation.
- **RELATE (Relationship Education Leading Adolescents Towards Empowerment)** is an interactive program, providing teens with opportunities to discuss and process the aspects of a healthy dating relationship. High school students in 10th, 11th, and 12th grade are trained in the summer to facilitate five sessions to all 9th grade health classes.
- **SOS (Signs of Suicide)** is a suicide prevention program facilitated in the 9th grade health classes and in 7th grade classes. This is a one-time program that gives information on the signs of depression, how get help, and how to help friends. There is a video and discussion followed by a depression screen assessment tool, which allows prevention specialists to detect risk factors for depression/suicide in teens. Depression screens can be administered if desired.
- **Problem Identification and referral services** are provided to students at risk for developing problems who are referred to Prevention Specialists. Skill building activities, small groups, information dissemination, and resources for students in middle and high schools are provided.
- **FACE IT** is a program offered through the Alternative programs for first-time offenders of substance abuse policies. This program provides 8 weeks of substance abuse education and requires parents to attend two sessions.
- **Support Group Services** are offered by Prevention Specialists who provide skill building activities, small groups, information dissemination, and resources for students in middle and high school. Groups are held for 8 weeks each with topics including social skills, anger management, study skills, self-esteem building, and others as needed.
- **CHILL (Communities Helping to Improve Local Lives)** is a youth task force consisting of volunteer high school students who are making positive choices. A 3-day training program provides education about the dangers of ATOD use, along with presentation skills and leadership training. The group meets monthly throughout the school year and participates in activities and events aimed at presenting positive alternatives for youth.
- **JV CHILL** is offered to 7th and 8th grade students to promote positive choices in their schools and communities. They meet monthly and are provided with training opportunities throughout the year.



Programs for Parents and Caregivers

- **Strengthening Families** is a program presented weekly for 14 weeks twice yearly. It is designed for families with children ages 6-11. Families who attend are provided with a meal, classes, childcare and character building activities for younger children, family fun nights, and stipends for perfect attendance. These weekly sessions give families an opportunity to strengthen their commitment to one another while improving their communication skills. This program is offered through a grant from the Department of Behavioral Health and Disability Services.
- **STEP (Systematic Training for Effective Parenting)** is a 7-session program for parents and caregivers of children of any age. Provided on a recurring basis daytime and evening.
- **Caught in the Middle** is for parents who are seeking a change in parental custody status. The program consists of 4 hours, is sanctioned by the Supreme Court of Virginia and is offered monthly for 2 hours on two separate nights. This program has a fee.

Programs for Community Members

- **ASIST (Applied Suicide Intervention Skills Training)** is a 14-hour training for suicide prevention.
- **MHFA (Mental Health First Aid)** is an 8-hour training offered to the public to recognize mental health issues and how to respond. There are two separate programs – one focusing on adult issues and one on youth issues.
- **SAFE TALK** is a 3 hour training to provide community members with skills needed to address suicide risk.
- **Drug-Free MHC** is a coalition of agency representatives, parents, and citizens who meet monthly to coordinate and implement environmental strategies developed by the committees and coalition members for the reduction of substance abuse and support of treatment and recovery programs in Martinsville and Henry County. This is a community task force that gathers professionals and volunteers to work together on creating a more positive environment for young people by supporting a decrease in availability of ATOD while offering constructive alternatives.
- **FRESH (Focus on Response and Education to Stay Healthy)** - This is a community coalition that gathers professionals and volunteers to work together on creating a more positive environment for young people by supporting a decrease in availability of ATOD while offering constructive alternatives. This group serves youth by providing events, parenting tips and other programs aimed at bringing about an ATOD and violence free community. FRESH sponsors positive messages in the media, including billboards and newspaper ads to help create an environment that encourages productive values and choices for our young people.
- **Speakers Bureau:** Prevention Specialists can provide presentations on a variety of topics for school personnel, parents, civic organizations. Some topics include: bullying, social media, stress management, and parenting topics.



Attachment B: Partner Program Services

<p>Partner Program: STEP, Inc</p> <p>Website: https://www.stepincva.com/</p>	
<p>Partner Program - Signatory Authority (Name, Job Title, email):</p> <p>Marc Crouse</p> <p>Executive Director</p> <p>Marc.crouse@stepincva.com</p>	
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</p> <p>Marc Crouse</p> <p>Executive Director</p> <p>Marc.crouse@stepincva.com</p> <p>540-483-5142</p>	
<p>List of Services to be Made Available Through the Virginia Career Works Center(s)</p>	
<p>Partner will participate in the following manner (Indicate Center Name and type of contact):</p>	
1. Permanent Presence and Service Provision	Permanent Presence - Martinsville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
<p>List services to be made available below (add additional pages if needed):</p> <ul style="list-style-type: none"> • Early Head Start and Head Start; • Youth services <ul style="list-style-type: none"> - LIFES Academy and Project Discovery • Senior Services <ul style="list-style-type: none"> - Meals on Wheels, transportation • Supportive Services 	

- Re-entry, homelessness prevention
- **Housing and weatherization**
- **Financial services**
 - Tax preparation assistance, financial education, individual development accounts

Attachment B: Partner Program Services

Partner Program: Southern Area Agency on Aging Website: http://www.southernaaa.org/	
Partner Program - Signatory Authority (Name, Job Title, email): Teresa Fontaine Executive Director tcfontaine@southernaaa.org	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Teresa Fontaine tcfontaine@southernaaa.org 276-632-6442	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Danville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed):	
Information and Assistance Help with identifying services to meet the particular needs of an older person, and assistance, if needed, with arranging services. Information on a wide variety of age-related topics.	
Senior Employment Services Job training and placement for people age 55 and older who meet the program's federal income guidelines.	

Transportation

To senior lunch sites, medical appointments, and grocery shopping.

Meals Served at Senior Lunch Sites

(called "congregate meals")

Recreation Activities

At senior centers and other central locations.

Health Promotion Activities

Such as group exercise, walking clubs, health awareness programs, nutrition counseling, "Chronic Disease Self Management Education" workshops, "Diabetes Self Management Education" workshops, and falls prevention program "A Matter of Balance".

Home Repair

Small jobs, and small modifications for safety and accessibility.

Insurance Counseling

About Medicare, Medicaid, Medicare Supplements, Medicare Prescription Drug Plans and long-term care insurance policies.

Emergency Services

Provides limited financial assistance for basic needs.

Adult Day Care

Stipends to help people with low income afford the cost of Adult Day Care.

Home-Delivered Meals

A hot lunch delivered on weekdays. Other types of meals like shelf stable and frozen meals are provided in some areas.

Personal Care

Help with bathing, dressing, grooming, and ambulation. Average level of service is two hours per day, two days per week.

Respite Care

Offers the caregiver a few hours off from the care of a family member who is age 60 and older. Average level of service is three hours, one day per week. Additional hours of respite may be available for the care of someone with Alzheimer's disease.

Care Coordination

Connects older people with a variety of services and resources that they need to stay well and independent.

Chore

Help with heavy household tasks and general maintenance of the home.

Long-Term Care Ombudsman

An advocate who resolves problems for people receiving long-term care. This includes people who live in nursing homes, assisted living facilities and people who receive home health services at home. The Ombudsman also provides information about long-term care.

Legal Assistance

For older citizens (who meet the program's federal income guidelines) in certain types of civil matters, such as consumer issues; housing problems; public benefits (e.g. Medicaid, Medicare, Social Security); pensions and retirement health benefits.

Mobility Management Services

Voucher Program (local non-emergency medical transportation), Miles 4 Vets (wheelchair-accessible transportation for veterans to Salem VA Medical Center and Danville Community-Based Outpatient Clinic), and Volunteer Driver Program (out-of-town non-emergency medical transportation). Programs serve people of all ages.

Attachment B: Partner Program Services

Partner Program: DARS Website: https://www.vadars.org	
Partner Program - Signatory Authority (Name, Job Title, email): Kathryn Hayfield Commissioner Kathryn.hayfield@dars.virginia.gov	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Tora Terry tora.terry@dars.virginia.gov 434-549-8213	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Danville and Martinsville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Attached.	



**VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES**

Our Mission

To improve the employment, quality of life, security, and independence of older Virginians, Virginians with disabilities, and their families.

The **Division of Rehabilitative Services** offers vocational rehabilitation to assist people with disabilities

to prepare for, secure, retain or regain employment. You may be eligible for these services if you have a physical, mental or emotional disability; this disability keeps you from working; you live, work or attend school in Virginia; and DRS certifies that there is a good chance that these services will result in your employment.



DARS works with many **Community Partners** and businesses to assist individuals with disabilities in achieving their goals of employment and/or independence.

- Brain Injury Services
- Centers for Independent Living
- Employment Services Organizations
- Virginia Assistive Technology System
- ATLFA
- One-Stop Workforce Centers
- Ticket to Work/Employment Networks
- High schools and higher education



Vocational rehabilitation counselors may provide or assist with:

- Physical and mental restoration
- Vocational evaluation/career exploration
- Vocational/Job training
- Job placement assistance
- Situational assessment
- Job development/job coaching



Assistive technology devices, services or accommodations may help consumers live and work independently. Services and supports are also available

to businesses to improve workplace accessibility. DARS can help identify potential resources for obtaining equipment through the Virginia Assistive Technology System, the Assistive Technology Loan Fund Authority and Centers for Independent Living.



The **Wilson Workforce and Rehabilitation Center** provides comprehensive, integrated medical and vocational rehabilitation services to enhance an individual's independence and employability. Its on-campus staff provide counselling, vocational evaluation and training, medical rehabilitation/clinical therapy services, driver education and life skills training.





DARS | VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES

The **Division for Community Living** administers programs that support older or vulnerable adults and individuals with significant disabilities to maximize their independence, employment and inclusion into society.

Our Disability Programs services include:

- Brain Injury Services Coordination
- Community Rehabilitation Case Management Services
- Dementia Services Coordination
- Independent Living Services
- Personal Assistant Services

Our Aging Programs serve older Virginians. DARS is committed to having livable communities for those who want to age in place or transition from facilities to community settings with long-term supports and services. They include:

- Information and referral
- Caregiver support
- Congregate and home-delivered meals
- Chronic disease self-management
- Virginia Insurance Counseling and Assistance Program (VICAP)
- Virginia GrandDriver
- Public guardianship and conservator program
- Councils on Aging, Alzheimer's Disease and Public Guardianship

No Wrong Door is a virtual system and statewide network of shared resources designed to streamline access to long term services and supports – connecting individuals, providers and communities across the Commonwealth.

The **Adult Protective Services Division** oversees local programs that investigate reports of abuse, neglect and exploitation of older or incapacitated adults. A variety of health, housing, social and legal services may be arranged to stop or prevent mistreatment. Services may include home-based care, transportation, adult day services, adult foster care, nutrition services and legal intervention.

The **Office of the State Long-Term Care Ombudsman** advocates for older persons receiving long-term care services. Local ombudsmen provide information, advocacy, complaint counseling and assistance in resolving care problems.

Disability Determination Services
DDS processes claims for federal benefits under the Social Security Disability Insurance and Supplemental Security Income Disability Programs. Virginia's DDS offices process approximately 85,000 in-state claims for benefits and about 15,000 claims for residents of other states each year.



For more information about DARS, visit www.vadars.org
8004 Franklin Farms Dr., Henrico, VA 23229
800-552-5019 | TTY dial 711

Connect with us



Attachment B: Partner Program Services

Partner Program: Danville Community College Website: https://danville.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Dr. Jacqueline Gill Powell President jackie.gillpowell@danville.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Shannon Hair Vice President of Institutional Advancement & Development Executive Director DCC Educational Foundation Email: shair@dcc.vccs.edu Telephone: (434) 797- 8495	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Danville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): 2D Art Design Printing <ul style="list-style-type: none"> • Business Management - Graphic Imaging Management Specialization • Commercial Art • Digital Art & Design • Digital Imaging and Photography • Graphic Communications 	

- Graphic Imaging Technology
- Printing Technology

Air Conditioning

- Air Conditioning & Refrigeration
- Air Conditioning & Refrigeration Servicing

Allied Health - Short Term programs

- Emergency Medical Services

Automotive

- Automotive Analysis & Repair

Beverage Food Hospitality

- Brewing, Distillation, & Fermentation-Career Studies Certificate
- Food Service Management Trainee-Career Studies Certificate
- Hospitality and Food Service - Career Studies Certificate

Business Management

- Business Management - Graphic Imaging Management Specialization

Cosmetology

- Cosmetology

Electrical Electronics

- Electrical / Electronic Equipment Servicing
- Electrical / Electronics Engineering Technology
- Electrical Concepts

- **Electronic Concepts**
- **Industrial Electrical and Electronic Principles Certificate**

Industrial Maintenance Pathways

- **Maintenance Mechanics Certificate**

Precision Integrated Machining Pathways

- **Machining Skills**
- **Precision Machining Technology**

Welding

- **Advanced Welding-CSC**
- **Basic Welding-CSC**
- **Welding**
- **Welding Technology Certificate**

Attachment B: Partner Program Services

Partner Program: Pittsylvania County Community Action Website: http://www.pccainc.org	
Partner Program - Signatory Authority (Name, Job Title, email): Everlena Ross Executive Director eross@pccainc.org	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Everlena Ross Executive Director eross@pccainc.org Phone: 434-432-8250	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Martinsville and Danville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed):	
<ul style="list-style-type: none"> • Volunteer Income Tax Assistance (VITA) Program • Virginia Cares, Inc. is designed to assist ex-offenders in becoming productive citizens. Our focus is stabilization with employment and career counseling while assisting with basic essentials, such as housing, transportation, etc. Job readiness workshops and support group meetings are also provided. 	

- **SouthWest Cares - Providing assistance to returning citizens, focusing on stabilization with employment and career counseling while assisting with education, housing, transportation.**
- **Assist low-income clients with indoor water**
- **Assist eligible clients with emergency home repairs**
- **Assist disabled and handicap persons with emergency need ramps and handicap railings**

**Pittsylvania County
Community Action, Inc.**

PCCA Inc. Administrative Office

P.O. Box 1119 **434.432.8250**
348 North Main Street
Chatham, Virginia 24531

Head Start 434.432.8911

514 North Main Street
Chatham, Virginia 24531

Senior Nutrition 434.432.9232

514 North Main Street
Chatham, Virginia 24531

Senior Services Center 434.432.9545

508 North Main Street
Chatham, Virginia 24531

**PCCA Inc. Community Services
Center**

434.432.5627

18 South Main Street
Chatham, Virginia 24531

Weatherization

**TANF (Temporary Assistance to Needy Families)
Section-8**

PCCA Inc. Community Action

Danville

211 Nor Dan Drive, Suite 1055 **434.793.5627**

Danville, Virginia 24540

VITA – Tax Program

Summer Feeding Program

VACARES –Ex-Offender Program

SOUTH WEST CARES

HOWPA Program

TANF (Temporary Assistance to Needy Families)

Project Discovery

**Administrative Office
P.O. Box 1119
348 North Main Street
Chatham, Virginia 24531**



Administration

Phone: 434-432-8250

Fax: 434-432-3729

Website: www.pccainc.org

PITTSYLVANIA

COUNTY

COMMUNITY

ACTION

INC.



Our Mission

***To provide opportunities for
individuals and families to
overcome barriers, gain self-
sufficiency, and improve
quality of life.***



HOUSING SERVICES

WEATHERIZATION

- ♥ A program that provides low-income families to permanently reduce their energy bills by making their home more energy efficient.

SECTION 8

- ♥ A housing choice voucher assisting low-income families, the elderly and disabled to afford decent, clean rental housing.

INDOOR PLUMBING & REHABILITATION PROGRAM

- ♥ Provides for no interest loans to low-income homeowners whose dwellings lack basic functions.

SOUTHEAST RURAL R-CAP

- ♥ Assist low-income clients with indoor water.

EMERGENCY HOME REPAIR

- ♥ Assist eligible clients with emergency home repairs.

ACCESSIBILITY AND REHABILITATION PROGRAM

- ♥ Assist disability and handicap persons with emergency need ramps and handicap railings.

ELDERLY SERVICES

SENIOR NUTRITION (MEALS ON WHEEL)

- ♥ Provides low cost nutritionally sound meals to elderly citizens who are physically unable to prepare their own meals and to live an independent life in their home.

SENIOR SERVICES

- ♥ Provides seniors the choice of continuing to live an independent life by providing congregate meal sites, specialized transportation fitness and healthy living programs.

CHILDREN AND YOUTH SERVICES

HEAD START

- ♥ A pre-school child development program that provides comprehensive services to children and families with a focus on school readiness. The program also provides services to children with disabilities.

SUMMER FEEDING PROGRAM

- ♥ Serves nutritional meals to children ages 18 and under to children at DRHA, Boys and Girls Club, Vacation Bible Schools in our service area. Objective of the program is to offer nutritious meals during times that schools are out to children who might not otherwise have access to an adequate lunch.

PROJECT DISCOVERY

- ♥ Provides sophomores, juniors and seniors high school students in Pittsylvania County with educational and cultural activities to encourage exposure to post secondary education.

VACARES & SOUTHWEST CARES

- ♥ Provides assistance to EX-Offenders to become productive citizens. The focus is stabilization with employment and career counseling while assisting with education, housing, career counseling and transportation.

TANF (Temporary Assistance for Needy Families)

- ♥ Provides families in crisis situations with available resources including utility/rental assistance in Danville, Martinsville, Henry County and Pittsylvania County

VITA (Volunteer Income Tax Assistance)

- ♥ Provide free federal and state tax return preparation for eligible clients.

HOPWA (HOUSING OPPORTUNITIES for Persons with HIV/AIDS)

- ♥ HOPWA is a program that provides emergency as well as long term housing and supportive services to individuals living with HIV or AIDS in Danville, Pittsylvania County, Halifax County, Mecklenburg County and Brunswick County.



Attachment B: Partner Program Services

Partner Program: Adult Education Website: http://www.wprae.com	
Partner Program - Signatory Authority (Name, Job Title, email): Stacey Wright Administrator Email: stacey.wright@frco.k12.va.us	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Stacey Wright Administrator Email: stacey.wright@frco.k12.va.us Phone: (540) 484-1281	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Martinsville and Danville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Attached	

Attachment B: Partner Program Services

Partner Program: Patrick Henry Community College Website: http://www.ph.vccs.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Dr. Angellne Godwin President agodwin@patrickhenry.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Rhonda Hodges Vice President, Workforce, Economic and Community Development Email: rhodges@patrickhenry.edu Phone: 276-656-0256	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (Indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Martinsville)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): FastForward Program (Formally Workforce Credentials Grant or WCG) Fastforward is a short-term training that leads to industry credentials based on the needs of local employers. Most programs take between 6 and 12 weeks.	
Eligible Workforce Training Programs: <ul style="list-style-type: none"> • CDL Tractor Trailer Training • Certified Nurse Aide (CNA) • Certified Billing and Coding Specialist w/ Microsoft Office 	

- Registered Medication Aide
- Cisco Certified Network Associate (CCNA)
- Community Dental Health Coordinator
- Dental Assisting Program
- Certified Clinical Medical Assistant
- Core-Introductory Craft Skills
- Certified Production Technician
- Electrical Groundsman
- HOPE Customer Service
- HOPE Food Service
- HVAC Level 1 - 4
- Manufacturing Training
- Plumbing Level 1 - 4
- Phlebotomy Technician
- Siemens SMSCP Level 1 (Mechatronics Boot Camp)
- Veterinary Assistant

Attachment C: Affiliate Center Site Cost

The use of the sites below is provided to the system at no cost. Therefore, there is no separate Infrastructure Funding Agreement required.

Stuart (Affiliate)

Antonio Logon, One-stop Manager	276.694-6542
108 West Blue Ridge St. Stuart, VA 24171	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

Chatham (Affiliate)

Antonio Logon, One-stop Manager	434.433-2266
220 McGhee St. Chatham VA 24531	alogan@rossworks.com
8:30-5:00 M-F	www.vcwwestpiedmont.com

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Ellen Marie Hess, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Ellen Marie Hess
Signature

12/05/2019
Date

Ellen Marie Hess, Commissioner
Print Name and Title

Virginia Employment Commission
Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, DEBRA P. BUCHANAN, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Debra P. Buchanan
Signature

12-3-19
Date

DEBRA P. BUCHANAN
Print Name and Title

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Shawn Brenner, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

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- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature

11/25/19

Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions Corp.

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Stacey Wright, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

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- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.

Stacey Wright
Signature

12/4/19
Date

Stacey Wright - Reg. Program Manager
Print Name and Title

West Piedmont Reg. Adult Education
Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, _____ Angeline D. Godwin _____, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

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- ❖ This MOU July 1, 2019

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- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.

Angeline D. Godwin
Signature

12.4.19
Date

Angeline D. Godwin

President

Print Name and Title

Patrick Henry Community College

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, MARC CROUSE, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

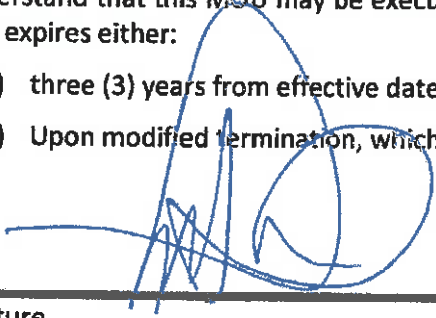
- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature _____

12/3/19

Date _____

MARC CROUSE, EXECUTIVE DIRECTOR

Print Name and Title _____

STEP, INC.

Agency Name _____

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Mary Ann Gilmer, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

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- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.



Signature

12/6/19

Date

Mary Ann Gilmer, Vice President of Mission Services

Print Name and Title

Goodwill Industries of the Valleys

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, TERESA C. FONTAINE, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Teresa C. Fontaine
Signature

12/4/19
Date

TERESA C. FONTAINE, EXECUTIVE DIRECTOR
Print Name and Title

Southern AREA Agency on Aging
Agency Name

20-092

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Kathryn Hayfield, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Kathryn Hayfield
Signature

12/20/19
Date

Kathryn Hayfield, Commissioner

Print Name and Title

Department for Aging & Rehabilitative Services

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, CHRISTOPHER R. SPAW, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.

Chris Spaw

Signature

12/11/19

Date

CHRISTOPHER R. SPAW

Print Name and Title

DIRECTOR

PENNSYLVANIA CO DSS

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Lisa Thompson, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:


- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature

12/15/19

Date

Lisa Thompson Assistant Director-BP

Print Name and Title

Henry-Martinsville DSS

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, John Moody, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

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- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

John Moody 11/26/19
Signature Date

John L. Moody, Director
Print Name and Title

Danville Department of Social Services
Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Everlena B. Ross, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Everlena B. Ross

Signature

12-10-19

Date

Everlena B. Ross, Executive Director

Print Name and Title

Pittsylvania County Community Action, Inc.

Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Guy P. Stanley, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.

Guy P. Stanley
Signature

11-22-19
Date

Guy P. Stanley - CEO, INTERIM
Print Name and Title

WPWDB
Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, _____, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

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- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature



Date



Print Name and Title



Agency Name

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Brian G. Preston, certify that I have read the information contained in this One-Stop Center MOU, July 1, 2019. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU July 1, 2019

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ This MOU July 1, 2019

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- three (3) years from effective date or
- Upon modified termination, whichever occurs earlier.



Signature

1/28/2020

Date

BRIAN G. PRESTON, Executive Director

Print Name and Title

Piedmont CSB

Agency Name

One-Stop Center Name:

Virginia Career Works: Danville Workforce Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	Customers Receiving Service	% of Total
VEC - Employment Services (Wagner-Peyser)	8.50	22.67%	889.00	19.83%	8.50	29.82%
WIOA Title I Adult	2.00	5.33%	200.00	4.46%	2.00	7.02%
WIOA Title I Dislocated Worker	1.00	2.67%	100.00	2.23%	1.00	3.51%
WIOA Title I Youth	2.00	5.33%	220.00	4.91%	2.00	7.02%
VEC - Jobs for For Veterans State Grant	1.00	2.67%	105.00	2.34%	1.00	3.51%
Trade Act (VEC)	0.00	0.00%		0.00%		0.00%
DARS Title IV	9.00	24.00%	1,737.00	38.75%		0.00%
DOE - Adult Ed	1.00	2.67%	64.00	1.43%	1.00	3.51%
DOE - Perkins		0.00%		0.00%		0.00%
DSS - SNAP		0.00%		0.00%		0.00%
DSS - TANF	1.00	2.67%	100.00	2.23%	1.00	3.51%
Pathways /Promise Grant	1.00	2.67%	120.00	2.68%	1.00	3.51%
Danville Community College	1.00	2.67%	100.00	2.23%	1.00	3.51%
Pittsylvania County Community Action	8.00	21.33%	688.00	15.35%	8.00	28.07%
WPWDB	1.00	2.67%	160.00	3.57%	1.00	3.51%
SAAA	1.00	2.67%	0.00	0.00%	1.00	3.51%
F		0.00%		0.00%		0.00%
G		0.00%		0.00%		0.00%
H		0.00%		0.00%		0.00%
I		0.00%		0.00%		0.00%
J		0.00%		0.00%		0.00%
K		0.00%		0.00%		0.00%
TOTALS:	37.50	100.00%	4483.00	100%	28.50	100%

List each partner's programs providing service through Virginia's Career Works Center; if the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

-Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with the program name information. The balance of the spreadsheets should be formatted appropriately to display the information.

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: **# of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours)**.

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works: Danville Workforce Center

Employment Services (Wagner-Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Jobs for Veterans State Grant	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP TANF	DSS - TANF	Pathways /Promise Grant	Danville Community College	Pittsylvania County Community Action	WPWDB	SAAA
COSTS															
Staff Costs:															
Salaries															
Benefits															
INFRASTRUCTURE COSTS															
Facility Costs:															
Rent															
Utilities (Garbage)															
Maintenance Contracts															
Repairs															
Security															
Property Tax															
Furniture & Fixtures															
Other (itemize below)															
Equipment/Communication Costs:															
Computer Hardware															
Computer Software															
Data Plan															
Telephone Equipment															
Telephone Service Fees															
Cell Phones															
Copier Equipment															
Fax Equipment															
Fax Service Fees															
Other Operations:															
Contract: One-Stop Operator															
General Supplies															
Freight & Messenger															
Printing (Outreach, Community Awareness, Signage)															
Other Outside Services (itemize below)															
Recruiting/Outreach															
Marketing/Community Awareness															
Staff Training															
Staff Travel															
TOTAL COSTS															

SHARED COSTS BY PARTNER OR PARTNER PROGRAM
ONE-STOP CENTER NAME:

Virginia Career Works: Danville Workforce Center

	BUDGET/ EXPENSE	VEC - Employment Services (Wagner-Peyser) Adult	WIOA Title Dislocated Worker	WIOA Title Youth	VEC - Jobs for Veterans State Grant	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Perkins SNAP	DSS - TANF	Pathways /Promise Grant	Danville Community College	Pittsylvania County Community Action	WPWDB	SAAA	TOTALS:
Staff Costs:																
Salaries	\$37,571	\$8,516	\$2,004	\$2,004	\$1,002	\$9,017	\$1,002	\$1,002	\$1,002	\$1,002	\$1,002	\$9,015	\$1,002	\$1,002	\$1,002	\$37,571
Benefits	\$8,600	\$1,949	\$459	\$459	\$229	\$2,064	\$229	\$229	\$229	\$229	\$229	\$1,835	\$229	\$229	\$229	\$8,600
INFRASTRUCTURE COSTS																
Facility Costs:																
Rent	\$166,024	\$32,923	\$7,407	\$8,148	\$3,469	\$64,328	\$2,370	\$2,370	\$3,703	\$4,444	\$4,444	\$3,703	\$25,480	\$5,925		\$166,024
Utilities (Garbage)	\$1,841	\$365	\$82	\$80	\$43	\$713	\$28	\$28	\$41	\$49	\$49	\$41	\$283	\$66		\$1,841
Maintenance Contracts																
Repairs																
Security	\$363	\$72	\$16	\$18	\$9	\$141	\$5	\$5	\$8	\$10	\$10	\$8	\$56	\$13		\$363
Property Tax																
Furniture & Fixtures																
Other (Itemize below)																
Equipment/Communication Costs:																
Computer Hardware	\$1,310	\$297	\$70	\$70	\$35	\$314	\$35	\$35	\$35	\$35	\$35	\$279	\$35	\$35	\$35	\$1,310
Computer Software																
Data Plan																
Telephone Equipment																
Telephone Service Fees	\$9,330	\$2,783	\$655	\$655	\$327											\$9,330
Cell Phones																
Copier Equipment	\$5,554	\$1,259	\$296	\$296	\$148	\$1,333	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$5,554
Fax Equipment																
Fax Service Fees																
Other Operations:																
Contract: One-Stop Operator																
General Supplies	\$1,163	\$264	\$62	\$62	\$31	\$279	\$31	\$31	\$31	\$31	\$31	\$248	\$31	\$31	\$31	\$1,163
Freight & Messenger																
Printing (Outreach, Community Awareness, Signage)																
Other Outside Services (Itemize below)																
Recruiting/Outreach																
Marketing/Community Awareness																
Staff Training																
Staff Travel																
TOTAL COSTS	\$231,756	\$48,428	\$11,050	\$11,801	\$5,713	\$78,190	\$4,174	\$4,174	\$5,525	\$6,276	\$6,276	\$39,999	\$7,777	\$1,773	\$1,773	\$231,756

- 1 Allocation based on number of staff
- 2 Allocation based on square feet occupied
- 3 Allocation based on number of customers served

suggested allocation method (see color key above).
Partners may agree on a different basis for
allocation, as long as it is appropriately supportable
and applied consistently. If a different allocation
method is applied, the percentages on the Partner
Information tab must be revised to reflect the
agreed on basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works: Danville Workforce Center

	VEC - Employment Services (Wagner-Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Jobs for Veterans State Grant	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Adult Perkins	DSS - SNAP	DSS - TANF	Pathways Promise Grant	Danville Community College	Pittsylvania County Community Action	WPWDB SAAA	TOTALS:
Staff Costs:																
Salaries	\$8,516	\$2,004	\$1,002	\$2,004	\$1,002		\$5,017	\$1,002	\$1,002	\$1,002	\$1,002	\$1,002	\$8,015	\$1,002	\$1,002	\$37,571
Benefits	\$1,949	\$469	\$229	\$469	\$229		\$2,064	\$229	\$229	\$229	\$229	\$229	\$1,835	\$229	\$229	\$8,600
INFRASTRUCTURE COSTS																
Facility Costs:																
Rent	\$32,923	\$7,407	\$3,703	\$8,148	\$3,889		\$64,328	\$2,370	\$3,703	\$3,703	\$4,444	\$4,444	\$25,480	\$5,925		\$166,024
Utilities (Garbage)	\$365	\$82	\$41	\$80	\$43		\$713	\$26	\$41	\$41	\$49	\$49	\$283	\$66		\$1,841
Maintenance Contracts																
Repairs																
Security	\$72	\$16	\$8	\$18	\$9		\$141	\$5	\$8	\$8	\$10	\$10	\$56	\$13		\$363
Property Tax																
Furniture & Fixtures																
Other (Itemize below)																
Equipment/Communication Costs:																
Computer Hardware	\$1,310	\$297	\$70	\$70	\$35		\$314	\$35	\$35	\$35	\$35	\$35	\$279	\$35	\$35	\$1,310
Computer Software																
Data Plan																
Telephone Equipment																
Telephone Services Fees	\$9,330	\$2,793	\$655	\$655	\$327		\$327	\$327	\$327	\$327	\$327	\$327	\$2,619	\$327	\$327	\$9,330
Cell Phones																
Copier Equipment	\$1,259	\$296	\$148	\$296	\$148		\$1,393	\$148	\$148	\$148	\$148	\$148	\$1,185	\$148	\$148	\$5,554
Fax Equipment																
Fax Service Fees																
Other Operations:																
Contract: One-Stop Operator																
General Supplies	\$1,163	\$264	\$62	\$62	\$31		\$279	\$31	\$31	\$31	\$31	\$31	\$248	\$31	\$31	\$1,163
Freight & Messenger																
(Outreach, Community Awareness, Signage)																
Other Outside Services (Itemize below)																
Recruiting/Outreach																
Marketing/Community Awareness																
Staff Training																
Staff Travel																
TOTAL COSTS	\$48,428	\$11,050	\$5,525	\$11,801	\$5,713		\$78,190	\$4,174	\$5,525	\$5,525	\$6,276	\$6,276	\$39,989	\$7,717	\$1,373	\$231,756
PARTNER RATIO	20.9%	4.8%	2.4%	5.1%	2.5%		33.7%	1.8%	2.4%	2.4%	2.7%	2.7%	17.3%	3.4%	0.8%	100.0%

OK!

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Ellen Marie Hess certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Ellen Marie Hess
Signature

12/05/2019
Date

Ellen Marie Hess, Commissioner
Print Name and Title

Virginia Employment Commission
Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Shawn Brenner certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.



Signature

11/25/19

Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions Corp

Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Stacey Weigt certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:

#254 will be paid towards shared costs

I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Danville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Stacey Weigt
Signature

12/4/19
Date

Stacey Weigt - Reg. Program Manager
Print Name and Title

YOUR AGENCY Name West Piedmont Reg. Adult Ed.
Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, TERESA C. FONTAINE certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:

SAAA is in Agreement to pay \$542 towards
Shared Costs.

I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Danville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Teresa C. Fontaine
Signature

12/4/19
Date

TERESA C. Fontaine, Executive Director
Print Name and Title

Southern Area Agency on Aging
YOUR AGENCY Name
Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, John Moody certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

John Moody
Signature

11/26/19
Date

John L. Moody Director
Print Name and Title

Danville Department of Social Services
Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Everlena B. Ross certify that I have read the information contained in this Infrastructure Funding Agreement **Danville** One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement **Danville** One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Everlena B. Ross

Signature

12-10-2019

Date

Everlena B. Ross, Executive Director

Print Name and Title

YOUR AGENCY Name

Pittsylvania County Community Action, Inc.

Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Guy P. Stanley certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Guy P. Stanley
Signature

11-22-19
Date

Guy P. Stanley - INTERIM CEO
Print Name and Title

YOUR AGENCY Name WPNDB
Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

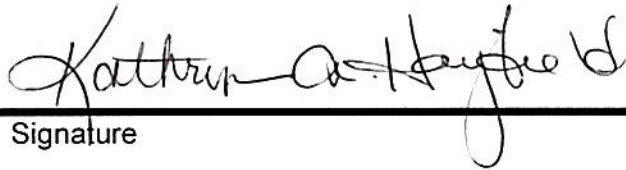
By signing my name below, I, Kathryn Hayfield certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

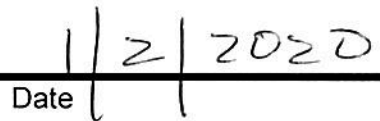
- ❖ Infrastructure Funding Agreement Danville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.



Signature



Date

Kathryn Hayfield, Commissioner

Print Name and Title

**Department for Aging & Rehabilitative
Services**

Agency Name

West Piedmont Region – Danville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

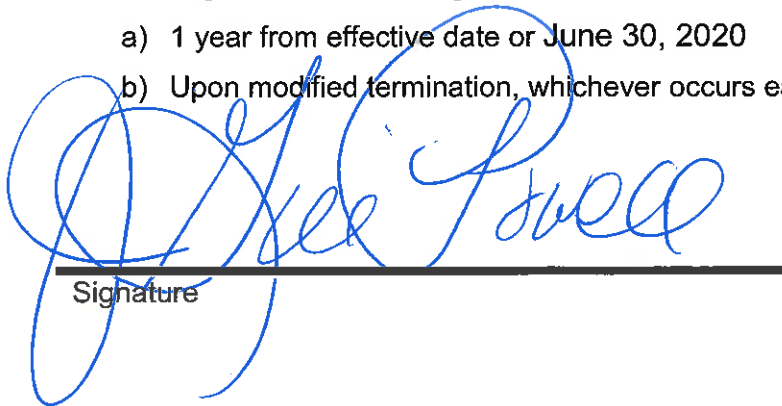
By signing my name below, I, Jacqueline Gill Powell certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.



Signature



Date

Jacqueline Gill Powell

President

Print Name and Title

Danville Community College

Agency Name

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (JULY 1ST 2019 - JUNE 30, 2020)

Is this a Comprehensive Center?

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME: Virginia Career Works: Martinsville Workforce Center

COSTS	TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:			
Salaries	\$39,600	\$39,600	\$0
Benefits	\$9,216	\$9,216	\$0
INFRASTRUCTURE COSTS		\$0	\$0
Facility Costs:		\$0	\$0
Rent	\$186,888	\$186,888	\$0
Utilities (Garbage)	\$2,043	\$2,043	\$0
Maintenance Contracts		\$0	\$0
Repairs		\$0	\$0
Security	\$497	\$497	\$0
Property Tax		\$0	\$0
Furniture & Fixtures		\$0	\$0
Other (itemize below)		\$0	\$0
		\$0	\$0
Equipment/Communication Costs:		\$0	\$0
Computer Hardware	\$2,166	\$2,166	\$0
Computer Software		\$0	\$0
Data Plan		\$0	\$0
Telephone Equipment		\$0	\$0
Telephone Service Fees	\$6,751	\$6,751	\$0
Cell Phones		\$0	\$0
Copier Equipment	\$4,168	\$4,168	\$0
Fax Equipment		\$0	\$0
Fax Service Fees		\$0	\$0
		\$0	\$0
Other Operations:		\$0	\$0
Contract: One-Stop Operator		\$0	\$0
General Supplies	\$3,036	\$3,036	\$0
Freight & Messenger		\$0	\$0
Printing (Outreach, Community Awareness, Signage)		\$0	\$0
Other Outside Services (itemize below)		\$0	\$0
Recruiting/Outreach		\$0	\$0
Marketing/Community Awareness		\$0	\$0
Staff Training		\$0	\$0
Staff Travel		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL COSTS	\$254,365	\$254,365	\$0

*Workshops & Accessibility Survey

One-Stop Center Name:

Virginia Career Works: Martinsville Workforce Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	Customers Receiving Service	% of Total
VEC - Employment Services (Wagner-Peyser)	6.00	20.69%	1,924.00	37.27%	6.00	28.57%
WIOA Title I Adult	2.00	6.90%	400.00	7.75%	2.00	9.52%
WIOA Title I Dislocated Worker	1.00	3.45%	200.00	3.87%	1.00	4.76%
WIOA Title I Youth	2.00	6.90%	320.00	6.20%	2.00	9.52%
VEC - Unemployment Insurance	0.00	0.00%	160.00	3.10%		0.00%
Trade Act (VEC)	1.00	3.45%	80.00	1.55%	1.00	4.76%
DARS Title IV	8.00	27.59%	897.00	17.38%		0.00%
DOE - Adult Ed	1.00	3.45%	64.00	1.24%	1.00	4.76%
DOE - Perkins		0.00%		0.00%		0.00%
DSS - SNAP		0.00%		0.00%		0.00%
DSS - TANF	1.00	3.45%	100.00	1.94%	1.00	4.76%
Pathways/Promise Grant	1.00	3.45%	120.00	2.32%	1.00	4.76%
Patrick Henry Community College	1.00	3.45%	100.00	1.94%	1.00	4.76%
Community Action Agency	1.00	3.45%	100.00	1.94%	1.00	4.76%
WPWDB	1.00	3.45%	417.00	8.08%	1.00	4.76%
Community Recovery Program	1.00	3.45%	100.00	1.94%	1.00	4.76%
Goodwill SCSEP	1.00	3.45%	100.00	1.94%	1.00	4.76%
VEC-Jobs for Veterans State Grant	1.00	3.45%	80.00	1.55%	1.00	4.76%
H		0.00%		0.00%		0.00%
I		0.00%		0.00%		0.00%
J		0.00%		0.00%		0.00%
K		0.00%		0.00%		0.00%
TOTALS:	29.00	100.00%	5162.00	100%	21.00	100%

List each partner's programs providing service through Virginia's Career Works Center; if the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

-Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with the program name information. The balance of the spreadsheets should be formatted appropriately to display the information.

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: **# of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours)**.

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME: Virginia Career Works: Martinsville Workforce Center

BUDGET/ EXPENSE	Employment Services (Wagner- Payser)	WIOA Title I Adult	WIOA Title II Dislocated Worker	WIOA Title III Youth	VEC - Unemployment Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP TANF	DSS - TANF	Pathways/ Promise Grant	Patrick Henry Community College	Community Action Agency	WPWDB	Community Recovery Program	Goodwill SCSEP	VEC-Jobs for Veterans State Grant
Staff Costs:																		
Salaries																		
Benefits																		
INFRASTRUCTURE COSTS																		
Facility Costs:																		
Rent																		
Utilities (Garbage)																		
Maintenance Contracts																		
Repairs																		
Security																		
Property Tax																		
Furniture & Fixtures																		
Other (itemize below)																		
Equipment/Communication Costs:																		
Computer Hardware																		
Computer Software																		
Data Plan																		
Telephone Equipment																		
Telephone Service Fees																		
Cell Phones																		
Copier Equipment																		
Fax Equipment																		
Fax Service Fees																		
Other Operations:																		
Contract: One-Stop Operator																		
General Supplies																		
Freight & Messenger																		
each, Community Awareness, Signage)																		
Other Outside Services (itemize below)																		
Recruiting/Outreach																		
Marketing/Community Awareness																		
Staff Training																		
Staff Travel																		
TOTAL COSTS																		

SHARED COSTS BY PARTNER OR PARTNER PROGRAM
ONE-STOP CENTER NAME:

Virginia Career Works - Martinsville Workforce Center

COSTS	BUDGET/EXPENSE	Employment Services (Wagner-Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployment Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Pathways/PTA Grant	Patrick Henry Community College	Community Action Agency	W/PWDB	Community Recovery Program	Goodwill/SCSEP	For Veterans State Grant	TOTALS:	
Staff Costs:																					
Salaries	1 \$33,600	\$8,193	\$2,731	\$1,366	\$2,731		\$1,366	\$10,924	\$1,366	\$1,366		\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$39,600	
Benefits	1 \$9,216	\$1,907	\$636	\$318	\$636		\$318	\$2,542	\$318	\$318		\$318	\$318	\$318	\$318	\$318	\$318	\$318	\$318	\$318	\$9,216
INFRASTRUCTURE COSTS																					
Facility Costs:																					
Rent	2 \$196,888	\$69,658	\$14,482	\$7,241	\$11,585	\$5,793	\$2,896	\$32,476	\$2,317	\$3,620		\$3,620	\$4,345	\$3,620	\$3,620	\$3,620	\$3,620	\$3,620	\$3,620	\$196,888	
Utilities (Garbage)	2 \$2,043	\$761	\$158	\$79	\$127	\$63	\$32	\$355	\$25	\$40		\$40	\$47	\$40	\$40	\$40	\$40	\$40	\$40	\$2,043	
Maintenance Contracts																					
Repairs																					
Security	2 \$497	\$185	\$39	\$19	\$31	\$15	\$8	\$86	\$6	\$10		\$10	\$12	\$10	\$10	\$10	\$10	\$10	\$10	\$497	
Property Tax																					
Furniture & Fixtures																					
Other (Itemize below)																					
Equipment/Communication Costs:																					
Computer Hardware	1 \$2,166	\$448	\$149	\$75	\$149		\$75	\$598	\$75	\$75		\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$2,166	
Computer Software																					
Telephone Equipment																					
Telephone Service Fees	3 \$6,751	\$1,929	\$643	\$321	\$643		\$321		\$321	\$321		\$321	\$321	\$321	\$321	\$321	\$321	\$321	\$321	\$6,751	
Cell Phones																					
Copier Equipment	1 \$4,168	\$862	\$287	\$144	\$287		\$144	\$1,150	\$144	\$144		\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$4,168	
Fax Equipment																					
Fax Service Fees																					
Other Operations:																					
Contract One-Stop Operator																					
General Supplies	1 \$3,036	\$628	\$209	\$105	\$209		\$105	\$838	\$105	\$105		\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$3,036	
Freight & Messenger																					
Community Awareness (Signage)																					
Other Outside Services (Itemize below)																					
Recycling/Outreach																					
Marketing/Community Awareness																					
Staff Training																					
Staff Travel																					
TOTAL COSTS		\$84,572	\$19,334	\$9,867	\$16,389	\$5,871	\$5,284	\$48,968	\$4,676	\$5,998	\$6,731	\$5,998	\$17,630	\$5,998	\$5,998	\$5,998	\$5,998	\$5,998	\$5,998	\$254,365	

- 1 Allocation based on number of staff
- 2 Allocation based on square feet occupied
- 3 Allocation based on number of customers served

Note: This spreadsheet allocates costs based on a suggested allocation method (see color key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently, if a different

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME: Virginia Career Works - Martinsville Workforce Center

BUDGET/EXPENSE	Employment Services (Wagner-Peyser)	WIDA Title I Adult	WIDA Title I Dislocated Worker	WIDA Title I Youth	VEC - Unemployment Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	DOE - Perkins SNAP	DSS - TANF	Pathways/Prontise Grant	Patrick Henry Community College	Community Action Agency	WPWDB	Community Recovery Program	Goodwill SCSEP	VEC-Jobs for Veterans State Grant	TOTALS:	
Salaries	\$8,193	\$2,731	\$1,366	\$2,731		\$1,366	\$10,924	\$1,366		\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$1,366	\$9,600	
Benefits	\$1,507	\$636	\$318	\$636		\$318	\$2,542	\$318		\$318	\$318	\$318	\$318	\$318	\$318	\$318	\$318	\$9,216	
INFRASTRUCTURE COSTS																			
Facility Costs:																			
Rent	\$69,658	\$14,482	\$7,241	\$11,565	\$5,765	\$2,886	\$32,476	\$2,917		\$3,620	\$4,345	\$3,620	\$3,620	\$15,097	\$3,620	\$3,620	\$2,896	\$186,888	
Utilities (Garbage)	\$761	\$166	\$79	\$127	\$63	\$32	\$365	\$25		\$40	\$47	\$40	\$40	\$165	\$40	\$40	\$32	\$2,043	
Maintenance																			
Repairs																			
Security	\$185	\$39	\$19	\$31	\$15	\$8	\$68	\$6		\$10	\$12	\$10	\$10	\$40	\$10	\$10	\$8	\$497	
Property Tax																			
Furniture & Fixtures																			
Other (itemize below)																			
Equipment/Communication Costs:																			
Computer Hardware	\$448	\$149	\$75	\$149		\$75	\$588	\$75		\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$2,166	
Computer Software																			
Data Plan																			
Telephone Equipment																			
Telephone Service Fees	\$1,929	\$643	\$321	\$643		\$321		\$321		\$321	\$321	\$321	\$321	\$321	\$321	\$321	\$321	\$6,751	
Call Phones																			
Copier Equipment	\$862	\$287	\$144	\$287		\$144	\$1,150	\$144		\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$4,168	
Fax Equipment																			
Fax Service Fees																			
Other Operations:																			
Contract: One-Stop Operator																			
General Supplies	\$628	\$209	\$105	\$209		\$105	\$638	\$105		\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$3,036	
Freight & Messenger																			
Other Outside Services (itemize below)																			
Recruiting/Outreach																			
Marketing/Community Awareness																			
Staff Training																			
TOTAL COSTS	\$84,572	\$19,334	\$9,667	\$18,369	\$5,971	\$5,264	\$48,563	\$4,676		\$5,988	\$6,731	\$5,988	\$5,988	\$17,630	\$5,988	\$5,988	\$5,264	\$254,365	
PARTNER RATIO	33.2%	7.6%	3.8%	6.4%	2.3%	2.1%	19.3%	1.8%		2.4%	2.6%	2.4%	2.4%	6.9%	2.4%	2.4%	2.1%	100.0%	

OK! Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Ellen Marie Hess certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- c) 1 year from effective date or June 30, 2020
- d) Upon modified termination, whichever occurs earlier.

Ellen Marie Hess
Signature

12/05/2019
Date

Ellen Marie Hess Commissioner
Print Name and Title

Virginia Employment Commission
Agency Name

**West Piedmont Region – Martinsville One-Stop Site IFA
- July 1, 2019 to June 30, 2020**

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Shawn Brenner certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- c) 1 year from effective date or June 30, 2020
- d) Upon modified termination, whichever occurs earlier.



Signature

11/25/19

Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions Corp

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Stacey Wright certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:

\$285 will be paid towards shared costs

I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- c) 1 year from effective date or June 30, 2020
- d) Upon modified termination, whichever occurs earlier.

Stacey Wright
Signature

12/4/19
Date

Stacey Wright, Reg. Program Manager
Print Name and Title

YOUR AGENCY Name West Piedmont Regional Adult Ed.

**West Piedmont Region – Martinsville One-Stop Site IFA
- July 1, 2019 to June 30, 2020**

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Angeline D. Godwin, certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- c) 1 year from effective date or June 30, 2020
- d) Upon modified termination, whichever occurs earlier.

Angeline D. Godwin
Signature

12/4/19

Date

Angeline D. Godwin

President

Print Name and Title

YOUR AGENCY Name

Patrick Henry Community College

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Marc Crouse certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:

We will agree to pay 10% of shared cost to support our partnership, which is \$636.

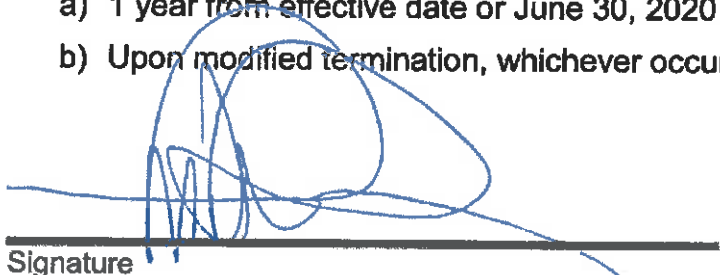
I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.

Signature



12/2/19

Date

Marc Crouse, Executive Director

Print Name and Title

STEP, Inc

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Greg Preston certify that I have read the Information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:


We will agree to the yearly rent amount, which is \$3,620. This will be our shared cost. (Annual Cost.)

I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.



Signature

12/4/19

Date

Greg Preston

Print Name and Title

 Piedmont Community Services

Agency Name

- Office Staff Support
- Addressessments
- Logo on Flyers
- Office Space
- Telephone/Fax
- Offer Employment Related Trainings + Groups
- Coordination of Services

 12/4/19

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Mary Ann Gilmer certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) 1 year from effective date or June 30, 2020
- b) Upon modified termination, whichever occurs earlier.



12/6/19

Signature

Date

Mary Ann Gilmer, Vice President of Mission Services

Print Name and Title

Goodwill Industries of the Valleys

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Lisa Thompson certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

This IFA Modification as outlined/described below:

We will agree to the yearly rent amount. We will take occupancy on December 1, 2019 and commence rent at that time.

I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- 1 year from effective date or June 30, 2020
- Upon modified termination, whichever occurs earlier.



Signature

12/15/19

Date

Lisa Thompson Assistant Director-BP

Print Name and Title

Henry-Martinsville DSS

Agency Name

**West Piedmont Region – Martinsville One-Stop Site IFA
- July 1, 2019 to June 30, 2020**

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Guy P. Stanley certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- c) 1 year from effective date or June 30, 2020
- d) Upon modified termination, whichever occurs earlier.

Guy P. Stanley
Signature

11-22-19
Date

Guy P. Stanley - Interim CEO
Print Name and Title

WPWDB
YOUR AGENCY Name
Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA - July 1, 2019 to June 30, 2020

Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.


By signing my name below, I, Kathryn Hayfield certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2019. All questions have been discussed and answered satisfactorily.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

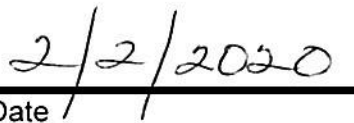
- ❖ Infrastructure Funding Agreement Martinsville One-Stop Center.

I understand that this Infrastructure Funding Agreement (IFA) may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) 1 year from effective date or June 30, 2020
- b) Upon modified termination, whichever occurs earlier.



Signature



Date

Kathryn Hayfield, Commissioner

Print Name and Title

**Department for Aging & Rehabilitative
Services**

Agency Name