

APPENDIX D

LOCAL PLAN

WORKFORCE INNOVATION AND OPPORTUNITY ACT

**West Piedmont Workforce Development
Area**

SUBMITTED BY

**West Piedmont Workforce
Development Board**

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Section 1: Workforce and Economic Analysis

1.1 Regional Economic Conditions

The West Piedmont Workforce Area (Area 10) includes Henry, Patrick, and Pittsylvania counties and the cities of Danville and Martinsville. The region's population was 187,996 in 2020, with an overall decline expected to reach -5.05% by 2030. 2024 population estimates and growth rates are:

- Henry County: 49,609 (-0.19%)
- Patrick County: 17,417 (-0.53%)
- Pittsylvania County: 59,318 (-0.42%)
- Martinsville: 13,829 (+0.48%)
- Danville: 41,657 (-0.43%)

In 2023, the region had 77,184 households:

- Married-couple: 40.02%
- Nonfamily: 40.22%
- Single-parent: 31.00%

The average household income was \$47,742, below state and national averages. Economic challenges are highlighted by high poverty and ALICE (Asset Limited, Income Constrained, Employed) rates:

- Henry: 40% ALICE; 18% poverty
- Patrick: 33% ALICE; 16% poverty
- Pittsylvania: 35% ALICE; 18% poverty
- Martinsville: 34% ALICE; 27% poverty
- Danville: 31% ALICE; 25% poverty

Industry Demand:

In 2024, Area 10 supported 66,718 jobs (+4.5% since 2020). Top sectors were:

- Manufacturing: 18.6%
- Government: 17.0%
- Healthcare and Social Assistance: 16.5%
- Retail: 11.9%
- Accommodation and Food Services: 9.0%

Projected high-growth sectors by 2030:

- Arts, Entertainment, and Recreation: +26.69%
- Manufacturing: +24.40%
- Wholesale Trade: +17.91%
- Finance and Insurance: +17.44%

Manufacturing: Manufacturing employed 12,398 workers in 2024, with key employers including Eastman, Press Glass, Nestlé USA, Tyson, Monogram Foods, Goodyear, and Essel Propack. High-demand roles:

- Laborers, Freight, Stock Movers: 1,399 employed; 218 annual openings
- General and Operations Managers: 1,279 employed; 139 annual openings
- Assemblers and Fabricators: 1,155 employed; 149 annual openings

Government: Government employed 11,349 workers in 2024, with most jobs in local government (9,102). Key roles:

- Eligibility Interviewers: 146 workers
- Court, Municipal, and License Clerks: 66 workers
- Occupational Health and Safety Specialists: 85 workers

Healthcare: Healthcare employed 10,979 workers in 2024, with SOVAH Health, Roman Eagle, and Care Advantage as major employers. Key roles:

- RNs: 1,216 employed; 94 annual openings; +5.1% growth
- Nursing Assistants: 844 employed; 131 annual openings; -5.7% decline
- LPNs/LPNs: 460 employed; 40 annual openings; -1.1% decline

Retail: Retail employed 7,964 workers in 2024 but is projected to decline by -10.95% by 2030. 23% of retail workers are aged 14–24.

Educational Attainment: Among residents 25 and older:

- No high school diploma: 18% (higher than state/national averages)
- High school diploma or equivalent: 30%
- Some college/associate's degree: 29%
- Bachelor's degree or higher: 13% (below state/national averages)

Educational gaps highlight the need for workforce training and skills development.

1.2 Knowledge and Skills Required

Analysis of Knowledge and Skills for In-Demand Industries: The West Piedmont Workforce Development Board (Area 10) aligns workforce strategies with industry needs to equip jobseekers with the skills and credentials for high-growth occupations. This analysis is based on labor market data, employer input, and regional economic strategies.

In-Demand Industry Sectors and Employment Requirements:

- Advanced Manufacturing: The region's largest sector requires skills in production technology, automation, and precision machining. High-demand roles include industrial maintenance technicians, CNC machinists, and production supervisors, requiring training in blueprint reading, safety, and credentials like MSSC Certified Production Technician (CPT) and NIMS certification.
- Healthcare and Social Assistance: Fast-growing healthcare roles include registered nurses (RNs), certified nursing assistants (CNAs), and medical technicians. Employers prioritize clinical skills, communication, and adaptability, seeking graduates from state-approved programs at Patrick & Henry and Danville Community Colleges and healthcare apprenticeships.
- Information Technology (IT) and Cybersecurity: Growing demand exists for IT support specialists, network administrators, and cybersecurity analysts. Desired skills include hardware troubleshooting, programming, and cloud computing. Certifications such as CompTIA A+, Network+, Security+, and Certified Ethical Hacker (CEH) enhance employability.
- Transportation and Logistics: Supply chain growth drives demand for commercial truck drivers, warehouse operators, and logistics coordinators. CDL licenses and inventory management skills are essential. FastForward and G3-funded CDL training programs at local colleges address workforce shortages.
- Skilled Trades and Construction: High demand for electricians, HVAC technicians, welders, and carpenters requires technical skills, blueprint reading, and safety certifications (OSHA 10, NCCER). Apprenticeships and pre-apprenticeships play a key role in workforce development.
- Clean Energy and Sustainability: Growing investment in renewable energy creates demand for solar and wind technicians with knowledge of electrical systems and environmental regulations. NABCEP certification is highly valued.

Essential Workforce Competencies:

- Digital Literacy: Proficiency in workplace software and industry-specific technology.
- Problem-Solving and Critical Thinking: Ability to troubleshoot and make data-driven decisions.
- Communication and Interpersonal Skills: Effective collaboration and teamwork.
- Technical Training and Certifications: Industry-recognized credentials.
- Adaptability and Continuous Learning: Willingness to update skills as industry needs evolve.

Alignment with Regional Economic Strategies: The board works with economic development agencies, local government, and employer coalitions to align training with regional priorities, using data from VEDP, VEC, SVRA, and employer surveys to shape programs that meet industry demands. By targeting sector-based training and expanding employer partnerships, Area 10 supports a skilled workforce pipeline that drives economic growth and job opportunities.

1.3 Local Workforce Analysis

Area 10 faces workforce challenges including low labor force participation, educational gaps, high childcare costs, limited transportation, and broadband access. Addressing these issues is key to improving workforce engagement and economic mobility. In 2020, the healthcare and social assistance sector employed 11,147 workers (15% of total employment). Employment in Henry County declined slightly from 20,300 workers in 2021 to 20,200 in 2022 (-0.35%). The region's top job groups included:

- Office and Administrative Support: 2,655 workers
- Production Occupations: 2,399 workers
- Sales and Related Occupations: 1,681 workers

Jobs vs. Resident Workforce:

In 2020, Area 10 had 74,142 jobs and 83,266 resident workers (EMSI).

- Danville and Henry County accounted for 60.5% of regional jobs.
- Danville and Pittsylvania County housed 56.2% of resident workers.

Commuting Patterns: A significant portion of the workforce commutes outside the region. In 2020, Area 10 had 9,124 more resident workers than available jobs.

- 36.4% of workers lived in Area 10 but worked elsewhere (2018 Census).
- Top destinations: Campbell County, Franklin County, and Roanoke.
- 29.7% of jobs were filled by nonresidents, primarily from Franklin County, Rockingham County (NC), and Halifax County (NC).

Labor Force Participation (LFP): Area 10's labor force participation rate was 56.7% in 2019, up from 54.4% in 2015 but below state (63.1%) and national (63.1%) rates.

- 29.5% of residents aged 20–64 were not employed.
- Gender gap: 31% of women vs. 28% of men were not working.
- Largest workforce share: Ages 45–54 (22.6%).
- 9% of workers were near retirement (60–65), and 6.2% were beyond retirement age.

Educational Attainment and Workforce Readiness: Among workers aged 25–64:

- High school diploma: 30.5%
- Some college or associate's degree: 39.3%
- Bachelor's degree or higher: 20.8%

Area 10 has a higher share of residents without a high school diploma (18%) compared to the state (12%) and nation (14%), limiting workforce mobility.

Labor Force Participation by Demographics:

- Age: Highest LFP: Ages 35–44 (79.8%); lowest: Ages 16–19 (30.9%) and 55+ (37%).
- Gender: Men: 73.3% LFP; Women: 69.4% LFP.
 - Women with children under 18 had a higher LFP (75%).
- Disability and Poverty: Disabled residents: 27.7% LFP; Individuals in poverty: 41.6% LFP.
- LFP by education level:
 - High school diploma: 65.6%
 - Associate's degree: 77.5%
 - Bachelor's degree or higher: 85.2%

Unemployment Trends: Area 10's unemployment rate was 3.9% (Virginia: 3.2%; U.S.: 3.7%).

- Young workers (20–34): 11.3% unemployment rate.
- Black workers (9.6%) and Hispanic workers (10.6%) had higher unemployment rates than White workers (5.3%).
- Unemployment by education:
 - No high school diploma: 9.3%
 - High school diploma: 7.1%
 - Some college/associate's degree: 7.2%
 - Bachelor's degree or higher: 2%
- Workers below the poverty level were 6x more likely to be unemployed (27.4% vs. 4.6%).

Underemployment and Job Stability:

- Full-time employment rate: 65.3% (Virginia: 68.5%; U.S.: 66.4%).
- Underemployment rate: 8.2% (affecting 6,963 workers).

Employment Barriers:

1. Childcare:

- 36,894 children under 17 live in Area 10.
- 18 daycare centers in the region; Henry County has none.
- High costs: Infant care (\$11,952/year) = 18.1% of median income; 4-year-old care (\$9,490/year) = 14.9%.
- 33.2% of single female-headed households live below the poverty line.

2. Transportation:

- 9% of households (7,148) lack a vehicle (Virginia: 6.1%).
- 93% of Area 10 workers commute by car (Virginia: 85.7%).
- Limited public transit restricts job access.

3. Broadband and Technology:

- 71.7% of households have internet (Virginia: 84.3%; U.S.: 83%).
- 19% of connected households rely solely on mobile devices.

1.4 Workforce Development Activities

The West Piedmont Workforce Development Board (Area 10), in partnership with Core and

Required Partners, delivers workforce services through a coordinated system addressing both jobseeker skill needs and employer demands.

Service Providers: West Piedmont Virginia Works Centers serve as primary hubs, offering Basic Career Services, Individualized Career Services, and Training Services. Key providers include:

- Virginia Works – West Piedmont
- Virginia Employment Commission (VEC)
- Patrick & Henry Community College, Danville Community College, Medical Solutions, New College Institute, and New Leaf
- Vocational Rehabilitation Services
- West Piedmont Regional Adult Education Program
- Temporary Assistance for Needy Families (TANF)
- Community-Based and Faith-Based Organizations

Core Workforce Development Activities: One-Stop Centers provide workshops and training focused on both technical and soft skills:

- Resume writing and professional branding
- Mock interviews to improve job readiness
- “Dress for Success” sessions to enhance workplace presentation
- Small-group support sessions (social skills, study habits, anger management, self-esteem) led by Piedmont Community Services

Area 10 uses evidence-based assessments (e.g., CareerScope, TABE) to evaluate skill levels and create individualized career plans. Jobseekers are matched with certified training programs and receive supportive services such as mileage assistance, tools, uniforms, and training supplies.

Business Services and Incumbent Worker Training:

Area 10’s Business Services Team partners with employers to match qualified jobseekers with openings, facilitate on-the-job training (OJT), and support work-based learning. Incumbent Worker Training (IWT) helps businesses upskill employees to stay competitive and support career advancement.

Workforce Development Infrastructure: Area 10 is one of the few Virginia regions with two comprehensive One-Stop Centers featuring co-located partners:

- Virginia Works
- Virginia Employment Commission (VEC)
- Department for Aging and Rehabilitative Services (DARS)
- Regional Adult Education Program
- Community Action Agencies

A satellite location in Patrick County extends services to rural communities.

Grant-Funded Initiatives:

Area 10 leverages grants to expand services beyond WIOA programming:

- YouthBuild (U.S. Department of Labor)
 - Target: Youth (16–24) from disadvantaged backgrounds
 - Focus: High school diploma completion, occupational skills training (construction, healthcare), leadership, and paid work experiences
 - Duration: 2 years
- Guided Career Exploration Program (GCE) (Martinsville City – \$400K)
 - Target: Young adults (17–24) facing employment barriers
 - Focus: Career coaching, mentoring, life skills, and work-based learning
 - Duration: 2 years
- TANF Workforce Program
 - Services: Career coaching, tuition assistance (CDL, phlebotomy, pharmacy tech, CNA), supportive services, paid work experiences
 - Eligibility: MHC residents at or below 200% of FPL; financial literacy session required

Strategic Impact: Through strategic partnerships, business engagement, and expanded training programs, Area 10 strengthens workforce readiness, reduces employment barriers, and supports economic growth.

1.5 Strengths, Weaknesses, and Capacity

Board members and stakeholders assessed the workforce system's strengths, weaknesses, opportunities, and threats, incorporating feedback from workforce partners, employers, local officials, and program participants.

Strengths: The system's primary strength is its dedicated staff and regional educational institutions, which effectively prepare jobseekers for employment. Additional strengths include:

- Business Services: Strong employer engagement through workforce initiatives.
- Regulatory Compliance: Effective adherence to state and federal policies.
- Comprehensive Access: Two full-service One-Stop Centers and a satellite location in Patrick County ensure broad service availability.

However, funding cuts and staff reductions have strained service delivery, especially in business engagement and compliance.

Weaknesses: Key challenges include:

- Limited Awareness:
 - 63% of jobseekers and 42% of businesses are unaware of available services.
 - Weak marketing reduces engagement and participation.
- Partner Coordination:
 - Over one-third of stakeholders reported poor collaboration among workforce agencies.
 - Improved communication and joint planning with DSS, DARS, EDCs, and VEC are needed.
- Training Mismatch:
 - Some training programs (e.g., welding) are strong, but high-demand fields like industrial maintenance remain underserved.
 - Small businesses struggle to find workers with specialized technical skills.
- Geographic Barriers:
 - Patrick County faces recruitment and retention challenges due to low population density and isolation.
 - Rural jobseekers face transportation barriers and limited local job options.

Opportunities:

- Expanded Partnerships: Strengthening ties with local employers, schools, and workforce organizations can improve service delivery and job placements.
- Targeted Outreach: Leveraging social media, employer events, and outreach to underserved communities can increase program visibility and participation.
- Work-Based Learning: Expanding apprenticeships, internships, and incumbent worker training will better align jobseeker skills with employer needs.
- Alternative Funding: Pursuing grants, foundation support, and private-sector partnerships can offset funding cuts and support program growth.

Area 10's workforce system benefits from strong staff, employer ties, and training resources. To maximize impact, it must strengthen outreach, improve partner coordination, and align training with industry needs. Addressing these challenges will improve service access, strengthen workforce pipelines, and enhance economic mobility across the region.

1.6 Youth Workforce Development Activities

The West Piedmont Workforce Development Board (Area 10) provides comprehensive workforce services for youth, including those with disabilities, through strategic partnerships, targeted outreach, and quality program delivery. Ross Innovative Employment Solutions

manages all WIOA youth services, working with education providers, employers, and community organizations to offer career pathways, work experiences, and support services.

Youth Service Strategy: Area 10 ensures all youth, including those with disabilities, receive comprehensive services through:

- Partner Network: Collaboration with schools, colleges, human service agencies, and nonprofits to identify youth needing services.
- Diverse Outreach: Social media, job fairs, financial literacy events, and Boys and Girls Club partnerships.
- Wraparound Support: Assistance with transportation, housing, and childcare through Piedmont Community Services and United Way.
- Career Readiness: Work-readiness training, life skills development, and employment support. Active recruitment targets youth with disabilities, out-of-school youth, and those facing employment barriers.

Selection of Youth Service Providers: The Board uses a competitive procurement process to select providers, ensuring compliance with Area 10's Public Procurement Policy and delivery of all 14 WIOA-required youth program elements.

WIOA's Fourteen Youth Program Elements:

1. Tutoring and Study Skills: Delivered through Adult Education and school partnerships.
2. Alternative Secondary School Services: Provided by Adult Education and alternative schools.
3. Paid and Unpaid Work Experiences: Partnered with local businesses for hands-on training.
4. Occupational Skills Training: Focused on healthcare, IT, and advanced manufacturing.
5. Concurrent Education and Training: Coordinated with training providers and youth agencies.
6. Leadership Development: Community service and mentoring opportunities.
7. Supportive Services: Transportation, work attire, training materials, and supplies.
8. Adult Mentoring: 12+ months of career and personal mentoring.
9. Follow-Up Services: 12+ months of career and academic support.
10. Guidance and Counseling: Career, mental health, and substance use counseling.
11. Financial Literacy: Offered through community financial organizations.
12. Entrepreneurial Training: Delivered through local business incubators.
13. Labor Market Awareness: Career exploration and employer engagement events.
14. Postsecondary Transition: College application, FAFSA, and training support.

Service Access and Compliance:

- Assessments:
 - TABE: Evaluates skill levels.
 - CareerScope: Measures interests and aptitudes.
- Individual Employment Plans: Customized career plans with step-by-step guidance.
- Outreach: Social media, community events, and partnerships with schools and youth agencies.
- Accountability: Ross Innovative Employment Solutions is monitored to ensure compliance with WIOA guidelines.

Recruiting and Retaining Out-of-School Youth: Efforts to engage disengaged youth include:

- Community and Faith-Based Partnerships: Outreach through schools, shelters, and local groups.
- Social Media and Digital Outreach: Targeted campaigns on Facebook, Instagram, and TikTok.
- Community Events: Career events, festivals, and sporting events (e.g., NASCAR, Mustangs baseball).
- Job Fairs and Career Expos: Connections with employers and training providers.
- Business Tours and Mock Interviews: Work-based learning and employer exposure.

Area 10 tracks service enrollments monthly to ensure compliance with WIOA's 75% funding requirement for out-of-school youth.

Policy on Income Eligibility: Although there is no formal policy for serving youth outside

WIOA income guidelines, alternative pathways include:

- Referrals: To DARS, DSS, community colleges, and faith-based groups.
- Basic Career Services: Career coaching, job search, and resume support through One-Stop Centers.

Coordination with Job Corps and Apprenticeships:

- Job Corps: Not currently active in the region.
- Registered Apprenticeships: Employer engagement to expand apprenticeship programs.
- Community and Higher Education Partnerships: Monthly partner meetings strengthen collaboration.

Child Labor and Safety Compliance:

- All youth providers and employers receive child labor law materials.
- Youth case managers are trained on labor laws and workplace safety.
- Work experiences are monitored for labor law and safety compliance.

Pay-for-Performance: Area 10 does not use a pay-for-performance model but may explore it

for future program improvements.

1.7 Adult and Dislocated Worker Employment and Training Activities

West Piedmont Workforce Development Board (Area 10) Career Services Overview

The West Piedmont Workforce Development Board (Area 10) ensures that comprehensive employment and training services are accessible to adults and dislocated workers, including those facing significant employment barriers. Services are delivered through Virginia Career Works – West Piedmont Centers in partnership with local workforce agencies, education providers, and community organizations. Area 10 is committed to providing comprehensive

workforce services to adults and dislocated workers, especially those with employment barriers.

Through career services, individualized career planning, follow-up support, and targeted outreach, Area 10 promotes economic mobility and job stability across the West Piedmont region.

Career Services

Basic Career Services: Available to all job seekers, basic services serve as the initial entry point into the workforce system and include:

1. Eligibility Determination – Assessment for Adult, Dislocated Worker, and Youth programs.
2. Outreach, Intake, and Orientation – Information on One-Stop services and programs.
3. Initial Skill Assessments – Evaluation of literacy, numeracy, English proficiency, aptitudes, abilities, and support service needs.
4. Labor Exchange Services – Job search assistance, resume support, and job placement.
5. Career Counseling and Labor Market Information:
 - o In-demand occupations and nontraditional employment opportunities.
 - o Referrals to supportive services (e.g., SNAP, TANF, Medicaid, Head Start, Second Chance).
 - o Labor market trends, job vacancies, and wage data for informed career decisions.
 - o Information on training providers and financial aid options.
6. Unemployment Insurance (UI) Assistance – Guidance on UI claims and eligibility.

Individualized Career Services: For individuals needing additional support to secure or retain employment, services include:

- a. Comprehensive Skill Assessments – In-depth evaluation to identify employment barriers.
- b. Individual Employment Plans (IEPs):
 - Employment goals and skill development needs.
 - Training opportunities and credential pathways.
- c. Eligible training providers and financial support options.
- d. Counseling and Mentoring – One-on-one or group coaching.
- e. Short-Term Pre-Vocational Services – Training in interviewing, workplace etiquette, communication, punctuality, and pre-apprenticeship programs.
- f. Work-Based Learning – Internships, apprenticeships, and work experience placements.
- g. Financial Literacy Education – Training in budgeting, credit management, and personal finance.
- h. Workforce Preparation – Training in academic skills, digital literacy, self-management, critical thinking, problem-solving, and professional conduct.
- i. Out-of-Area Job Search and Relocation Assistance – Support for finding employment outside the region.

Follow-Up Services: Provided for at least 12 months after employment, including:

- Career coaching and mentorship to promote job retention.
- Assistance with workplace conflicts and professional development.

Self-Sufficiency Standards for Intensive and Training Services Eligibility: Area 10 defines self-sufficiency based on the U.S. Department of Labor's (DOL) Lower Living Standard Income Level (LLSIL), updated annually:

- Employed Adults – 150% of LLSIL based on family size.
- Dislocated Workers – The higher of 150% of LLSIL or 80% of their layoff wage.
- Regional Standards:
 - Metropolitan LLSIL applies to Danville and Pittsylvania County.
 - Non-Metropolitan LLSIL applies to Henry County, Patrick County, and the City of Martinsville.

This ensures that only individuals facing genuine financial hardship qualify for intensive and training services. This standard ensures that only individuals facing genuine financial hardship receive access to intensive and training services. Information on each standard can be found below:

Size of Family Unit	150% LLSIL
Metropolitan	
1	\$21,019
2	\$34,440
3	\$47,270
4	\$58,359
5	\$68,878
6	\$80,556
Add \$7,785 for each family member above 6	
Non-Metropolitan	
1	\$20,401
2	\$33,421
3	\$45,871
4	\$56,625
5	\$66,823
6	\$78,147
Add \$7,750 for each family member above 6.	

Definition of Hard-to-Serve Populations with Additional Barriers to Employment: Area 10 prioritizes individuals facing significant employment barriers, including:

1. Basic Skills Deficient:
 - 21% of Area 10 adults lack a high school diploma or GED.
 - 9% have never attended high school, increasing their risk for long-term unemployment.

2. Justice-Involved Individuals:

- Previously incarcerated or involved in the criminal justice system.
- Supported through Second Chance programs and reentry initiatives.

3. Substance Use Recovery Participants:

- The Community Recovery Program (in partnership with Piedmont Community Services) provides:
 - Addiction recovery support.
 - Education and workforce development services.
 - Mental health and housing assistance.

4. Long-Term Unemployed:

- Individuals unemployed for 27+ weeks.

5. Older Workers (55+):

- Those facing age-related employment challenges.

6. Individuals with Disabilities:

- Supported through partnerships with DARS and vocational rehabilitation programs, offering accommodations and training.

7. Low-Income and Homeless Individuals:

- Those living below the poverty level or facing housing instability.

8. Rural Residents:

- Individuals in low-population areas (e.g., Patrick County) with limited job opportunities.

Section 2: Strategic Vision and Goals

2.1 Strategic Vision and Goals

The West Piedmont Workforce Development Board (Area 10) is committed to developing an educated and skilled workforce that meets the needs of regional employers while promoting economic self-sufficiency for jobseekers, including youth and individuals with barriers to employment. Our strategic vision is to ensure meaningful employment and a high quality of life for every Virginian while providing businesses with a qualified, job-ready workforce.

To achieve this vision, Area 10 has established four strategic goals that align with the U.S. Department of Labor's primary indicators of performance to support regional economic growth and economic mobility.

Goal 1. Prepare Workers in the West Piedmont Region for current and future career pathways that provide quality employment.

Area 10 is dedicated to equipping individuals with the skills, credentials, and competencies necessary for employment in growing industries such as advanced manufacturing, healthcare, information technology, and clean energy.

This goal aligns with the following WIOA performance accountability measures:

- Employment Rate (Q2 and Q4 Post-Exit) – Increasing workforce participation by placing individuals in sustainable jobs.
- Credential Attainment Rate – Ensuring workers earn industry-recognized credentials that align with employer needs.
- Measurable Skill Gains – Providing continuous upskilling opportunities to improve career readiness and job retention.

Area 10 will work with industry partners, training providers, and community organizations to ensure individuals receive high-quality education, job training, and support services to help them transition into family-sustaining careers.

Goal 2: Deliver workforce services that strengthen business growth in West Piedmont

Region's dynamically expanding economy.

To drive regional economic growth, Area 10 will ensure that businesses have access to a skilled workforce by aligning training programs with industry needs, expanding work-based learning opportunities, and enhancing talent recruitment and retention efforts.

This goal aligns with the following WIOA performance indicators:

- Employer Penetration Rate – Strengthening business engagement and increasing employer participation in workforce programs.
- Retention with the Same Employer (Q2 and Q4 Post-Exit) – Enhancing job stability by ensuring workers are equipped with the skills employers need.

By creating strong sector partnerships and work-based learning opportunities, Area 10 will help businesses find, train, and retain qualified talent, ultimately contributing to regional economic expansion.

Goal 3: Provide outreach and recruitment services that increase awareness and access to West Piedmont Region's workforce development ecosystem.

Area 10 is committed to increasing awareness of workforce programs and expanding access to services for all individuals, especially youth, veterans, individuals with disabilities, and other underrepresented populations.

This goal supports the following WIOA performance measures:

- Median Earnings (Q2 Post-Exit) – Ensuring workers have access to high-paying jobs that promote economic self-sufficiency.
- Participant Engagement Rate – Increasing youth and adult participation in workforce training and career services.

By leveraging digital platforms, strategic partnerships, and community outreach, Area 10 will connect more jobseekers to education, training, and employment opportunities.

Goal 4: Reduce barriers within the West Piedmont region through collaboration, coordination and communication.

To create an equitable workforce system, Area 10 will address systemic employment barriers by expanding supportive services, improving service coordination, and integrating workforce

resources across agencies.

This goal aligns with the following WIOA indicators:

- Measurable Skill Gains – Ensuring individuals facing barriers to employment receive ongoing training and education support.
- Employment Rate (Q2 and Q4 Post-Exit) – Removing employment barriers to help individuals transition into stable careers.

Through wrap-around services, cross-agency collaboration, and targeted policy solutions, Area 10 will ensure that individuals with barriers to employment have the resources they need to achieve long-term career success.

Area 10's strategic vision and goals are designed to support regional economic growth by aligning workforce development efforts with employer needs, increasing workforce participation, and enhancing economic mobility for all jobseekers. By implementing data-driven workforce strategies, Area 10 will help individuals achieve economic self-sufficiency while ensuring businesses have the talent needed to grow and thrive.

2.2 Supporting Strategies Identified in The Virginia Combined State Plan

The West Piedmont Workforce Development Board (Area 10) aligns its strategic vision and goals with the Virginia Combined State Plan to enhance workforce development, increase economic opportunity, and ensure equitable access to employment services. Area 10's vision is to promote meaningful employment and a high quality of life for every Virginian while providing businesses with a job-ready workforce.

Area 10's strategic goals directly support the Virginia Combined State Plan's key workforce priorities, including:

- Developing a demand-driven workforce system
- Expanding work-based learning opportunities
- Strengthening talent pipelines for high-growth industries
- Enhancing workforce accessibility and inclusivity

Goal 1. Prepare Workers in the West Piedmont Region for current and future career pathways that provide quality employment.

Alignment with Virginia's Workforce Priorities: Area 10 is committed to expanding skills-based training, credentialing programs, and industry-aligned career pathways to meet regional labor market demands. This supports Virginia's focus on career readiness and skills development for jobseekers at all levels.

Area 10 will:

- Expand training and credentialing programs in advanced manufacturing, healthcare, IT, and clean energy
- Provide reskilling and upskilling opportunities for dislocated workers and underserved populations
- Strengthen industry partnerships to ensure alignment between training and employer needs

By increasing credential attainment and measurable skill gains, this goal supports Virginia's commitment to workforce competitiveness and economic mobility.

Goal 2: Deliver workforce services that strengthen business growth in West Piedmont Region's dynamically expanding economy.

Alignment with Virginia's Workforce Priorities: Area 10 recognizes that a skilled workforce is essential for business success. This goal aligns with Virginia's emphasis on business-driven workforce solutions, ensuring employers can access qualified talent.

Area 10 will:

Expand sector-based workforce initiatives to meet regional industry needs

- Strengthen business engagement efforts through customized recruitment, training, and retention strategies
- Enhance work-based learning opportunities, such as internships, apprenticeships, and on-the-job training

By ensuring that employers have access to a job-ready workforce, Area 10 directly contributes to Virginia's economic growth and business competitiveness.

Goal 3: Provide outreach and recruitment services that increase awareness and access to West Piedmont Region's workforce development ecosystem.

Alignment with Virginia's Workforce Priorities: Virginia's equity-focused approach prioritizes ensuring all individuals have access to workforce services. Area 10's goal of expanding outreach removes barriers and improves service accessibility.

Area 10 will:

- Implement targeted outreach strategies to engage youth, veterans, individuals with disabilities, and justice-involved individuals
- Increase awareness of workforce services through digital platforms, strategic partnerships, and in-person recruitment
- Develop career navigation services to help jobseekers connect with training and employment opportunities

By increasing workforce participation among underrepresented populations, this goal supports Virginia's focus on workforce equity and inclusivity.

Goal 4: Reduce barriers within the West Piedmont region through collaboration, coordination and communication.

Alignment with Virginia's Workforce Priorities: Area 10 aligns with Virginia's commitment to enhancing workforce accessibility by addressing systemic barriers to employment.

Area 10 will expand wraparound services to address barriers to employment by increasing access to childcare, transportation, and digital resources, ensuring that jobseekers can fully participate in workforce programs. The region will also strengthen collaborative partnerships between workforce agencies, community organizations, and education providers to enhance service delivery and create seamless career pathways. Additionally, Area 10 will improve data-sharing and service coordination among partners to streamline referrals, track participant progress, and optimize workforce resources for more efficient and effective service delivery.

By reducing barriers to training and employment, Area 10 ensures more Virginians can enter and succeed in the workforce.

2.3 Aligning Resources

The West Piedmont Workforce Development Board (Area 10) is committed to aligning resources and integrating services across core workforce development programs to support the region's economic growth, workforce participation, and business expansion. To achieve this, Area 10 will implement a collaborative strategy that strengthens partnerships among the entities responsible for WIOA's core programs and ensures a coordinated approach to workforce service delivery.

Key Elements of the Alignment Strategy

1. *Strengthening Cross-Agency Coordination and Resource Integration:* Area 10 will work closely with the entities carrying out the four WIOA core programs to create seamless workforce services:

- Title I (Adult, Dislocated Worker, and Youth Programs) – Administered through Area 10, ensuring jobseekers have access to career services, skills training, and employment opportunities.
- Title II (Adult Education and Literacy Programs) – Delivered in collaboration with regional community colleges, adult education providers, and literacy organizations to support basic skills development, English language acquisition, and high school equivalency attainment.
- Title III (Wagner-Peyser Employment Services) – Provided through the Virginia Employment Commission (VEC) to offer labor exchange services, job search assistance, and unemployment insurance support.
- Title IV (Vocational Rehabilitation Services) – Coordinated with the Department for Aging and Rehabilitative Services (DARS) to provide employment services for individuals with disabilities.

Action Plan:

- Establish a Core Partners Leadership Team to align resources, identify service gaps, and streamline workforce programs.
- Implement a shared case management system to ensure jobseekers receive coordinated services across core programs.
- Develop cross-agency referral protocols to improve program accessibility and service integration.

2. *Expanding Workforce Development Services to Meet Regional Industry Needs:* Area 10 will align training investments with in-demand industries to ensure that workers acquire skills and credentials that match employer needs.

Action Plan:

- Develop sector-based training partnerships with employers in advanced manufacturing and healthcare.
- Leverage labor market data and employer input to align training curricula with emerging workforce demands. Expand work-based learning opportunities to create career pathways for jobseekers.

3. *Enhancing Access to Workforce Services for Jobseekers with Barriers to Employment:* Area 10 is committed to ensuring that underserved populations—including youth, individuals with

disabilities, justice-involved individuals, and low-income jobseekers—can access career services and employment opportunities.

Action Plan:

- Expand wraparound services such as childcare, transportation, and digital literacy training to remove workforce barriers.
- Increase co-location of workforce services at community centers, libraries, and social service agencies.
- Implement targeted outreach initiatives to engage underrepresented populations and connect them with education and employment resources.

4. Leveraging Funding and Braided Resource Strategies to Maximize Impact: Area 10 will align funding streams across WIOA programs, state workforce grants, and private-sector investments to optimize workforce development funding.

Action Plan:

- Secure state and federal workforce grants to expand training opportunities and employer partnerships.
- Develop public-private partnerships to leverage business investments in workforce training programs.
- Utilize blended funding models to support jobseekers' education, training, and employment readiness.

5. Strengthening Employer Engagement to Enhance Workforce Outcomes: Area 10 will ensure that employers play a central role in workforce development efforts by aligning training programs with business needs and creating direct hiring pipelines.

Action Plan:

- Establish Industry Advisory Councils to provide real-time input on workforce needs.
- Expand customized training programs and incumbent worker training to help businesses upskill employees.
- Increase regional business services outreach to connect employers with jobseekers, apprentices, and training graduates.

6. Implementing Data-Driven Decision-Making and Performance Accountability: Area 10 will use real-time labor market analytics, program performance data, and employer feedback to ensure workforce investments are producing measurable results.

Action Plan:

- Implement a regional workforce data dashboard to track employment trends, credential attainment, and job placement rates.
- Conduct quarterly performance reviews with core program providers to assess service delivery effectiveness.
- Use predictive analytics to identify emerging workforce needs and inform program adjustments.

Through collaborative leadership, employer-driven training initiatives, expanded service accessibility, and data-driven workforce planning, Area 10 will align core workforce resources to achieve its strategic vision. By integrating WIOA programs, leveraging funding sources, and enhancing employer partnerships, Area 10 will build a stronger, more competitive workforce that meets the needs of both jobseekers and businesses in the West Piedmont region.

2.4 Sector Strategies, Career Pathways, and Career Readiness

The West Piedmont Workforce Development Board (Area 10) has developed a strategic plan to combine public and private resources to support sector strategies, career pathways, and career readiness skills development. This plan ensures that workforce initiatives are employer-driven, aligned with industry needs, and accessible to jobseekers of all backgrounds.

Area 10's strategic plan meets the requirements of the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(E) by preparing a regional demand plan that supports a skilled, job-ready workforce while fostering economic growth.

Regional Vision for Workforce Development: Area 10 envisions a stronger, more competitive workforce where individuals have access to meaningful employment opportunities and businesses can find skilled talent to meet their needs.

The regional workforce system will be employer-driven, ensuring that businesses have access to qualified talent pipelines in high-demand industries. It will be accessible and inclusive,

expanding career services and training opportunities for youth, individuals with barriers to employment, and underrepresented populations. Additionally, it will be aligned with economic development, strengthening industry partnerships and career pathways to support regional business growth and workforce sustainability.

Protocols for Planning Workforce Strategies That Anticipate Industry Needs: Area 10 employs a data-driven, employer-engaged approach to anticipate workforce trends and align training investments with regional labor market needs.

Workforce planning strategies include developing sector-based partnerships by engaging employers in advanced manufacturing, healthcare, information technology, and clean energy to guide training programs. Labor market data analysis is utilized to track real-time employer demand and skill shortages, ensuring that workforce strategies remain responsive to industry needs. Additionally, industry advisory councils collaborate with business leaders to update training curricula and certification programs, aligning workforce development efforts with evolving market trends. By proactively identifying emerging skill gaps, Area 10 ensures that training programs continue to evolve to meet workforce demands.

Meeting the Needs of Incumbent and Underemployed Workers: Area 10 recognizes that incumbent and underemployed workers require reskilling, upskilling, and career advancement opportunities to move into higher-wage positions.

Strategies to support incumbent and underemployed workers focus on expanding customized training programs, which provide short-term certifications and micro-credentials to help workers increase their earning potential. Employer-sponsored upskilling initiatives strengthen partnerships with businesses to offer tuition assistance and professional development programs,

enabling employees to gain new skills and advance within their industries. Additionally, flexible learning options, including online learning, hybrid training, and evening or weekend courses, are being expanded to accommodate working adults balancing education and employment. These efforts ensure that current workers remain competitive and prepared for career advancement in the evolving job market.

Development of Partnerships and Guidelines for On-the-Job Training and Registered

Apprenticeships: Area 10 is committed to expanding work-based learning opportunities, including on-the-job training, internships, and apprenticeships.

Work-based learning expansion strategies focus on enhancing career pathways through registered apprenticeships, on-the-job training partnerships, and internship and cooperative education programs. Registered apprenticeships are expanded through partnerships with employers and the Virginia Department of Labor and Industry, targeting high-demand sectors to provide structured, hands-on training. On-the-job training partnerships offer wage reimbursement incentives to employers who hire and train workers under the Workforce Innovation and Opportunity Act, helping businesses offset training costs while developing a skilled workforce. Additionally, internship and cooperative education programs are strengthened through collaboration with community colleges and training providers, ensuring that work experience is integrated into career pathways. These initiatives help businesses train and retain skilled workers while reducing hiring costs and turnover.

Setting Standards and Metrics for Operational Delivery: To ensure workforce programs deliver measurable results, Area 10 has established performance metrics and accountability measures aligned with state and federal workforce goals. Key Performance Indicators Include:

- Employment Retention Rates – Tracking job placement and long-term retention among

Workforce Innovation and Opportunity Act participants.

- Credential Attainment and Skill Gains – Measuring completion rates of industry-recognized certifications.
- Employer Engagement and Satisfaction – Assessing business participation in workforce programs and hiring outcomes.
- Participant Earnings and Wage Growth – Evaluating the economic impact of workforce programs on jobseekers.

These standards ensure continuous improvement and accountability in workforce service delivery.

Alignment of Monetary and Other Resources to Support Workforce Development: Area 10 strategically aligns funding sources across public and private sectors to maximize workforce development investments. Resource alignment strategies focus on maximizing funding sources to support workforce development initiatives. This includes leveraging federal, state, and local funds by combining Workforce Innovation and Opportunity Act funds, state workforce grants, and local funding to expand training programs and improve accessibility. Employer co-investment is encouraged by engaging businesses to match workforce training funds, fostering stronger employer participation in employee upskilling and workforce readiness. Additionally, in-kind contributions from private-sector partners, such as facilities, equipment, and mentorship resources, further strengthen workforce training programs. By efficiently coordinating financial resources, Area 10 ensures that workforce initiatives remain sustainable and responsive to regional needs.

Generating New Sources of Funding to Support Workforce Development: To strengthen long-term sustainability, Area 10 actively seeks new funding opportunities beyond traditional Workforce Innovation and Opportunity Act allocations. Funding Expansion Strategies Include:

- Grant Applications – Securing federal, state, and private workforce grants to support innovative training initiatives.
- Philanthropic and Nonprofit Partnerships – Collaborating with foundations and community organizations to provide additional training scholarships and career services.

- Local Municipalities: to support local workforce development efforts.

By diversifying funding streams, Area 10 expands workforce services and strengthens employer partnerships.

Area 10's strategic plan integrates public and private resources to develop sector-based strategies, career pathways, and career readiness programs that prepare workers for high-wage careers. By aligning financial resources, employer partnerships, and industry-driven training programs, Area 10 ensures that the West Piedmont region has a resilient, job-ready workforce capable of supporting long-term economic growth.

Section 3: Local Area Partnerships and Investment Strategies

3.1 Workforce Development System

The West Piedmont Workforce Development System is a comprehensive network of programs and services designed to support jobseekers, businesses, and workers by providing education, training, and employment opportunities. The West Piedmont Workforce Development Board (Area 10) oversees and coordinates the system, ensuring that services are accessible, aligned with employer needs, and responsive to labor market demands.

Programs Included in the Workforce Development System: The workforce development system in Area 10 includes a range of federal, state, and locally funded programs that provide employment, training, and career development services. Key programs include:

1. WIOA Title I – Adult, Dislocated Worker, and Youth Programs

- Adult and Dislocated Worker Programs provide career services, training assistance, and job placement support for unemployed and underemployed individuals.
- Youth Workforce Programs serve eligible in-school and out-of-school youth, offering career exploration, skills training, work-based learning, and supportive services.

2. WIOA Title II – Adult Education and Literacy Programs

- Supports basic skills education, English language learning (ESL), and high school equivalency programs for adults who need to improve literacy and numeracy skills.
- Delivered in collaboration with local adult education providers, literacy councils, and community colleges.

3. WIOA Title III – Wagner-Peyser Employment Services

- Administered through the Virginia Employment Commission (VEC), providing job matching, resume assistance, labor market information, and career counseling.

4. WIOA Title IV – Vocational Rehabilitation Services

- Delivered through the Virginia Department for Aging and Rehabilitative Services (DARS), offering employment support, skills training, and job placement services for individuals with disabilities.

5. Carl D. Perkins Career and Technical Education Act (CTE) Programs

- Supports career and technical education (CTE) programs in high schools and community colleges.
- Provides students with academic, technical, and employability skills to prepare them for in-demand careers.
- Works in coordination with Area 10's workforce system to align training with regional labor market needs.

6. Temporary Assistance for Needy Families (TANF) Workforce Programs

- Provides employment and training services for individuals receiving TANF benefits.
- Helps low-income families transition into sustainable employment.

7. Trade Adjustment Assistance (TAA) Program

- Provides training, job search assistance, and income support for workers displaced due to foreign trade.

8. Apprenticeship and Work-Based Learning Programs

- Supports registered apprenticeships, on-the-job training (OJT), and internships in collaboration with local employers, community colleges, and training providers.

9. Veterans Employment and Training Programs

- Provides career counseling, job placement, and skills training for military veterans and transitioning service members.

10. Community-Based and Faith-Based Workforce Programs

- Includes partnerships with local nonprofits, faith-based organizations, and local municipalities to provide workforce development, wraparound services, and employment support.

Coordination with Core Programs and Other Workforce Development Programs: Area 10 works closely with entities administering core programs to ensure alignment, coordination, and streamlined service delivery. The local board facilitates collaboration, data sharing, and joint program planning to create an integrated workforce system.

Area 10 employs key strategies for alignment and coordination to ensure an integrated and effective workforce development system. Regular partner meetings and cross-agency collaboration bring together regional workforce partners, training providers, and economic development agencies to discuss service alignment, employer needs, and program coordination. Co-location of services at Virginia Career Works Centers enhances accessibility by housing multiple workforce programs under one roof, providing jobseekers with a single point of access to employment and training resources. Joint outreach and enrollment efforts enable workforce staff to collaborate on participant referrals, case management, and enrollment, ensuring that individuals receive comprehensive support.

To further strengthen workforce alignment, Area 10 partners with Perkins Career and Technical Education (CTE) programs by working with CTE providers, high schools, and community colleges to align career pathways, integrate work-based learning, and promote industry-recognized credentials. These partnerships support dual enrollment and career training programs that help students transition from high school to postsecondary education or employment. Additionally, Area 10 utilizes integrated workforce data systems to facilitate data-driven decision-making, allowing the board to assess program effectiveness, employer demand, and training outcomes. Workforce programs also leverage shared case management tools to track participant progress and job placement results, improving service coordination and effectiveness. Employer engagement and industry partnerships remain central to Area 10's strategy, ensuring that workforce programs are aligned with business needs. The board collaborates with businesses, sector partnerships, and industry councils to design training programs that address skill gaps and support regional employers. These coordinated efforts help create a workforce system that is responsive, industry-driven, and accessible to all jobseekers.

Coordination with Chief Elected Officials: The Chief Elected Officials (CEOs) play a critical governance role in workforce development planning and decision-making. Area 10 ensures ongoing coordination and engagement with Chief Elected Officials (CEOs) through structured governance, planning, and outreach efforts. Workforce Development Board governance and communication play a crucial role, as CEOs appoint members to the Workforce Development Board and oversee regional workforce investments. To maintain transparency and informed decision-making, Area 10 provides quarterly reports and performance updates to CEOs, detailing workforce trends, training outcomes, and labor market needs.

Collaboration extends to joint workforce and economic development planning, where CEOs and

the Workforce Board work together to align workforce strategies with regional economic development goals. This partnership supports initiatives to attract businesses, expand job training programs, and develop high-growth industry sectors, ensuring a strong and sustainable workforce pipeline. Additionally, budget oversight and policy development are key responsibilities of the CEOs, as they review and approve the local workforce development budget and policies to ensure compliance with federal and state workforce laws.

Beyond governance and policy, public engagement and community outreach remain integral to Area 10's workforce strategy. The board collaborates with CEOs to engage local stakeholders, businesses, and education partners in workforce initiatives, promoting job fairs, training programs, and career pathways for residents. These efforts strengthen the visibility, accessibility, and impact of workforce programs, ensuring they meet the needs of both employers and jobseekers across the region.

The West Piedmont workforce development system is designed to connect jobseekers with education and training opportunities while supporting regional businesses with a skilled workforce. By aligning core programs, industry partnerships, and public-private resources, Area 10 ensures that the workforce system is responsive, inclusive, and strategically positioned to drive economic growth. Additionally, through strong coordination with Chief Elected Officials, training providers, and workforce agencies, Area 10 maintains effective governance and accountability in workforce service delivery.

3.2 Strategies and Services

Area 10 is committed to facilitating employer engagement, aligning workforce development programs with business needs, coordinating with economic development partners, and strengthening connections between the workforce system and unemployment insurance programs. The Workforce Development Board serves as the regional convener, ensuring that

workforce strategies are employer-driven, aligned with in-demand industries, and responsive to regional labor market needs.

Facilitating Employer Engagement in Workforce Development Programs: To effectively engage small businesses and employers in high-demand sectors, Area 10 implements targeted outreach, sector-based initiatives, and customized business services. The board fosters strong employer relationships through the following strategies:

- Business Services Teams (BSTs) – Workforce staff provide customized recruitment, hiring assistance, and training support to help businesses address workforce challenges.
- Sector Partnerships – Employers in key industries, such as advanced manufacturing, healthcare, information technology, and clean energy, collaborate with workforce partners to shape training programs, curriculum development, and career pathways.
- Industry Roundtables and Advisory Councils – Regular meetings with business leaders help identify emerging workforce trends, skill gaps, and training needs to inform workforce strategies.
- Employer Incentives for Workforce Participation – Programs such as On-the-Job Training (OJT) wage reimbursements, incumbent worker training funds, and apprenticeship subsidies encourage businesses to invest in workforce development.

These initiatives ensure that employers have direct input into workforce planning and training initiatives, strengthening the connection between business needs and workforce solutions.

Supporting a Local Workforce Development System That Meets Business Needs: A responsive and business-driven workforce system requires customized training, employer-led initiatives, and expanded talent pipelines to meet evolving industry needs. Area 10 supports businesses through Incumbent Worker Training (IWT), which helps current employees upskill and advance in response to changing industry demands. Customized training programs are developed in collaboration with employers and training providers to ensure that workers gain industry-specific skills tailored to regional workforce needs. Expanding apprenticeships and work-based learning provides businesses with access to registered apprenticeships, internships, and cooperative education programs, allowing them to develop and retain skilled talent. Additionally, career pathways development ensures that education and training programs align with clear career

advancement opportunities in targeted industries, providing workers with structured progression into high-demand occupations. To further support businesses, business services expansion offers labor market insights, recruitment assistance, and hiring support, ensuring that employers can access a steady pipeline of qualified workers. These efforts create a strong, sustainable workforce system, allowing businesses to attract, train, and retain skilled workers while fostering long-term economic growth.

Better Coordination Between Workforce Development Programs and Economic Development:

Area 10 collaborates closely with regional economic development organizations, chambers of commerce, and local government agencies to align workforce strategies with regional growth initiatives.

Key coordination efforts between workforce development and economic development focus on aligning business needs with workforce strategies to foster regional growth. Joint planning with economic development partners allows the Workforce Board to collaborate with regional economic development agencies in supporting business retention, expansion, and workforce attraction initiatives. Through Workforce and Economic Development Alignment Committees, regular strategy sessions are conducted to ensure that workforce programs align with regional business recruitment efforts and industry growth projections. Additionally, funding coordination for business investment strengthens economic expansion by enabling the board to leverage workforce grants, tax incentives, and funding for training initiatives that support both business development and job creation. By integrating workforce development into regional economic strategies, Area 10 ensures that businesses have access to skilled workers while promoting the long-term economic prosperity of the region.

Strengthening Linkages Between the One-Stop Delivery System and Unemployment Insurance Programs: A strong connection between Virginia Career Works Centers and the Unemployment

Insurance (UI) system ensures that unemployed individuals receive rapid reemployment assistance and workforce training opportunities. Through an integrated service delivery model, UI claimants are connected to career counseling, job search assistance, and training programs offered at Virginia Career Works Centers, providing them with immediate access to employment resources. Reemployment Services and Eligibility Assessments (RESEA) further support UI recipients at risk of long-term unemployment by offering personalized career coaching, job search guidance, and referrals to training opportunities. Additionally, job fairs and employer hiring events facilitate direct connections between UI claimants and businesses seeking skilled workers, helping to bridge the gap between jobseekers and available employment opportunities. To accelerate the transition back into the workforce, fast-track training and upskilling programs encourage UI recipients to enroll in short-term training programs aligned with in-demand occupations. By strengthening linkages between Virginia Career Works Centers and the unemployment system, Area 10 ensures that displaced workers can quickly access reemployment and training services, preparing them for high-demand jobs and long-term career success. Through targeted employer engagement, business-driven training solutions, and strategic partnerships with economic development and unemployment services, Area 10 supports a strong, demand-driven workforce system. These strategies ensure that businesses have access to a skilled workforce, jobseekers receive career opportunities, and regional economic growth is sustained.

3.3 Service Priority

The West Piedmont Workforce Development Board (Area 10) follows the direction set by the Governor and the Workforce Innovation and Opportunity Act (WIOA) to ensure that priority for adult career and training services is given to veterans, recipients of public assistance, low-income individuals, and individuals who are basic skills deficient. The One-Stop Operator is responsible

for implementing these priorities across Virginia Career Works Centers in the region by establishing clear service delivery guidelines, monitoring compliance, and integrating targeted outreach efforts.

Priority of Service Implementation: The One-Stop Operator ensures priority of service is upheld through the following strategies:

1. Eligibility Screening and Priority Identification

- During intake and initial assessments, workforce staff screen all applicants for public assistance status, income level, and basic skills proficiency.
- Individuals identified as recipients of public assistance (TANF, SNAP, or SSI), low-income jobseekers, or those with basic skills deficiencies are flagged for priority access to career and training services.
- Priority status is documented in case management systems to ensure services are provided in compliance with WIOA-mandated requirements.

2. Customized Career and Training Services for Priority Populations

- Basic Career Services: These individuals receive expedited access to career counseling, resume assistance, job matching, and labor market information to help them quickly identify employment opportunities.
- Individualized Career Services: Includes comprehensive skills assessments, career planning, financial literacy education, and supportive services to ensure jobseekers have the necessary tools to secure sustainable employment.
- Training Services: Workforce staff connect priority individuals to industry-recognized credential programs, on-the-job training (OJT), apprenticeships, and short-term certificate programs aligned with regional labor market demand.

3. Workforce Partner Collaboration to Maximize Service Access

- Co-location of Services: Workforce staff coordinate with Department of Social Services, Adult Education, Vocational Rehabilitation, and community-based organizations to refer eligible individuals to training and employment programs.
- Wraparound Support Services: Collaborations with social service agencies, housing authorities, and community action organizations ensure that jobseekers have access to childcare, transportation, and other essential supports that facilitate successful workforce participation.

4. Data-Driven Monitoring and Compliance

- The One-Stop Operator tracks enrollment, participation, and outcomes of priority service individuals using state and federal reporting systems.
- Quarterly audits and performance evaluations are conducted to ensure that training and career services are being delivered in alignment with WIOA's priority of service mandates.
- Continuous improvement strategies are implemented based on data analysis and feedback from participants and service providers.

Ensuring Equitable Access and Outreach: Area 10 implements targeted outreach campaigns by collaborating with community organizations, schools, and faith-based groups to actively recruit veterans and individuals who receive public assistance, are low-income, or are identified as basic skills deficient. To ensure accessibility, multilingual and culturally competent services are provided, with career services and program materials available in multiple languages and additional support offered for individuals with limited English proficiency or disabilities. Additionally, workforce navigation assistance is available through dedicated career navigators and case managers who help priority populations access training opportunities, complete applications, and overcome barriers to participation, ensuring equitable access to workforce development services.

Through clear service delivery guidelines, strategic partnerships, data monitoring, and targeted outreach, Area 10 ensures that recipients of public assistance, low-income individuals, and individuals who are basic skills deficient are given priority access to career and training services. These efforts align with Governor's directives and WIOA regulations, ensuring that equity and accessibility remain central to the workforce development system while connecting priority jobseekers to sustainable career pathways.

3.4 Coordination with Economic Development

The West Piedmont Workforce Development Board (Area 10) actively collaborates with regional economic development agencies, business leaders, and local government entities to ensure that workforce investment activities align with regional economic development priorities. This coordination strengthens efforts to attract new businesses, support industry growth, and develop a competitive workforce that meets the evolving demands of the local labor market. Additionally, Area 10 promotes entrepreneurial skills training and microenterprise services to support small business development and self-employment opportunities.

Integration of Workforce and Economic Development Activities: To create a seamless workforce and economic development ecosystem, Area 10 employs collaborative planning, industry partnerships, employer engagement, and data-driven workforce training alignment. The Workforce Development Board collaborates with regional economic development agencies, chambers of commerce, and local government entities to ensure that workforce initiatives align with business expansion, retention, and attraction efforts, providing employers with access to a skilled workforce and ensuring that training programs support targeted industry growth. Industry sector partnerships play a key role in these efforts, with Area 10 facilitating sector-based workforce initiatives in advanced manufacturing, healthcare, information technology, and clean energy, ensuring that education and training programs align with industry workforce demands. Additionally, employer engagement and business services coordination are strengthened through business services teams, which provide customized hiring assistance, training solutions, and workforce planning support to help employers access talent pipelines, participate in apprenticeships, and upskill their workforce. To further enhance economic development alignment, Area 10 integrates labor market data and employer input into workforce planning, ensuring that training investments support regional job creation, the growth of emerging industries, and economic diversification efforts. These strategies collectively foster a workforce system that is responsive to business needs, supports regional economic growth, and enhances career opportunities for jobseekers.

Promoting Entrepreneurial Skills Training and Microenterprise Services: Area 10 recognizes entrepreneurship and small business development as key drivers of economic growth and collaborates with partners to provide entrepreneurial skills training and microenterprise services for individuals interested in self-employment or business ownership. Through entrepreneurial training programs, Area 10 works with local Small Business Development Centers (SBDCs),

community colleges, and economic development agencies to offer business planning workshops, financial literacy education, and entrepreneurship training for aspiring business owners.

Microenterprise support and access to capital are also key components, as workforce participants receive guidance on securing small business grants, microloans, and startup funding through partnerships with local banks, credit unions, and economic development funds. Additionally, Area 10 supports business incubators and accelerators, which provide mentorship, networking opportunities, and technical assistance to help new and emerging entrepreneurs establish and grow their businesses. To further integrate entrepreneurship into the workforce system, Area 10 ensures that training programs include business management skills, marketing strategies, and digital literacy, equipping jobseekers and displaced workers with the tools needed to pursue self-employment as a viable career pathway. These efforts create a strong foundation for small business growth, supporting innovation, job creation, and long-term economic sustainability in the region.

By aligning workforce investment activities with economic development efforts, Area 10 ensures that businesses have access to a highly skilled workforce while fostering job creation, business expansion, and industry growth. Additionally, by promoting entrepreneurial skills training and microenterprise services, the board supports small business development and self-employment opportunities, contributing to a diverse and resilient local economy.

3.5 Coordination with Secondary and Postsecondary Programs

Coordination of Education and Workforce Investment Activities: The West Piedmont Workforce Development Board (Area 10) works closely with secondary and postsecondary education partners, including K-12 school districts, Career and Technical Education (CTE) programs, and community colleges such as Patrick & Henry Community College and Danville Community College, to coordinate strategies, enhance services, and prevent duplication of efforts. This

collaboration ensures that education and workforce training programs are aligned with industry needs, providing students and jobseekers with clear pathways to high-demand careers.

Strategies for Coordination and Service Enhancement: Career pathways development and alignment is a key component of Area 10's coordination efforts. The Workforce Development Board works with secondary schools, Patrick & Henry Community College, and Danville Community College to create career pathways that align with regional labor market needs. These pathways include dual enrollment programs, apprenticeships, and work-based learning opportunities, allowing students to earn industry-recognized credentials while completing their education. Area 10 also collaborates with local Career and Technical Education (CTE) programs to ensure that training programs meet employer expectations and provide students with the necessary skills to succeed in high-demand fields. By integrating CTE programs with workforce initiatives, students receive a seamless transition from high school to postsecondary education or employment.

To ensure integration of workforce and education services, Virginia Career Works Centers provide career counseling, skills assessments, and training resources to both students and adult learners. Area 10 facilitates co-enrollment between workforce programs and educational institutions, allowing participants to access financial aid, scholarships, and support services while completing their training. This approach strengthens the connection between education and career readiness, helping individuals navigate employment opportunities and training options more effectively. Regular joint planning meetings with school districts, community colleges, and workforce development staff help prevent the duplication of services and ensure that programs complement rather than compete with each other.

Work-based learning and industry partnerships are essential to bridging the gap between education and employment. Patrick & Henry Community College and Danville Community

College work with Area 10 to expand internships, cooperative education, and on-the-job training programs to give students real-world experience. The Workforce Board connects employers with educational institutions to create customized training programs that align with the needs of regional industries, including healthcare, manufacturing, information technology, and skilled trades. In addition, the Workforce Board supports registered apprenticeships and pre-apprenticeship programs, allowing both students and adult learners to gain hands-on experience in their chosen fields while earning industry-recognized credentials.

Area 10 takes a proactive approach to avoiding duplication of services by conducting regional needs assessments and labor market analyses. These efforts help identify gaps in training and education and ensure that workforce programs do not replicate existing educational offerings. The Workforce Board collaborates with education providers, economic development agencies, and employers to develop new training initiatives that address unserved workforce demands and fill skill gaps. Workforce programs supplement existing educational funding sources rather than replace them, ensuring that students and jobseekers receive maximized financial assistance and training support without redundancy.

Supporting adult learners and non-traditional students is another critical aspect of Area 10's workforce development strategy. Adult education programs, GED preparation, and English as a Second Language (ESL) services are coordinated with community colleges and literacy organizations to help individuals gain the basic academic skills needed for employment and career advancement. Both Patrick & Henry Community College and Danville Community College offer short-term credentialing programs, evening courses, and flexible learning options, ensuring that working adults and displaced workers can access education and workforce training without disrupting their current employment. Additionally, Area 10 provides wraparound support services, including transportation assistance, childcare resources, and career coaching, to help

adult learners overcome barriers to completing training and transitioning into sustainable employment.

Through strategic partnerships with secondary schools, Patrick & Henry Community College, Danville Community College, and industry leaders, Area 10 ensures that education and workforce investment activities are seamlessly integrated. By aligning career pathways, expanding work-based learning, and preventing duplication of services, the Workforce Board strengthens regional workforce readiness, supports economic growth, and enhances opportunities for students and jobseekers to obtain meaningful employment in high-demand industries.

3.6 Coordination with Community Colleges

Collaboration Between the Local Workforce Board and Community Colleges: The West Piedmont Workforce Development Board (Area 10) maintains a strong partnership with Patrick & Henry Community College and Danville Community College to plan and deliver workforce training services that align with regional labor market needs. This collaboration ensures that jobseekers, students, and workers have access to industry-driven education and credentialing programs that lead to high-demand, well-paying careers. A community college representative sits on the Workforce Development Board, ensuring that workforce development strategies align with educational initiatives, employer demands, and industry trends.

A key component of this collaboration is the referral of clients to short-term credential programs through FastForward and G3 training at both community colleges. The FastForward program, available at Patrick & Henry Community College and Danville Community College, provides short-term, affordable workforce training in high-demand fields such as healthcare, skilled trades, manufacturing, and information technology. These programs are designed to help individuals earn industry-recognized credentials quickly and transition into sustainable employment. The G3 (Get a Skill, Get a Job, Get Ahead) program offers tuition assistance for

low-income students pursuing careers in priority industries, ensuring that more individuals can access career pathways that lead to family-sustaining wages. Many unemployed and underemployed individuals, as well as youth participants, are referred to these programs through Virginia Career Works Centers to fast-track their entry into the workforce.

In addition to FastForward and G3 training, Area 10 has an active partnership with both Patrick & Henry Community College and Danville Community College through the board's YouthBuild program and other workforce initiatives. YouthBuild, a program designed for young adults aged 16-24 who face barriers to education and employment, provides construction training, industry certifications, leadership development, and GED attainment support. The community colleges play a critical role in delivering technical instruction, providing access to career coaching, and supporting program participants in earning stackable credentials. Beyond YouthBuild, both colleges partner with the Workforce Board on adult education, career coaching, apprenticeship development, and customized training solutions to meet the workforce needs of businesses and jobseekers.

Additionally, Area 10 and the community colleges collaborate to develop career pathways, expand work-based learning opportunities, and align workforce programs with employer needs. The Workforce Board partners with Patrick & Henry Community College and Danville Community College to enhance internships, cooperative education, and on-the-job training experiences, ensuring that students gain hands-on experience while local businesses access a skilled talent pipeline. The Board also works with the colleges to provide wraparound support services, including transportation assistance, childcare resources, career counseling, and financial aid navigation, to help jobseekers overcome barriers to education and employment.

Through co-enrollment in workforce and education programs, data-driven workforce planning, and continuous collaboration with Patrick & Henry Community College and Danville

Community College, Area 10 ensures that workforce investment activities are aligned, accessible, and responsive to the needs of employers and jobseekers. This ongoing partnership strengthens workforce development efforts and helps advance economic growth across the region.

3.7 Coordination of Transportation and Supportive Services

The West Piedmont Workforce Development Board (Area 10) recognizes that transportation and supportive services are critical to ensuring jobseekers can access workforce programs, training, and employment opportunities. Many individuals in the region face transportation barriers that limit their ability to participate in workforce activities, particularly those in rural areas where public transportation options are limited. The Workforce Board collaborates with local government agencies, community organizations, and employers to help address these challenges and provide coordinated supportive services to ensure equitable access to workforce opportunities.

Transportation Services and Coordination: Public transportation is limited in the West Piedmont region, with services available in Danville and Martinsville, but many surrounding rural areas lack fixed-route transit options. To mitigate transportation barriers, Area 10 works with regional transit providers (Charis Transportation, Mat Transport LLC, Piedmont Area Regional Transit System, Danville Bus System), local government agencies, and non-profit organizations to help jobseekers access transportation assistance. Key strategies include:

- *Transit System Collaboration:* In areas where public transit is available, the Workforce Board partners with local transit agencies to provide discounted bus passes for individuals participating in job training, apprenticeships, and employment programs.
- *Mileage Reimbursement:* For those who must travel long distances for training or work, mileage reimbursement is available to help cover commuting costs.
- *Support for Work-Based Learning and Training Programs:* Area 10 helps jobseekers access transportation stipends for those enrolled in FastForward, G3, and other short-term credentialing programs at Patrick & Henry Community

College and Danville Community College, ensuring they can travel to training sites without financial hardship.

Provision of Supportive Services: Beyond transportation, Area 10 ensures that individuals have access to a full range of supportive services to help them successfully complete training and obtain employment. Workforce staff provide case management and referrals to help jobseekers access housing assistance, childcare support, healthcare, and financial assistance through partnerships with local agencies.

- *Childcare Assistance:* Many jobseekers struggle with securing childcare while attending training or job interviews. The Workforce Board partners with local social services agencies and childcare providers to help individuals apply for childcare subsidies and vouchers.
- *Housing and Emergency Assistance:* For individuals experiencing homelessness or housing instability, Area 10 connects jobseekers with local housing assistance programs, shelters, and transitional housing resources to ensure they have stable living conditions while participating in workforce programs.
- *Financial Assistance for Job-Related Expenses:* Support is available for work attire, uniforms, tools, eye glasses, and exam fees for individuals enrolled in training programs or starting new jobs. These funds help eliminate financial barriers that might prevent someone from successfully transitioning into employment.
- *Access to Technology and Broadband Services:* Given that many rural areas in the region lack high-speed internet access, Area 10 provides technology assistance, such as access to computers, internet hotspots, and digital literacy training at Virginia Career Works Centers to help jobseekers search for jobs, complete online training, and participate in virtual job interviews.

By coordinating workforce investment activities with transportation providers, community service organizations, and local businesses, Area 10 ensures that jobseekers and workers can access training, job opportunities, and essential services. The Workforce Board's commitment to reducing transportation barriers and providing supportive services strengthens workforce participation, particularly for individuals in rural areas, low-income jobseekers, and those facing multiple barriers to employment. These efforts contribute to a more inclusive and accessible workforce development system that supports regional economic growth and long-term career

success.

3.8 Coordination with State Employment Service

Maximizing Coordination of Wagner-Peyser Act Services and One-Stop System: The West Piedmont Workforce Development Board (Area 10) is committed to ensuring that Wagner-Peyser Act services, administered through the Virginia Employment Commission (VEC), are fully integrated within the Virginia Career Works one-stop system. This coordination aims to streamline services, eliminate duplication, and enhance the efficiency of workforce development programs, ensuring that jobseekers and employers receive seamless, high-quality assistance.

Integration of Wagner-Peyser Services within the One-Stop System.

Area 10's Virginia Career Works Centers serve as a single point of access for employment services, job search assistance, career counseling, and training opportunities. Wagner-Peyser services are co-located within these centers, allowing workforce staff and VEC representatives to collaborate in delivering employment services. The primary strategies for maximizing coordination and avoiding service duplication include:

1. ***Unified Service Delivery Model:*** Wagner-Peyser staff are fully integrated within the one-stop system, ensuring that jobseekers can access employment services, labor exchange programs, and reemployment assistance in the same location as WIOA-funded training and career services. This model allows individuals to receive comprehensive career development support without needing to visit multiple agencies.
2. ***Joint Intake, Assessment, and Case Management:*** To improve service delivery, Area 10 utilizes a common intake and assessment process that applies to both Wagner-Peyser and WIOA programs. Workforce staff and VEC representatives coordinate to ensure that jobseekers receive career counseling, skills assessments, and job placement services without unnecessary duplication. Case management systems are shared to track participants' progress and avoid redundant service referrals.
3. ***Coordination of Employer Services and Business Engagement:*** The Workforce Board and VEC Business Services Teams collaborate to provide employer outreach, job fairs, recruitment events, and labor market information to businesses. This ensures that employers receive coordinated workforce solutions, including assistance with posting job openings, identifying qualified candidates, and accessing training incentives such as On-the-Job Training (OJT) and Incumbent Worker Training (IWT).

4. *Reemployment Services and Unemployment Insurance (UI) Linkages:* Wagner-Peyser staff play a crucial role in supporting unemployment insurance claimants through Reemployment Services and Eligibility Assessments (RESEA) and job search assistance programs. Through integration within the one-stop system, UI claimants are automatically referred to workforce services, including career coaching, job readiness workshops, and training opportunities, to help them transition back into employment quickly.
5. *Cross-Training of Staff:* To strengthen service coordination, Wagner-Peyser and WIOA staff receive cross-training on all available workforce programs. This ensures that career advisors, job coaches, and VEC representatives can provide accurate guidance on job placement, training, and employment assistance, regardless of the funding source.
6. *Technology and Data-Sharing for Service Alignment:* Area 10 leverages the Virginia Workforce Connection's case management systems to facilitate real-time data-sharing and reporting between Wagner-Peyser services and WIOA programs. This ensures that jobseekers do not duplicate services across programs and that workforce staff can provide consistent, coordinated support.

Assurances of Compliance and Service Quality: To ensure effective coordination, Area 10 adheres to state and federal policies that mandate integrated service delivery and follows these assurances:

- Wagner-Peyser services will be provided in full alignment with WIOA requirements, ensuring that jobseekers have access to both employment assistance and training services without service gaps.
- The one-stop system will continue to facilitate close collaboration between Wagner-Peyser staff and workforce partners, promoting joint service delivery strategies to improve efficiency.
- Regular performance evaluations and monitoring will be conducted to identify and address any service duplication, ensuring continuous improvement.
- Wagner-Peyser staff will be included in all workforce system planning efforts, ensuring that employment services align with regional economic and labor market needs.

By fully integrating Wagner-Peyser services within the one-stop system, Area 10 maximizes efficiency, coordination, and accessibility in workforce service delivery. The Workforce Board's commitment to joint planning, data-sharing, and staff collaboration ensures that jobseekers receive comprehensive employment support while employers access a skilled workforce, driving regional economic growth and workforce sustainability.

3.9 Coordination with Adult Education and Literacy

The West Piedmont Workforce Development Board (Area 10) collaborates closely with the West

Piedmont Regional Adult Education Program to integrate adult education and literacy services into workforce development initiatives. This partnership ensures that individuals with low literacy, limited English proficiency, or without a high school diploma have access to education, training, and employment opportunities that lead to sustainable careers. Additionally, the West Piedmont Regional Adult Education Program is a sub-recipient on the YouthBuild grant, providing foundational training, including academic (GED and basic skills) and work readiness instruction, to help young adults develop the skills necessary for long-term employment and career advancement.

Integration of Adult Education with Workforce Development: The West Piedmont Regional Adult Education Program offers basic literacy instruction, GED preparation, English as a Second Language (ESL), and workforce readiness training to help individuals develop the academic and employability skills needed for career success. Area 10 ensures seamless coordination between adult education and workforce investment activities through the following strategies:

1. *Co-Enrollment in Workforce and Adult Education Programs:* Adult learners are referred to workforce training programs such as FastForward, G3, and other short-term credentialing programs at Patrick & Henry Community College and Danville Community College to help them gain industry-recognized credentials while improving their foundational skills. Participants in workforce programs who lack a high school diploma or English proficiency are connected with adult education services, ensuring that they can build their academic skills while pursuing career training and employment opportunities.
2. *Workforce and Literacy Alignment for High-Demand Careers:* The Workforce Board collaborates with the West Piedmont Regional Adult Education Program to align literacy and numeracy instruction with workforce training programs in high-demand industries such as healthcare and manufacturing. Integrated Education and Training (IET) models allow individuals to earn workforce credentials while simultaneously improving their literacy and numeracy skills, reducing the time required to enter the workforce.
3. *Adult Education Services at Virginia Career Works Centers:* The West Piedmont Regional Adult Education Program provides GED preparation, ESL classes, and digital literacy training at Virginia Career Works Centers, ensuring that jobseekers can access educational services in a centralized location. Workforce staff work closely with adult education providers to connect learners to career services, job placement assistance, and additional training opportunities to

ensure a smooth transition from education to employment.

4. *Support for Adult Learners with Barriers to Employment:* Area 10 provides access to wraparound supportive services such as transportation assistance, childcare support, and financial aid referrals to help adult learners successfully complete training programs and transition into employment. The Board works with community-based organizations and social service agencies to support low-income and underserved populations through mentorship, career coaching, and employment readiness workshops.
5. *YouthBuild and Foundational Training for Young Adults:* The West Piedmont Regional Adult Education Program plays a key role in YouthBuild, providing GED preparation, basic skills instruction, and work readiness training for young adults facing barriers to education and employment. As a sub-recipient of the YouthBuild grant, the Adult Education Program helps participants develop essential academic competencies while gaining hands-on work experience in the construction and skilled trades industries. This partnership ensures that out-of-school youth receive targeted educational support to build a foundation for long-term career success.

Review of Local Applications for Adult Education Funding: The West Piedmont Workforce Development Board ensures that adult education and literacy funding is aligned with regional workforce priorities through a structured review process. This process evaluates program effectiveness, employer alignment, and participant outcomes:

1. Alignment with Workforce Priorities:

- Applications are assessed based on their alignment with regional labor market demand, employer needs, and industry-recognized credential programs.
- Preference is given to programs that incorporate work-based learning, apprenticeships, and employer partnerships to enhance job readiness.

2. Collaboration and Coordination with Workforce Partners

- Applications must demonstrate active collaboration with Virginia Works Centers, community colleges, and employers to ensure seamless service delivery.
- The Board prioritizes integrated education and workforce training models, where individuals can earn industry credentials while building essential academic skills.

3. Program Effectiveness and Measurable Outcomes

- Student success metrics, such as GED completion rates, job placements, and postsecondary transitions are regularly reported at Board Meetings.
- Programs provide information on strategies for serving underserved populations, including individuals with disabilities, English language learners, and low-income jobseekers.

4. Monitoring and Continuous Improvement

- Performance reports are reported to ensure adult education providers meet WIOA standards and regional workforce needs.
- Regular feedback sessions with adult education providers help refine strategies

and improve service delivery.

By integrating adult education and workforce development, the West Piedmont Workforce Development Board and the West Piedmont Regional Adult Education Program ensure that individuals have the academic, technical, and career skills needed to succeed. The collaboration extends to co-enrollment in career training, work-based learning opportunities, and targeted support for out-of-school youth through the YouthBuild program. Through a rigorous review process, strong partnerships, and a commitment to removing barriers to education and employment, Area 10 ensures that adult learners receive the foundational skills and career opportunities necessary for long-term success.

3.10 Coordination with Business and Industry

The West Piedmont Workforce Development Board (Area 10) prioritizes strong employer engagement to ensure that workforce development activities align with regional labor market demands and business needs. The local plan establishes clear policies and protocols for all workforce development entities in the region when engaging employers, outlines how businesses are involved in shaping new workforce initiatives, and identifies specific activities designed to address employer workforce challenges.

Policies and Protocols for Employer Engagement: All workforce development entities in Area 10 follow consistent protocols when engaging employers to ensure that businesses receive coordinated and efficient workforce services. These protocols include:

- *No Wrong Door Approach:* Business Services Teams work closely together for workforce-related needs, reducing redundancy in outreach efforts.
- *Employer Engagement Coordination Across Workforce Entities:* The Workforce Board ensures that Patrick & Henry Community College, Danville Community College, economic development agencies, and workforce service providers collaborate to provide seamless business services without duplication.
- *Data-Driven Employer Engagement Strategies:* Workforce development entities use labor market intelligence and employer feedback to guide outreach efforts, ensuring that industry

needs shape workforce development initiatives.

- *Workforce Development Board Business Engagement Policies:* The Workforce Board has formal policies requiring regular industry roundtables, employer surveys, and direct engagement to ensure that workforce training programs are aligned with business and industry needs.

Employer Involvement in Workforce Development Initiatives: Employers play a key role in shaping new workforce development activities in the West Piedmont region. The Workforce Board actively involves businesses through:

- *Industry Advisory Councils:* Employers participate in sector-specific councils (e.g., manufacturing, healthcare, IT) to provide input on emerging workforce trends, required skills, and training gaps.
- *Curriculum Development Partnerships:* Businesses collaborate with Patrick & Henry Community College and Danville Community College to design and update training programs, ensuring alignment with industry demands.
- *Work-Based Learning Expansion:* Employers are engaged in apprenticeships, internships, and on-the-job training (OJT) programs, helping jobseekers gain real-world experience while businesses develop talent pipelines.
- *New Program Development Committees:* When designing new workforce programs, the Board consults with employers to determine priority industry certifications, technical skill requirements, and training delivery methods.
- *Business Roundtables and Surveys:* The Workforce Board hosts quarterly employer roundtables and conducts annual business needs surveys to gather insights that inform workforce strategies.

Activities to Address Employers' Workforce Needs: Area 10 implements targeted workforce solutions to help employers address talent shortages, upskill workers, and retain employees.

Key activities include:

- *Customized Training Programs:* The Workforce Board partners with Patrick & Henry Community College and Danville Community College to create customized training solutions tailored to specific business needs.
- *Incumbent Worker Training (IWT):* Employers can receive funding support to provide skills training for existing employees, ensuring that workers remain competitive as industries evolve.
- *On-the-Job Training (OJT) and Apprenticeships:* Businesses benefit from wage reimbursement incentives for hiring and training workers through registered apprenticeships and OJT programs, reducing onboarding costs.
- *Workforce Training:* The Board connects employers with community college workforce training programs, especially short-term FastForward and G3 credentialing programs, allowing businesses to upskill workers quickly and affordably in high-demand occupations.
- *Talent Recruitment Assistance:* Virginia Career Works Centers provide job

matching services, career fairs, and candidate pre-screening, ensuring that employers have access to qualified jobseekers.

- *Workforce Retention and Employee Support Services:* The Board works with businesses to implement retention strategies, including access to transportation assistance, childcare support, and financial literacy workshops to help employees stay in the workforce.

The West Piedmont Workforce Development Board ensures that employers remain actively engaged in shaping and benefiting from workforce development efforts. By establishing clear engagement protocols, integrating business input into workforce planning, and implementing targeted employer services, Area 10 creates a strong workforce pipeline that meets the needs of businesses while supporting jobseekers in obtaining family-sustaining careers.

Section 4: Program Design and Evaluation

4.1 Expanding Access

Expanding Access to Employment, Training, Education, and Supportive Services: The West Piedmont Workforce Development Board (Area 10), in partnership with core program providers, is committed to expanding access to employment, training, education, and supportive services for eligible individuals, particularly those facing barriers to employment. Through a comprehensive, coordinated workforce system, the Board ensures that jobseekers—including low-income individuals, individuals with disabilities, out-of-school youth, justice-involved individuals, and English language learners—can access career pathways that lead to sustainable employment.

Strategies to Expand Access for Individuals with Barriers to Employment:

1. *Strengthening Partnerships for Inclusive Service Delivery:* The Board collaborates with entities administering WIOA core programs, including the Virginia Employment Commission (VEC), the West Piedmont Regional Adult Education Program, the Virginia Department for Aging and Rehabilitative Services (DARS), Patrick & Henry Community College, and Danville Community College, to ensure that jobseekers receive integrated, wraparound workforce development services. Through these partnerships, individuals are connected to career training, job placement services, financial assistance, and supportive services to help overcome employment challenges.

2. *Increasing Access to Career and Training Services:* Area 10 offers a range of employment and training opportunities through Virginia Career Works Centers, which serve as centralized hubs for jobseekers. Services include:

- Career Counseling and Job Matching: Personalized guidance to help individuals explore careers, build resumes, and secure job placements.

- Short-Term Credentialing and Workforce Training: Access to FastForward and G3 training programs at Patrick & Henry Community College and Danville Community College, enabling individuals to earn industry-recognized credentials in high-demand fields.
- On-the-Job Training (OJT) and Apprenticeships: Employers receive wage subsidies to hire and train individuals, particularly those with barriers to employment, ensuring that participants gain hands-on experience.
- Digital and Workplace Readiness Training: Jobseekers receive training in digital literacy, financial literacy, and essential workplace skills, increasing their employability.

3. *Targeted Outreach and Support for Underserved Populations*: To reach and support individuals who may be disconnected from the workforce, the Board and its partners implement targeted outreach strategies, including:

- Community-Based Outreach: Collaboration with faith-based organizations, social service agencies, and housing assistance programs to connect low-income individuals, homeless individuals, and justice-involved populations to workforce resources.
- Youth Engagement through YouthBuild and WIOA Youth Services: The Board partners with the West Piedmont Regional Adult Education Program as a sub-recipient on the YouthBuild grant, providing GED preparation, basic skills instruction, and work readiness training for young adults.
- Services for English Language Learners (ELL): Coordination with adult education providers to ensure non-English-speaking jobseekers have access to ESL courses, bilingual workforce services, and career training.
- Employment Pathways for Justice-Involved Individuals: Workforce services are provided in partnership with local correctional facilities and reentry programs, ensuring that formerly incarcerated individuals receive job training and employment support upon release.

4. *Enhancing Supportive Services to Reduce Barriers to Employment*: Recognizing that transportation, childcare, and financial hardship can prevent individuals from accessing workforce services, the Board integrates supportive services to ensure equitable participation in training and employment programs. These services include:

- *Transportation Assistance*: Support for public transit, mileage reimbursement, and employer-sponsored rideshare programs to help jobseekers access training and employment.
- *Childcare Support*: Partnerships with local childcare providers and social services agencies to offer childcare assistance to parents in workforce training or employment

programs.

- *Financial Assistance for Training-Related Costs:* Provision of funds for work attire, exam fees, tools, and equipment needed for specific jobs or training programs.
- *Housing Stability and Emergency Assistance:* Referrals to local housing authorities, shelters, and financial assistance programs to support individuals experiencing housing insecurity.

5. *Leveraging Technology to Expand Virtual Access:* To reach individuals who face geographic or mobility challenges, the Workforce Board utilizes virtual service delivery options:

- *Online Job Search:* Individuals can access job search assistance through the Virginia Workforce Connection.
- *Digital Learning Platforms:* Partnerships with Patrick & Henry Community College and Danville Community College enable jobseekers to complete online training and certification programs.
- *Virtual Case Management and Support Services:* Workforce staff provide remote assistance with career navigation, supportive service applications, and employment counseling.

Through strategic partnerships, targeted outreach, comprehensive supportive services, and virtual learning options, the West Piedmont Workforce Development Board ensures that all eligible individuals, particularly those with barriers to employment, have equitable access to workforce resources. By expanding access to career pathways, strengthening employer partnerships, and integrating wraparound support services, the Board helps jobseekers overcome employment challenges and secure long-term economic stability.

4.2 Career Pathways

Facilitation of Career Pathways Development: The West Piedmont Workforce Development Board (Area 10) is committed to developing career pathways that provide structured, accessible, and industry-aligned education and training opportunities leading to recognized postsecondary credentials. These pathways help individuals—particularly those with barriers to employment—gain the skills and certifications necessary to secure sustainable, high-wage jobs in high-demand industries. Area 10 collaborates with employers, Patrick & Henry Community College, Danville Community College, K-12 school systems, adult education providers, and economic

development partners to ensure that career pathways align with regional labor market needs and provide progressive career advancement opportunities.

Strategies for Career Pathway Development

1. *Industry-Aligned Education and Training Pathways*: The Workforce Board works closely with regional employers and industry leaders to develop career pathways in priority sectors, including advanced manufacturing, healthcare, information technology, skilled trades, and clean energy. These pathways include entry-level, mid-level, and advanced training options, ensuring that workers can progress through stackable credentials that lead to higher-paying roles.

- FastForward and G3 Credentialing Programs: Area 10 promotes participation in FastForward and G3 programs at Patrick & Henry Community College and Danville Community College, which provide affordable, short-term training leading to industry-recognized credentials in high-demand fields.
- Dual Enrollment Programs: High school students are encouraged to earn college credits and industry certifications through Career and Technical Education (CTE) programs that align with career pathways in key industries.
- Integrated Education and Training (IET): The West Piedmont Regional Adult Education Program offers GED and ESL students the opportunity to pursue workforce training while improving basic academic skills, ensuring they can transition directly into postsecondary programs or employment.

2. *Stackable and Portable Credentials*: Career pathways in Area 10 emphasize stackable, portable credentials, allowing individuals to incrementally build skills and advance their careers without starting over at each stage.

- Entry-Level Certifications (e.g., OSHA-10, Certified Nursing Assistant, IT Fundamentals, Manufacturing Technician Level 1) provide a foundation for workforce entry.
- Mid-Level Credentials (e.g., Welding, Licensed Practical Nurse, IT Security, Mechatronics) enable career advancement and specialization.
- Advanced Credentials (e.g., Associate Degrees, Registered Nursing, Cybersecurity, Engineering Technology) prepare individuals for leadership roles and higher earnings.

3. *Employer-Driven Work-Based Learning Opportunities*: Area 10 integrates work-based learning into career pathways by partnering with employers to provide apprenticeships, on-the-job training (OJT), and internships.

- Registered Apprenticeships: In partnership with the Virginia Department of Labor and

Industry, Area 10 helps businesses establish apprenticeship programs that combine paid employment with classroom instruction, allowing workers to earn while they learn.

- On-the-Job Training (OJT): Employers receive wage reimbursements to hire and train workers, ensuring jobseekers gain industry-relevant skills while businesses develop a skilled workforce.
- Internships and Cooperative Education: Partnerships with Patrick & Henry Community College, Danville Community College, and local employers expand access to internships and cooperative education programs, giving students hands-on experience in their fields of study.

4. Career Navigation and Support Services: To help individuals navigate career pathways successfully, Area 10 provides career coaching, case management, and supportive services through Virginia Career Works Centers.

- Career Counselors assist jobseekers in identifying suitable pathways, understanding credentialing options, and accessing financial aid for training.
- Supportive services, such as childcare assistance, transportation aid, and technology access, reduce barriers to education and training.
- Digital and workplace readiness training ensures that participants gain essential employability skills, including communication, teamwork, and digital literacy.

5. Equity and Accessibility in Career Pathways: To ensure that all individuals—especially those with barriers to employment—can access career pathways, Area 10 implements targeted outreach and engagement strategies:

- YouthBuild and WIOA Youth Programs: Area 10 partners with the West Piedmont Regional Adult Education Program to provide foundational academic and career readiness training for out-of-school youth, helping them obtain GEDs and workforce credentials.
- Reentry and Justice-Involved Populations: Collaboration with local correctional facilities and reentry programs helps formerly incarcerated individuals transition into career pathways through vocational training, soft skills development, and job placement support.
- Services for English Language Learners (ELL): Bilingual career counseling and ESL-integrated training programs help non-English-speaking individuals enter and advance in high-demand industries.

Through strong partnerships with employers, community colleges, adult education providers, and economic development agencies, the West Piedmont Workforce Development Board ensures that career pathways provide clear, structured, and accessible opportunities for individuals to earn industry-recognized credentials, gain experience, and advance in their careers. By emphasizing stackable credentials, work-based learning, and wraparound support services, Area

10 strengthens workforce development, supports regional economic growth, and creates long-term career opportunities for jobseekers.

4.3 Co-Enrollment

Utilization of Co-Enrollment in Core Programs to Maximize Efficiencies and Resources: The West Piedmont Workforce Development Board (Area 10) leverages co-enrollment across core WIOA programs to ensure that jobseekers receive comprehensive workforce services while maximizing efficiencies and resource utilization. Through co-enrollment in Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Education, and Vocational Rehabilitation programs, Area 10 ensures that participants can access multiple support systems without duplication of services. This integrated approach enhances training outcomes, employment success, and economic self-sufficiency for individuals with barriers to employment.

Co-Enrollment Strategies to Maximize Resources

1. Integrated Service Delivery through Virginia Career Works Centers: Area 10's Virginia Career Works Centers serve as centralized hubs where jobseekers can be co-enrolled in multiple programs, ensuring seamless access to training, education, and employment services.

- WIOA Adult and Wagner-Peyser Co-Enrollment: Individuals receiving job search assistance through Wagner-Peyser programs are assessed for WIOA Adult eligibility and, when applicable, co-enrolled to access individualized career services, training funds, and supportive services.
- Co-Enrollment in WIOA and West Piedmont Regional Adult Education Programs: Jobseekers who lack a high school diploma or require English language instruction are co-enrolled in adult education and workforce programs, allowing them to improve basic skills while earning workforce credentials.
- Co-Enrollment in WIOA and Vocational Rehabilitation Services: Individuals with disabilities receiving services through the Virginia Department for Aging and Rehabilitative Services (DARS) are co-enrolled in WIOA programs to access career counseling, workplace accommodations, and employer engagement services.

2. Co-Enrollment in Workforce Training and Education Programs: Area 10 ensures that individuals participating in workforce training programs can be co-enrolled in multiple funding

streams to extend financial assistance and reduce participant costs.

- FastForward and G3 Training Co-Enrollment: Jobseekers pursuing industry-recognized credentials through FastForward and G3 training at Patrick & Henry Community College and Danville Community College are also co-enrolled in WIOA programs for additional tuition assistance, supportive services, and career coaching.
- YouthBuild and WIOA Youth Co-Enrollment: The West Piedmont Regional Adult Education Program, a sub-recipient on the YouthBuild grant, provides foundational academic instruction (GED and basic skills) to YouthBuild participants while co-enrolling them in WIOA Youth services for work-based learning, apprenticeships, and career pathways development.

3. Dual Enrollment in Employment and Supportive Services Programs

Many jobseekers face barriers to employment, including lack of transportation, housing insecurity, and childcare needs. Area 10's co-enrollment model integrates workforce programs with supportive services to ensure participants receive the resources needed to complete training and obtain employment.

- WIOA and TANF/SNAP Co-Enrollment: Low-income jobseekers receiving Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits are co-enrolled in WIOA programs to access career training, job search assistance, and supportive services such as transportation and childcare assistance.
- WIOA and Reentry Services Co-Enrollment: Justice-involved individuals participating in local reentry programs are co-enrolled in WIOA programs to access vocational training, resume-building workshops, and employer connections for second-chance hiring opportunities.
- WIOA and Veteran Services Co-Enrollment: Veterans accessing employment services through the Virginia Employment Commission (VEC) or Veterans Affairs programs are co-enrolled in WIOA to receive specialized career guidance, priority job placement, and skills training.

Efficiency and Resource Maximization through Co-Enrollment: By strategically leveraging co-enrollment across core WIOA programs, Area 10 ensures that participants receive a full range of career services without duplication by coordinating assessments, case management, and funding sources. Workforce training costs are shared among multiple funding streams, reducing individual expenses and allowing more participants to access services. Jobseekers with significant barriers to employment receive comprehensive, wraparound support, increasing their likelihood of successful training completion and employment. Additionally, program data and performance outcomes are aligned across agencies, enabling collaborative service delivery and better long-term tracking of participant success. This integrated approach enhances service efficiency, maximizes available resources, and strengthens workforce outcomes across the

region.

By fully integrating co-enrollment strategies into workforce services, the West Piedmont Workforce Development Board maximizes funding, eliminates service duplication, and expands access to workforce training, education, and supportive services. Through collaborative partnerships, shared case management, and cross-program enrollment, Area 10 ensures that jobseekers, especially those with barriers to employment, receive the resources necessary to achieve career success and economic self-sufficiency.

4.4 One-Stop Delivery System

The West Piedmont Workforce Development Board (Area 10) oversees the Virginia Career Works (VCW) Centers, which serve as the primary access point for workforce services. These centers offer comprehensive employment, training, and support services to jobseekers, workers, and employers while ensuring seamless coordination among workforce partners.

A. Continuous Improvement of Eligible Service Providers: To ensure continuous improvement of service providers within the one-stop system, Area 10 regularly evaluates the performance of training providers based on employment outcomes, credential attainment rates, and employer satisfaction. The region maintains an Eligible Training Provider List (ETPL) to ensure that workforce training aligns with regional employer needs and labor market trends. Employer feedback sessions and industry roundtables are facilitated to verify that service providers are equipping jobseekers with the skills required by local businesses. Additionally, WIOA-funded programs and service providers are monitored and reviewed to ensure compliance with established performance benchmarks, with a requirement to participate in continuous improvement initiatives. Area 10 also works closely with Patrick & Henry Community College, Danville Community College, and other workforce training providers to guarantee

that training programs remain aligned with high-demand industries and effectively prepare individuals for sustainable employment opportunities.

B. Facilitating Access to Services, including in Remote Areas: Area 10 ensures that all individuals, including those in rural and remote areas, can access workforce services through multiple delivery methods. Expanding virtual services allows jobseekers to access career counseling, resume workshops, job search assistance, and training programs remotely through virtual platforms. In areas without physical workforce centers, the Board coordinates mobile workforce units and satellite service locations to provide onsite job search assistance, training enrollment, and employer outreach. To enhance accessibility, the Board collaborates with public libraries, faith-based organizations, and local government agencies to provide internet access and job search support. Additionally, the Board offers technology assistance by providing laptops, internet hotspots, and digital literacy training for jobseekers who lack access to technology, ensuring that all individuals can participate in workforce programs and opportunities.

C. Compliance with WIOA Section 188 and the Americans with Disabilities Act (ADA): All Virginia Career Works Centers comply with WIOA Section 188 and the ADA, ensuring physical and programmatic accessibility for individuals with disabilities. Workforce centers provide ADA-compliant facilities with accessible entrances, pathways, restrooms, and computer workstations to accommodate individuals with mobility impairments. Centers are also equipped with assistive technology, including screen readers, magnification software, adaptive keyboards, and text-to-speech applications for individuals with visual impairments or other disabilities. Workforce staff receive ongoing training on reasonable accommodations, disability rights, and best practices for serving individuals with disabilities to ensure inclusive service delivery. Additionally, Area 10 collaborates with the Virginia Department for Aging and Rehabilitative Services (DARS) to provide specialized employment services, ensuring that individuals with

disabilities receive tailored support to help them secure and maintain meaningful employment.

D. Roles and Resource Contributions of One-Stop Partners: The Virginia Career Works Centers operate through collaboration among multiple workforce partners, each contributing funding, staff, or specialized services to enhance service delivery:

- WIOA Title I (Adult, Dislocated Worker, and Youth Services): Provides career counseling, job training, and employment assistance.
- WIOA Title II (Adult Education & Literacy – West Piedmont Regional Adult Education Program): Offers GED preparation, English language learning (ESL), and basic literacy skills training.
- WIOA Title III (Wagner-Peyser – Virginia Employment Commission): Provides job placement, labor exchange services, and unemployment insurance (UI) support.
- WIOA Title IV (Vocational Rehabilitation – DARS): Supports individuals with disabilities through career counseling, skills training, and workplace accommodations.
- Temporary Assistance for Needy Families (TANF): Provides employment assistance and work readiness programs for low-income individuals.
- Trade Adjustment Assistance (TAA): Supports workers displaced due to foreign trade through retraining programs and financial assistance.

E. Transition to an Integrated Technology-Enabled Intake and Case Management System: To improve efficiency, Area 10 is implementing a technology-enabled intake and case management system that integrates services across workforce partners. The Board uses an online system on its website for intake, allowing jobseekers to begin the application process remotely. Additionally, the Virginia Workforce Connection serves as the system of record for case management, ensuring streamlined service delivery. Workforce partners utilize shared case management software to track jobseeker progress, training completion, and employment outcomes, ensuring that services are effectively coordinated. An online application and enrollment system enables jobseekers to apply for multiple workforce programs through a single digital platform, reducing paperwork and processing times while increasing accessibility. Data sharing and performance tracking allow workforce entities to exchange real-time labor market insights and participant data, enhancing program coordination and effectiveness. These technological advancements improve service delivery, expand access to workforce programs, and ensure efficient case

management across the region.

F. Services Provided by Workforce Partners: Each mandated workforce partner provides specialized services, including:

- Virginia Employment Commission: Job placement assistance, UI support, and veteran services.
- West Piedmont Regional Adult Education Program: GED preparation, ESL courses, and workforce literacy programs.
- Patrick & Henry Community College and Danville Community College: Short-term certification programs through FastForward and G3, apprenticeships, and career readiness training.
- DARS (Vocational Rehabilitation): Job coaching, skills training, and workplace accommodations for individuals with disabilities.
- TANF (Social Services): Work readiness programs and financial support for low-income families.
- Trade Adjustment Assistance (TAA): Financial assistance and retraining services for workers affected by trade-related layoffs.

G. Virginia Workforce Center Operator for Each Site: The Virginia Career Works Centers in Area 10 are operated by Ross Innovative Employment Solutions, which manages the day-to-day operations, service delivery, and coordination among workforce partners.

H. Physical Locations of Comprehensive Virginia Workforce Centers and Co-Location Strategy: Area 10 has two comprehensive Virginia Career Works Centers strategically located in:

- Virginia Career Works – Martinsville Center: Co-located with West Piedmont Regional Adult Education Program, Virginia Employment Commission (VEC), and DARS to provide integrated workforce services.
- Virginia Career Works – Danville Center: Offers WIOA services, Wagner-Peyser employment assistance, vocational rehabilitation, and employer engagement services.

Co-Location Strategy: Workforce partners are housed in the same facilities where possible to provide one-stop access to services, reducing the need for jobseekers to visit multiple locations.

I. Affiliated Sites, Partner Sites, and Specialized Centers

- Virginia Career Works - Patrick County Center: Offers WIOA services, Wagner-Peyser employment assistance, Adult Education, and employer engagement services.

The West Piedmont Workforce Development Board ensures that the Virginia Career Works Centers provide integrated, accessible, and high-quality workforce development services. By

continuously improving service provider performance, expanding remote access through technology, ensuring compliance with ADA requirements, and strengthening partnerships with workforce entities, Area 10 fosters a coordinated workforce system that meets the needs of employers, workers, and jobseekers.

4.5 Individual Training Accounts

Policy, Process, and Criteria for Issuing Individual Training Accounts (ITAs)

Policy Overview: The West Piedmont Workforce Development Board (Area 10) administers Individual Training Accounts (ITAs) to provide financial assistance for eligible individuals seeking occupational skills training in high-demand industries. ITAs are issued in alignment with WIOA requirements to ensure that participants receive training that leads to industry-recognized credentials and sustainable employment.

Process for Issuing ITAs: The ITA process follows a structured eligibility assessment, training provider selection, and funding approval process:

1. *Eligibility Determination:* ITAs are available to individuals who qualify under WIOA Title I Adult, Dislocated Worker, or Youth programs, providing financial assistance for skills training in high-demand industries. Priority is given to veterans, low-income individuals, recipients of public assistance, and those with barriers to employment to ensure equitable access to career development opportunities. Before receiving an ITA, participants must complete an initial assessment through a Virginia Career Works Center to evaluate their career interests, skills, and training needs, ensuring that the selected training program aligns with their employment goals and labor market demand.
2. *Career Counseling and Training Selection:* Eligible individuals work with a career counselor to develop an Individual Employment Plan (IEP) that outlines their career goals and the training required to achieve them. This personalized plan ensures that participants receive guidance on

selecting programs that align with their skills, interests, and long-term employment prospects.

Participants choose training programs from the Eligible Training Provider List (ETPL), which is designed to ensure that all funded programs meet regional labor market demands and provide the necessary skills for sustainable employment in high-demand industries.

3. *Approval and Funding Allocation:* Career counselors submit ITA funding requests for review and approval by the Board's designated staff, ensuring that training aligns with regional workforce needs and participant career goals. ITAs cover tuition, fees, books, and required supplies but do not fund programs exceeding the established funding limits unless additional funding sources, such as Pell Grants or employer sponsorships, are secured. To further support successful training completion, participants may receive supportive services, including transportation and childcare assistance, to help overcome barriers that could prevent them from fully engaging in their education and career development.
4. *Training Enrollment and Monitoring:* Once an ITA is approved, the participant enrolls in the selected training program, and payments are made directly to the training provider to ensure seamless financial support. Progress is monitored regularly to track completion and skill development, and participants must meet training benchmarks to continue receiving ITA support. This monitoring process helps ensure that individuals stay on track with their career goals while maintaining accountability for their training success.

Criteria and Limitations on ITA Amounts: ITA funding is capped at a lifetime of \$10,000 per participant with \$500 per program year allocated for training-related supportive services, ensuring that resources are distributed equitably among eligible individuals. For participants enrolled in multi-year programs, ITAs may be renewed or extended based on funding availability and satisfactory progress in their training. Only programs listed on the Eligible Training Provider List (ETPL) qualify for ITA funding, with exceptions requiring Board approval to ensure alignment with workforce priorities. To maximize financial support, participants are encouraged

to seek additional funding sources, such as Pell Grants or employer sponsorships, to supplement ITA funding and reduce out-of-pocket expenses.

The West Piedmont Workforce Development Board ensures that ITAs provide equitable access to quality training while maintaining fiscal responsibility. By prioritizing high-demand occupations, offering career counseling, and implementing funding limits, ITAs serve as a critical tool in workforce development, helping individuals gain the skills needed for long-term employment and career advancement.

4.6 Customer Choice In Training

Ensuring Customer Choice in Training Programs When Using Training Contracts: The West Piedmont Workforce Development Board (Area 10) is committed to preserving customer choice in selecting training programs, even when training contracts are utilized. While Individual Training Accounts (ITAs) are the primary method of funding training, training contracts may be used for group-based training, cohort models, or employer-specific programs that meet local workforce needs. The Board follows established processes to ensure that individuals have access to a variety of high-quality training options that align with regional labor market demands and their personal career goals.

Processes to Ensure Customer Choice:

1. *Maintaining an Extensive List of Training Options:* Area 10 ensures that all training programs funded through contracts or ITAs are listed on the Eligible Training Provider List (ETPL) and meet industry standards and accreditation requirements. This guarantees that participants receive high-quality, industry-recognized training that aligns with employer needs. Individuals are provided with detailed information on all available training programs, including costs, program duration, credential outcomes, and employment placement rates, allowing them to make informed decisions about their career pathways and select training that best fits their professional goals.

2. Career Counseling and Individual Employment Plans (IEPs): Jobseekers work with career counselors at Virginia Career Works Centers to evaluate their career interests, skills, and training needs before selecting a program. Career counselors assist individuals in exploring all available training options, providing guidance on industry trends and employment opportunities. They ensure that the chosen program aligns with the jobseeker's Individual Employment Plan (IEP) and meets current labor market demands, maximizing the likelihood of successful employment upon completion of training.

3. Transparency in Training Contracts: When training contracts are used instead of ITAs, the Board ensures that individuals are aware of all available training providers, allowing them to make an informed decision about their education and career pathway. To maintain flexibility and accessibility, the Board establishes contractual agreements with multiple training providers, ensuring that participants have a range of choices while meeting local employer demand. This approach enables jobseekers to access high-quality training programs that align with regional workforce needs while preserving their ability to select the option that best fits their career goals.

4. Sector-Based Training Opportunities: Training contracts are primarily used for industry-specific cohorts in high-demand fields such as healthcare, advanced manufacturing, IT, and skilled trades. These contracts help streamline training for multiple participants while ensuring alignment with employer needs and industry standards. Individuals interested in contract-based training receive detailed program descriptions, employer connections, and potential career outcomes before enrolling, allowing them to make informed decisions about their training and career pathways. This approach ensures that participants gain the necessary skills and credentials to secure sustainable employment in key regional industries.

5. Appeals and Alternative Training Options: If an individual prefers a training option outside of

contract-based programs, they may request an ITA to pursue an eligible program on the ETPL that aligns with their career goals. This ensures that jobseekers have the flexibility to select training that best fits their needs while still receiving financial assistance. Additionally, the Board allows individuals to submit appeals or special funding requests if a preferred program is not included in current training contracts, providing an opportunity for case-by-case consideration and ensuring that training options remain responsive to evolving workforce demands.

By offering transparent program options, personalized career counseling, and a variety of training providers, Area 10 ensures that customer choice remains a priority even when training contracts are used. The Board's approach allows jobseekers to access customized, industry-aligned training opportunities while ensuring funding efficiency, workforce relevance, and long-term employment success.

4.7 In-Demand Industry Sectors

Process to Ensure Training is Linked to In-Demand Industry Sectors or Occupations: The West Piedmont Workforce Development Board (Area 10) ensures that all WIOA-funded training programs are aligned with in-demand industry sectors and occupations in the local area or in areas where participants are willing to relocate. This process involves labor market research, employer engagement, Eligible Training Provider List (ETPL) management, and career counseling to guide jobseekers toward training that leads to sustainable employment opportunities.

Labor Market Research and Industry Demand Analysis: The Board regularly analyzes labor market data to identify industries experiencing growth and demand for skilled workers. This analysis is conducted using Virginia Workforce Connection data, employer surveys, and labor market reports from the Virginia Employment Commission and other workforce partners. Key

industry sectors such as healthcare, advanced manufacturing, information technology, skilled trades, and clean energy are prioritized based on employment projections and wage potential.

Employer Engagement and Industry Partnerships: To ensure training aligns with workforce needs, the Board engages directly with regional employers through business roundtables, sector partnerships, and employer advisory groups. These efforts help identify the skills and credentials most valued by employers, allowing the Board to approve training programs that lead to high-demand occupations. Additionally, the Board collaborates with Patrick & Henry Community College, Danville Community College, and other training providers to develop programs that match regional hiring trends.

Eligible Training Provider List (ETPL) Management: Only training programs on the ETPL are eligible for WIOA funding, ensuring that jobseekers enroll in state-approved, high-quality programs that provide recognized credentials. The Board reviews and updates the ETPL regularly to confirm that it reflects the latest workforce needs and removes programs that no longer align with in-demand occupations. If a participant is interested in a training program not currently listed on the ETPL, the Board has a process to evaluate its alignment with industry demand before approval.

Career Counseling and Participant Guidance: Participants receive personalized career counseling through the Virginia Career Works Centers, where career advisors assist in selecting training programs based on job market demand, skill level, and career interests. Counselors provide real-time labor market data, wage expectations, and job placement rates for various training programs to ensure participants make informed decisions. If a participant is willing to relocate, the Board assists in identifying in-demand occupations in other regions and connects them to relevant training programs.

Monitoring and Evaluation of Training Outcomes: The Board tracks training completion rates, credential attainment, job placement rates, and earnings outcomes to ensure that funded training programs lead to successful employment in in-demand fields. Feedback from employers, training providers, and program participants is incorporated into periodic reviews to make adjustments and continuously improve the alignment between training and labor market needs.

Through labor market analysis, employer engagement, ETPL management, career counseling, and performance tracking, Area 10 ensures that training programs align with regional and national workforce demands. By maintaining a strong connection between education, industry needs, and economic trends, the Board helps jobseekers gain the skills necessary for sustainable, high-wage careers in in-demand occupations.

4.8 Rapid Response

Rapid Response Activities: Coordination and Implementation in the Local Area: The West Piedmont Workforce Development Board (Area 10) oversees rapid response activities in coordination with the Virginia Employment Commission (VEC), local workforce partners, and economic development agencies. These activities are designed to assist businesses and workers affected by layoffs, plant closures, or workforce reductions due to economic downturns or unforeseen events. The goal is to provide timely assistance to impacted employees, helping them transition to new employment opportunities with minimal disruption.

Employer Engagement and Early Intervention: Rapid response efforts begin with proactive engagement with employers facing potential layoffs or closures. The Board, in partnership with the VEC, works to identify businesses at risk through industry monitoring, economic development partnerships, and employer outreach. When a business provides notice of layoffs, either voluntarily or through the Worker Adjustment and Retraining Notification (WARN) Act, a rapid response team is activated to offer support.

Coordination with Employers and Workforce Partners: Once notified of an impending layoff, the rapid response team meets with the employer to assess the scope of the layoff, discuss worker needs, and determine how best to deliver services. The team includes representatives from Area 10, the VEC, Virginia Career Works Centers, and relevant community organizations. This collaborative approach ensures that affected workers have access to comprehensive employment and training resources.

Delivery of Workforce Services to Dislocated Workers: The rapid response team organizes on-site information sessions or virtual meetings for affected employees, providing details on available workforce programs, unemployment insurance benefits, and career transition services. Jobseekers are connected to Virginia Career Works Centers for personalized assistance, including career counseling, job search support, and referrals to training programs. Workers who require reskilling or upskilling are provided with information on short-term credential programs, such as FastForward and G3 training at Patrick & Henry Community College and Danville Community College, to help them transition into in-demand occupations.

Collaboration with Economic Development and Business Services: Area 10 works closely with local economic development organizations to explore options for business retention and workforce retraining that may prevent layoffs. If an employer is restructuring rather than closing, the Board may assist in identifying grant opportunities, incumbent worker training programs, or apprenticeship models that help retain staff. Additionally, the Board's Business Services Team connects affected workers with hiring employers in the region, expediting job placement and reducing the impact of dislocation.

Post-Layoff Support and Follow-Up: After a layoff event, Area 10 continues to track and support displaced workers to ensure they are progressing toward re-employment. Follow-up services include ongoing job placement assistance, training enrollment verification, and access to supportive services such as transportation and childcare assistance. By maintaining

communication with affected workers, the Board ensures that rapid response efforts lead to successful employment outcomes.

Area 10's rapid response activities are designed to provide swift and coordinated support to businesses and workers affected by layoffs. By engaging employers early, collaborating with workforce and economic development partners, and delivering comprehensive reemployment services, the Board minimizes job displacement disruptions and strengthens regional workforce resilience.

Section 5: Compliance

5.1 Oversight, Monitoring, and Corrective Action

Oversight, Monitoring, and Corrective Action for WIOA Title I Programs: The West Piedmont Workforce Development Board (Area 10) is responsible for ensuring that WIOA Title I programs are administered effectively, efficiently, and in compliance with federal, state, and local regulations. The Board conducts regular oversight and monitoring activities to assess program performance, fiscal accountability, and service quality while implementing corrective action when necessary to maintain program integrity.

Program Oversight and Compliance: Area 10 oversees the implementation of WIOA Title I programs by working closely with service providers, One-Stop operators, and training institutions. The Board ensures that programs align with workforce priorities, employer demand, and participant needs while maintaining compliance with the Workforce Innovation and Opportunity Act (WIOA), Virginia state policies, and local workforce development goals. Regular policy reviews and guidance updates help ensure that service providers adhere to program requirements.

Monitoring Process: The Board conducts annual programmatic and fiscal monitoring of all WIOA Title I activities, which includes the Adult, Dislocated Worker, and Youth programs. Monitoring activities include:

- *On-site and Desk Reviews:* Workforce programs are assessed through a combination of on-site visits, desk audits, and participant file reviews to verify compliance with eligibility requirements, service delivery standards, and documentation protocols.
- *Fiscal Monitoring:* Financial oversight includes reviewing expenditures, participant cost allocations, and invoicing to ensure compliance with WIOA financial regulations and proper use of funds.
- *Performance Reviews:* The Board evaluates service provider performance based on WIOA primary indicators, including employment rates, credential attainment, measurable skill gains, and employer satisfaction.
- *Customer and Employer Feedback:* Surveys and stakeholder engagement efforts help

assess the quality and impact of workforce services, identifying areas for improvement.

Corrective Action and Continuous Improvement: If monitoring activities identify deficiencies, the Board implements a structured corrective action process:

1. *Issuance of Findings and Recommendations:* The Board provides service providers with written documentation of any compliance issues or performance concerns, along with recommendations for corrective action.
2. *Technical Assistance and Support:* The Board offers training, technical assistance, and guidance to address identified challenges and improve program effectiveness.
3. *Corrective Action Plans:* Service providers are required to submit and implement a corrective action plan outlining specific steps to resolve deficiencies within a designated timeframe.
4. *Follow-Up Monitoring:* The Board conducts follow-up monitoring to verify that corrective actions have been successfully implemented and that compliance is restored.
5. *Escalation for Non-Compliance:* If service providers fail to address issues within the required timeframe, further action may include additional oversight, contract modifications, or, in severe cases, termination of provider agreements.

Ensuring Continuous Improvement: Beyond compliance monitoring, Area 10 emphasizes continuous improvement by analyzing workforce trends, employer feedback, and participant success rates to refine service delivery models. The Board regularly updates training provider requirements, enhances career services, and promotes best practices to ensure WIOA Title I programs remain responsive to labor market needs.

Through rigorous oversight, structured monitoring, and a proactive corrective action process, the West Piedmont Workforce Development Board ensures that WIOA Title I programs operate effectively, maintain compliance, and provide high-quality services to jobseekers and employers. These efforts contribute to a stronger workforce system that supports economic growth and long-term career success for participants.

5.2 Sunshine Provisions

Compliance with WIOA Sunshine Provisions and Staffing Plans for the Local Board Transparency and Public Access to Board Activities: The West Piedmont Workforce

Development Board (Area 10) conducts all business in accordance with the Sunshine Provisions

of WIOA, ensuring that decision-making processes are transparent, accessible to the public, and open to stakeholder participation. The Board adheres to Virginia's Freedom of Information Act (FOIA) and public meeting laws to provide full disclosure of workforce activities, funding decisions, and program operations. Key transparency measures include:

- *Public Board Meetings*: All Workforce Development Board and committee meetings are open to the public, with meeting notices, agendas, and minutes posted on the Board's website in advance.
- *Meeting Documentation*: Board discussions, actions, and decisions are documented and made publicly available to ensure stakeholders have insight into workforce policies and initiatives.
- *Stakeholder Engagement*: Public comment opportunities are provided during Board meetings, and input from businesses, jobseekers, and community organizations is actively solicited.
- *Access to Records*: Workforce program documents, financial reports, strategic plans, and performance outcomes are available for public review upon request in compliance with FOIA regulations.

Local Board Staffing and Operational Structure: The West Piedmont Workforce Development Board is staffed by a team responsible for program administration, employer engagement, fiscal oversight, and workforce strategy implementation. The Board ensures that staff members are aligned with WIOA objectives and operate in compliance with federal and state workforce regulations. Key staffing roles include:

- *Chief Executive Officer*: Oversees Board operations, policy development, and workforce strategy execution.
- *Chief Operations Officer*: Manages the daily operations of workforce programs, ensures programmatic efficiency, and oversees the implementation of strategic initiatives.
- *Business Services Manager*: Engages with local employers to identify workforce needs, develop training solutions, and support business growth.
- *Director of Programs*: Monitor WIOA program performance, ensure compliance with regulations, and provide outreach and technical assistance to service providers.
- *Program Manager (Contracted through Ross)*: Coordinates program activities, including participant services, reporting, and ensuring data integrity and quality, supporting partners, and gathering data from partnering agencies.
- *Pittsylvania County*: Serves as Fiscal Agent. Receives and processes funds and is responsible for the acceptance and maintenance, disbursement, accounting, and reporting of funds.

Commitment to Ethical Governance and Accountability: To maintain the highest standards of

governance and ethical conduct, the Board follows conflict-of-interest policies, requiring members to disclose financial interests and recuse themselves from decisions where conflicts may arise. Board members receive training on WIOA requirements, public meeting laws, and ethical responsibilities to ensure compliance and uphold workforce system integrity.

Through adherence to Sunshine Provisions, transparent governance, and structured staffing plans, the West Piedmont Workforce Development Board ensures that workforce investment activities are conducted openly, ethically, and in alignment with federal and state regulations. These efforts promote public trust, stakeholder engagement, and the effective delivery of workforce services to the community.

5.3 Timely Expenditure Of WIOA Funds

Methods and Strategies to Ensure Timely Expenditure of WIOA Funds: The West Piedmont Workforce Development Board (Area 10) employs a comprehensive financial management strategy to ensure that WIOA funds are allocated and expended efficiently, effectively, and within the required timeframes. The Board, in collaboration with its fiscal agent, Pittsylvania County, closely monitors program budgets, maintains strong fiscal oversight, and implements proactive strategies to optimize the use of funding while ensuring compliance with federal, state, and local regulations.

Budget Planning and Allocation: The Chief Executive Officer, in coordination with the Chief Operations Officer and Pittsylvania County as the fiscal agent, leads annual budget planning and forecasting to ensure that WIOA funds are strategically allocated to meet workforce needs and maximize impact. Funding is distributed based on historical spending trends, labor market demand, and anticipated participant needs. The Director of Programs ensures that programmatic spending aligns with high-demand industries and training priorities while meeting participant

service goals.

Monthly Financial Monitoring and Performance Reviews: The Chief Operations Officer, working alongside Pittsylvania County, ensures that monthly financial reconciliations are conducted to track expenditures, compare spending against budget projections, and confirm that funds are being utilized as intended. Workforce service providers, including Ross (through the Program Manager), submit monthly expenditure reports detailing how funds are allocated for training, supportive services, and program operations. Regular performance reviews are conducted to assess financial performance, ensuring that WIOA funding is utilized effectively and avoiding under-expenditure risks.

Obligation and Expenditure Tracking: The Director of Programs and Program Manager work closely with service providers to monitor obligation rates and ensure timely disbursement of WIOA funds. Funds are encumbered early in the program year for training, participant support, and service delivery, ensuring financial commitments are made well before expenditure deadlines. The Chief Operations Officer reviews financial commitments and makes adjustments as necessary to keep expenditures aligned with program goals.

Strategic Investments to Maximize Fund Utilization: To prevent underspending, the Business Services Manager and the Director of Programs implement targeted outreach and enrollment strategies to increase participation in WIOA programs. Additional strategies include:

- *Expanding Individual Training Accounts (ITAs):* Increasing access to short-term credential programs, FastForward training, and employer-driven training initiatives at Patrick & Henry Community College and Danville Community College.
- *Supporting Incumbent Worker Training (IWT):* Partnering with employers to use WIOA funds for upskilling existing workers, ensuring businesses retain a competitive workforce.
- *On-the-Job Training (OJT) and Work-Based Learning:* Providing wage reimbursement incentives to businesses that hire and train WIOA participants, facilitated by the Business Services Manager to strengthen employer engagement.
- *Youth Services Expansion:* Increasing access to work experience, apprenticeships, and

supportive services for out-of-school youth through partnerships with local organizations, including the YouthBuild program and Ross-coordinated youth programs.

Reallocation and Redistribution of Funds: If any workforce program is underspending funds, the Chief Operations Officer and Director of Programs reallocate resources to other eligible activities or partner organizations to ensure timely expenditure. Funds may be shifted between Adult, Dislocated Worker, and Youth programs based on enrollment trends and economic conditions. The Board also coordinates with the Virginia Community College System (VCCS) and state workforce agencies to request fund transfers or adjustments as needed.

Monitoring Compliance and Avoiding Recapture: To comply with WIOA's obligation and expenditure requirements, the Board ensures that at least 80% of funds are obligated within the first program year and 100% are expended within the required two-year period. Regular financial audits, grant monitoring, and compliance reviews, led by Pittsylvania County as the fiscal agent, ensure that funds are spent appropriately and in accordance with federal regulations. If any risks of underspending are identified, the Chief Operations Officer and Director of Programs implement immediate corrective actions to accelerate expenditures.

Through proactive financial planning, rigorous expenditure tracking, strategic program investments, and ongoing performance monitoring, the West Piedmont Workforce Development Board ensures that WIOA funds are spent efficiently, effectively, and within designated timeframes. With leadership from the Chief Executive Officer, oversight from the Chief Operations Officer, fiscal management by Pittsylvania County, and program coordination through the Director of Programs and Program Manager, the Board maximizes funding utilization, supports workforce development initiatives, and prevents fund recapture while delivering essential services to jobseekers and employers in the region.

5.4 Brokerage Of Adult, Dislocated Worker, and Youth Services

Process for Neutral Brokerage and Competitive Procurement of WIOA Title I Services:

West Piedmont Workforce Development Board (Area 10) ensures a neutral brokerage process for the delivery of Adult, Dislocated Worker, and Youth services by contracting service providers through a competitive procurement process that adheres to federal, state, and local procurement policies. This ensures that services are administered fairly, transparently, and without bias, allowing for high-quality workforce development programming that meets the needs of jobseekers and employers.

Competitive Procurement Process: The Board follows a Request for Proposals (RFP) process to select sub-recipients or contractors for WIOA Title I services. This process includes:

1. *Issuance of RFP:* The Board publicly announces the RFP on its website and through other communication channels, ensuring broad awareness among potential bidders.
2. *Proposal Submission:* Interested service providers submit proposals detailing their experience, service delivery models, target populations, and performance benchmarks.
3. *Evaluation and Scoring:* A selection committee evaluates proposals based on predetermined criteria, including:
 - *Targeted Services:* Providers must demonstrate their ability to serve priority populations, including low-income individuals, dislocated workers, youth, and those with barriers to employment.
 - *Leverage of Funds:* Preference is given to organizations that leverage additional funding sources (e.g., employer contributions, grants, community partnerships) to expand service capacity.
 - *Performance Outcomes:* Proposals must outline clear performance goals, including job placements, credential attainment rates, and participant success stories.
 - *Innovative Service Delivery:* Applicants must show how they will integrate work-based learning, apprenticeships, and employer engagement strategies into their service delivery model.
 - *Compliance and Fiscal Responsibility:* Providers must demonstrate strong financial and administrative capacity to comply with WIOA regulations and reporting requirements.
4. *Selection and Award:* Based on scoring and evaluation, the Board awards contracts to the highest-ranked providers, ensuring a diverse and effective network of workforce development services.
5. *Contract Management and Oversight:* The Board regularly monitors contractor performance through site visits, data reviews, and participant feedback to ensure compliance and continuous improvement.

Current Contracted Organizations and Duration:

- *Adult and Dislocated Worker Services:* *Ross Innovative Employment Solutions* is the contracted provider for Adult and Dislocated Worker services. The contract duration is from July 1, 2024, to June 30, 2027, with the option for renewal based on performance and funding availability.
- *Youth Services:* *Ross Innovative Employment Solutions* is also the contracted provider for Youth services, delivering education, career readiness, and work-based learning opportunities. The contract period is July 1, 2024, to June 30, 2027.
- *One-Stop Operator:* *Ross Innovative Employment Solutions* serves as the One-Stop Operator, ensuring coordination among workforce partners and seamless service delivery at Virginia Career Works Centers. The contract duration is July 1, 2024, to June 30, 2027.

Ensuring Neutral Brokerage of Workforce Services: To maintain neutrality in service delivery, the West Piedmont Workforce Development Board separates its policy-making and oversight functions from direct service provision, ensuring that no conflicts of interest arise in program implementation. Contracted providers are required to coordinate services equitably across all eligible participants, ensuring that no single group receives preferential treatment. Additionally, the Board monitors performance and compliance through quarterly reviews, fiscal audits, and participant satisfaction surveys, ensuring continuous quality improvement and accountability in workforce service delivery.

Through a competitive procurement process, transparent selection criteria, and rigorous oversight, Area 10 ensures that Adult, Dislocated Worker, and Youth services are delivered efficiently, effectively, and without bias. The contracts with Ross Innovative Employment Solutions guarantee high-quality workforce programs that support jobseekers, businesses, and the overall economic growth of the region.

5.5 Disbursal of Grant Funds

The entity responsible for the disbursal of WIOA grant funds in Area 10 is Pittsylvania County, which serves as the fiscal agent for the West Piedmont Workforce Development Board. As the fiscal agent, Pittsylvania County is responsible for receiving, processing, disbursing, accounting,

and reporting all WIOA funds in compliance with federal, state, and local financial regulations.

The Chief Executive Officer and Chief Operations Officer work closely with Pittsylvania County to ensure proper financial oversight, timely expenditures, and adherence to all fiscal management requirements. Additionally, regular audits, financial monitoring, and expenditure reviews are conducted to ensure transparency, accountability, and efficient use of workforce development funds.

5.6 Leverage WIOA Funds

Strategy for Leveraging WIOA Funds with Other Resources: The West Piedmont Workforce Development Board (Area 10) employs a comprehensive funding strategy to maximize the impact of WIOA funds by leveraging additional resources from federal, state, local, and philanthropic sources. This approach ensures that workforce programs remain financially sustainable, adaptable to regional economic needs, and capable of serving a broader range of jobseekers and businesses.

Integration of Federal and State Funding Sources: Area 10 strategically integrates WIOA funds with federal and state workforce grants to expand training opportunities and increase access to employment services. This includes:

- **FastForward and G3 Funding:** Through partnerships with Patrick & Henry Community College and Danville Community College, WIOA funds are combined with FastForward and G3 tuition assistance to cover training costs for high-demand occupations in healthcare, advanced manufacturing, IT, and skilled trades.
- **Virginia Jobs Investment Program (VJIP):** Employers in the region can access state-funded training grants to upskill their workforce, complementing WIOA-funded on-the-job training (OJT) and incumbent worker training (IWT) programs.
- **Trade Adjustment Assistance (TAA):** Dislocated workers affected by foreign trade receive WIOA-coordinated career services and training funds alongside TAA benefits, ensuring seamless transitions to new careers.
- **Virginia Employment Commission (VEC) Workforce Grants:** Area 10 collaborates with VEC to co-enroll eligible participants in Reemployment Services and Eligibility Assessments (RESEA) and Wagner-Peyser Act programs, reducing duplication of services and increasing available funding for jobseekers.

Employer and Business Investment in Workforce Development: The Business Services Manager engages local employers to co-invest in workforce training through:

- Employer-Sponsored Training Programs: Businesses contribute to training costs for workers participating in registered apprenticeships, incumbent worker training, and customized training programs.
- Work-Based Learning Incentives: WIOA funds are leveraged with employer wage reimbursements for OJT, paid internships, and work experience programs, reducing hiring costs while providing valuable work opportunities for jobseekers.
- Industry Partnerships and Sector-Based Strategies: Employers in healthcare, manufacturing, IT, and logistics partner with Area 10 to develop industry-driven training models that align with regional labor market needs.

Collaboration with Local Governments and Community-Based Organizations: Area 10 actively secures local and philanthropic funding to enhance workforce services, including:

- *YouthBuild Partnership:* WIOA Youth funding is supplemented by grants from the U.S. Department of Labor and local community foundations to support education, career training, and wraparound services for at-risk youth.
- *Community Action Agencies and Nonprofits:* The Board collaborates with organizations such as United Way to provide supportive services, career coaching, and digital literacy training for underrepresented jobseekers.
- *Transportation and Childcare Assistance:* Partnerships with local transit agencies and childcare providers help offset transportation and childcare costs for WIOA participants, ensuring they can complete training and secure employment.

Philanthropic and Grant-Funded Workforce Initiatives: The Board actively pursues philanthropic funding and competitive workforce grants to supplement WIOA resources and create innovative workforce solutions, including:

- Harvest Foundation Partnership: Area 10 collaborated with the Harvest Foundation to fund career exploration initiatives, mentoring programs, and soft-skills training for young adults.
- Local Government Economic Development Incentives: The Board works with regional economic development offices to secure funding for workforce training initiatives that attract new businesses and expand existing industries.

Maximizing Resource Efficiency and Impact: To ensure effective use of leveraged funds, Area 10 implements co-enrollment strategies, enrolling jobseekers in multiple funding sources such as WIOA, TANF, and YouthBuild to maximize financial support while minimizing service duplication. The Board also utilizes blended funding models, combining WIOA funds with

private-sector contributions, foundation grants, and state funding streams to expand program offerings and serve a larger number of individuals. Additionally, continuous performance monitoring is conducted by the Chief Operations Officer, Director of Programs, and Program Manager (Ross) to track fund utilization, participant outcomes, and return on investment, ensuring all funding sources are optimized efficiently and effectively.

Through collaborative partnerships, strategic grant funding, employer co-investment, and cross-agency coordination, the West Piedmont Workforce Development Board successfully leverages WIOA funds to expand workforce services, enhance training opportunities, and increase economic mobility for jobseekers and businesses in the region.

5.7 Negotiated Local Levels of Performance

The West Piedmont Workforce Development Board (WPWDB) establishes local performance levels for the Workforce Innovation and Opportunity Act (WIOA) programs through a negotiation process with the Virginia Community College System (VCCS), which serves as the state administrative entity for WIOA funds. These negotiations result in agreed-upon performance targets for key indicators across the Adult, Dislocated Worker, and Youth programs.

Performance Indicators:

1. Employment Rate (Second Quarter After Exit): The percentage of participants who are in unsubsidized employment during the second quarter after exiting the program.
2. Employment Rate (Fourth Quarter After Exit): The percentage of participants who are in unsubsidized employment during the fourth quarter after exiting the program.
3. Median Earnings (Second Quarter After Exit): The median earnings of participants who are in unsubsidized employment during the second quarter after exiting the program.
4. Credential Attainment Rate: The percentage of participants who attain a recognized postsecondary credential or a secondary school diploma (or its equivalent) during participation in or within one year after exiting the program.

5. Measurable Skill Gains: The percentage of participants who, during a program year, are in education or training programs leading to a recognized credential or employment and who are achieving measurable skill gains toward such a credential or employment.

Negotiated Performance Levels:

The specific negotiated performance levels for Program Years (PY) 2025 for the WPWDB is as follows:

Performance Measure	Workforce Area 10		
	Adult	Dislocated Worker	Youth
Employment Rate 2nd Quarter after Exit	80.5%	86%	74.5%
Median Earnings 2nd Quarter after Exit	\$6,100	\$7,617	\$3,100
Measurable Skill Gains	68.5%	63.4%	60.5%
Employment Rate 4th Quarter after Exit	82.8%	86.8%	72.7%
Credential Attainment Rate	74%	72.5%	65%

Performance Evaluation: The Board, in collaboration with the VCCS, regularly evaluates performance outcomes against these negotiated levels. Adjustments and continuous improvement strategies are implemented as necessary to ensure alignment with local workforce development goals and compliance with WIOA requirements.

5.8 Measure Performance and Effectiveness

Indicators Used to Measure Performance and Effectiveness: The West Piedmont Workforce Development Board (Area 10) utilizes a comprehensive performance evaluation system to assess the fiscal agent, contracted service providers, and the one-stop delivery system. These indicators ensure accountability, continuous improvement, and alignment with WIOA performance standards.

Fiscal Agent Performance Evaluation: The fiscal agent, Pittsylvania County, is responsible for

managing and disbursing WIOA funds in compliance with federal, state, and local regulations.

The following indicators are used to assess fiscal effectiveness:

- **Timely and Accurate Fund Disbursement:** Ensuring WIOA funds are allocated and expended within prescribed timeframes.
- **Financial Reporting and Compliance:** Submission of required financial reports, audits, and reconciliations to state and federal agencies.
- **Budget Adherence and Fund Utilization:** Ensuring that at least 80% of funds are obligated within the first year and 100% expended within the two-year period.
- **Audit Results and Risk Assessments:** Fiscal monitoring outcomes, annual audits, and financial risk assessments to ensure compliance with WIOA fiscal regulations.

Contracted Service Provider Performance Indicators: The primary contracted service provider, Ross Innovative Employment Solutions, is responsible for delivering Adult, Dislocated Worker, and Youth services. The Director of Programs and Chief Operations Officer monitor service provider performance using the following indicators:

- ***WIOA Performance Metrics:*** Meeting or exceeding negotiated performance levels, including employment rates, credential attainment, measurable skill gains, and median earnings.
- ***Participant Enrollment and Retention:*** Ensuring timely intake, assessment, and enrollment of eligible individuals in workforce programs.
- ***Effective Case Management and Service Delivery:*** Providing career counseling, supportive services, and job placement assistance aligned with participant needs.
- ***Employer Engagement and Job Placement Rates:*** Measuring job placements, employer partnerships, and participant earnings post-program exit.
- ***Customer Satisfaction and Feedback:*** Conducting participant surveys and employer feedback sessions to evaluate service effectiveness.

One-Stop Delivery System Effectiveness: The one-stop system, operated by Ross Innovative Employment Solutions, is evaluated based on:

- ***Service Accessibility and Utilization:*** Assessing the number of jobseekers utilizing Virginia Career Works Centers, including those in rural areas.
- ***Co-Enrollment Across Core Programs:*** Tracking how effectively participants access multiple funding sources (WIOA, TAA, FastForward, SNAP E&T) for comprehensive support.
- ***Technology-Enabled Service Delivery:*** Evaluating the efficiency of online intake, virtual career services, and case management systems (Virginia Workforce Connection).
- ***ADA Compliance and Inclusivity:*** Ensuring physical and programmatic accessibility for individuals with disabilities.
- ***Partner Integration and Collaboration:*** Monitoring partner engagement, referrals, and cross-agency service coordination.

Continuous Improvement and Accountability: Performance is reviewed through:

- Quarterly Performance Reports: Submitted by the Director of Programs and Program Manager (Ross) to assess service delivery outcomes.
- Fiscal and Compliance Monitoring: Regular audits and corrective action plans for non-compliance or underperformance.
- Annual One-Stop Certification: Evaluating system effectiveness, employer engagement, and participant success rates.

Through data-driven decision-making and performance accountability, the West Piedmont Workforce Development Board ensures high-quality workforce services, financial integrity, and continuous improvement in the local area.

5.9 Replicated Cooperative Agreements

Replicated Cooperative Agreements for Enhancing Services to Individuals with Disabilities and Other Populations: The West Piedmont Workforce Development Board (Area 10) collaborates with multiple partners to enhance service provision for individuals with disabilities and other individuals facing employment barriers. These efforts are formalized through cooperative agreements and partnerships that facilitate cross-agency collaboration, resource sharing, and improved accessibility to workforce services.

Partnership with the Virginia Department for Aging and Rehabilitative Services (DARS): Area 10 maintains a strong partnership with the Virginia Department for Aging and Rehabilitative Services (DARS) to ensure comprehensive support for individuals with disabilities. This partnership includes:

- Co-Location of Services: DARS staff are available at Virginia Career Works Centers to provide vocational rehabilitation services, assistive technology assessments, and job placement support for individuals with disabilities.
- Cross-Training of Workforce Staff: Career coaches, one-stop operators, and business services staff receive regular training from DARS on disability inclusion, reasonable accommodations, and assistive technologies.
- Coordinated Case Management: Workforce staff and DARS counselors use a shared referral system to ensure seamless service delivery and wraparound support for jobseekers with disabilities.

- Employer Engagement and Disability Hiring Initiatives: Area 10 and DARS work together to educate businesses on inclusive hiring practices, provide disability awareness training, and connect employers with jobseekers who require accommodations.
- Assistive Technology and Digital Accessibility Support: Workforce centers are equipped with screen readers, magnification software, adaptive keyboards, and text-to-speech applications to ensure accessibility for individuals with visual or mobility impairments.

Cross-Agency Collaboration for Specialized Workforce Services: In addition to DARS, Area 10 collaborates with several agencies to enhance service provision for individuals with disabilities and other priority populations. These efforts include:

- *Cooperative Agreements with Adult Education Providers:* The West Piedmont Regional Adult Education Program works closely with workforce centers to provide GED preparation, literacy training, and career readiness education for individuals with disabilities and others who need basic skills development.
- *Collaboration with Piedmont Community Services (PCS):* Area 10 partners with PCS to support individuals with disabilities, mental health conditions, and substance use disorders by providing employment readiness programs, peer support, and job placement assistance.
- *Partnership with Community-Based Organizations:* Area 10 works with local nonprofits such as United Way to expand employment and training opportunities for underrepresented individuals.
- *Joint Initiatives with Local Employers:* Workforce centers coordinate with businesses to offer work-based learning, apprenticeships, and customized training for individuals with disabilities, ensuring equitable access to career pathways.

Technical Assistance and Staff Development: To enhance workforce staff capabilities, Area 10 ensures ongoing technical assistance and cross-training efforts, including annual disability awareness training conducted in partnership with DARS and other disability service organizations to train staff on best practices for serving individuals with disabilities. Workforce accessibility audits are regularly conducted at Virginia Career Works Centers to ensure ADA compliance and barrier-free access to employment and training services. Additionally, Area 10 collaborates with partners to develop and implement inclusive workforce policies that promote accessibility, reasonable accommodations, and equal opportunities in workforce programming.

Information Sharing and Data Coordination: Area 10 and its partners facilitate secure information-sharing agreements to enhance service coordination and participant tracking. Shared

case management systems, such as Virginia Workforce Connection, allow DARS and workforce providers to track participant progress, employment outcomes, and service utilization. Workforce programs use data-driven decision-making by analyzing disability employment trends to develop targeted outreach strategies and improve service effectiveness. Additionally, a joint referral system ensures that workforce staff and partner agencies coordinate referrals so individuals receive all available supportive services for employment success.

Through replicated cooperative agreements, strong partnerships with DARS, cross-agency training, employer collaboration, and accessible workforce services, the West Piedmont Workforce Development Board ensures that individuals with disabilities and other populations facing employment barriers have equitable access to career opportunities, training, and supportive services.

5.10 High- Performing Board

Actions to Maintain High-Performing Board Status: Governance, Leadership, and Strategic

Oversight: The West Piedmont Workforce Development Board ensures effective governance and accountability by conducting quarterly Board meetings and regular committee sessions to review program performance, fiscal oversight, and policy development. Chief Elected Officials (CEOs) are engaged in workforce planning to ensure alignment with regional economic development priorities. The Board maintains a diverse composition, including representatives from business, education, economic development, and community-based organizations, ensuring broad stakeholder input. To enhance leadership effectiveness, the Board also provides training and development opportunities for members, strengthening their understanding of governance, policy, and strategic planning.

Performance Accountability and Data-Driven Decision-Making: The Board tracks and improves workforce outcomes by utilizing Virginia Workforce Connection and other performance tracking

systems to monitor participant outcomes, employer engagement, and training success rates.

Quarterly and annual WIOA performance reports are reviewed to assess employment rates, credential attainment, and median earnings, ensuring alignment with state and federal performance benchmarks. Continuous improvement initiatives, including customer satisfaction surveys, program evaluations, and targeted corrective actions, are implemented as necessary to maintain service effectiveness and compliance.

Employer Engagement and Industry Collaboration: To strengthen business partnerships and workforce alignment, the Board works with the Business Services Manager to expand sector partnerships in advanced manufacturing, healthcare, IT, and skilled trades. Industry roundtables and employer forums are hosted to gather insights on hiring needs, skills gaps, and training priorities. The Board also increases work-based learning opportunities, such as registered apprenticeships, on-the-job training (OJT), and incumbent worker training, to address regional labor shortages. Workforce programs are aligned with economic development efforts to ensure that training investments support business expansion and job creation.

Expanding Access to Workforce Services: The Board ensures equitable access to training and employment by developing targeted outreach strategies to engage underrepresented populations, individuals with disabilities, and rural jobseekers. Virtual career services and online learning platforms are expanded to improve training accessibility. The Board strengthens partnerships with Patrick & Henry Community College, Danville Community College, and community-based organizations to provide career pathways, credential programs, and supportive services. Additionally, initiatives supporting transportation and childcare assistance help remove barriers to workforce participation, making employment and training opportunities more accessible to all jobseekers.

Financial Stewardship and Compliance: The Board works closely with Pittsylvania County, the

fiscal agent, to conduct regular financial reviews, audits, and grant compliance monitoring. To ensure the timely expenditure of WIOA funds and reduce the risk of underspending or recapture, financial performance is closely monitored. The Board diversifies funding sources by leveraging federal, state, and philanthropic grants to supplement WIOA investments, ensuring financial sustainability and program expansion.

Through strong governance, employer engagement, performance-driven strategies, and financial accountability, the West Piedmont Workforce Development Board remains a high-performing board committed to workforce excellence, economic growth, and equitable access to career opportunities.

5.11 Local Plan Input

Process for Public Input and Comment on the Local Plan:

Stakeholder Engagement and Initial Input: The development of the local plan involved an inclusive process that gathered input from a broad range of stakeholders, including business representatives, labor organizations, education and training providers, economic development agencies, and community-based organizations. The West Piedmont Workforce Development Board facilitated engagement through meetings, surveys, and focus groups, allowing stakeholders to voice their workforce priorities and concerns. Employer input was gathered through industry roundtables and business forums, ensuring that workforce programs align with local labor market needs. Educational institutions, including Patrick & Henry Community College and Danville Community College, contributed insights into career pathways and training programs, while labor organizations and community groups provided feedback on workforce accessibility and equity.

Public Comment Opportunity: In accordance with WIOA requirements, a draft of the local plan was made available for public review and comment prior to submission. The plan was posted on

the West Piedmont Workforce Development Board's website, and notifications were sent to stakeholders, including business leaders, workforce service providers, educational institutions, and local government representatives. Additionally, the plan was shared through Virginia Career Works Centers and other community outreach channels to ensure accessibility to a broad audience.

Public Meetings and Forums: To facilitate discussion and receive feedback, the Board held public meetings and virtual forums where members of the community could provide comments, ask questions, and suggest modifications to the plan. These meetings provided an opportunity for individuals from diverse backgrounds, including jobseekers, employers, and training providers, to express their perspectives on workforce priorities and service delivery strategies.

Consideration of Comments and Revisions: No comments were received during the public comment period.

Final Submission: After the public comment period, the plan was approved by the Board and submitted in compliance with WIOA requirements. The Board remains committed to ongoing community engagement and will continue to seek input to refine workforce strategies and ensure alignment with regional economic and labor market conditions.

5.12 Professional Development

Professional Staff Development Strategies:

Continuous Training in Workforce Development Practices: Area 10 ensures that workforce development staff receive ongoing professional training to remain up to date on best practices, policy changes, and service delivery improvements. Staff participate in statewide and regional workforce training sessions, workshops, and webinars facilitated by the Virginia Community College System (VCCS), Virginia Employment Commission (VEC), and the U.S. Department of Labor (USDOL). Additionally, the Chief Operations Officer and Director of Programs coordinate quarterly internal training sessions focused on WIOA policies, career coaching strategies, employer engagement, and industry trends. Staff are also encouraged to attend national workforce development conferences and leadership training programs to enhance their expertise.

Effective Use of the Virginia Workforce Connection System and Timely Data Entry: Staff are required to complete training on Virginia Workforce Connection (VaWC), the official case management and reporting system, to ensure accurate and timely data entry for all WIOA services. Regular system usage audits and case reviews are conducted by the Director of Programs and Program Manager (Ross) to monitor data integrity and compliance with state and federal reporting requirements. Staff receive refresher training on data entry procedures, eligibility documentation, and performance tracking to prevent errors and ensure compliance with reporting deadlines.

Measuring Staff Performance and Customer Service Delivery: The Board evaluates staff performance through quarterly performance reviews, customer feedback surveys, and case management audits. Performance metrics include program enrollment rates, job placement outcomes, employer satisfaction, and compliance with service delivery timelines. The Chief Executive Officer, Chief Operations Officer, and Director of Programs regularly review

customer service quality by conducting mystery shopper assessments, participant interviews, and employer engagement reports to ensure that workforce services are effective, responsive, and accessible.

Maintaining Staff and Virginia Workforce Center Certification: All workforce development staff must meet and maintain certification requirements established by the Virginia Workforce Council under Policy 300-06. Staff are required to complete mandatory training modules, professional development coursework, and competency assessments to maintain certification. Additionally, Area 10 ensures that Virginia Career Works Centers remain certified by conducting self-assessments, accessibility audits, and compliance reviews in accordance with state and federal workforce guidelines. The Chief Operations Officer and Business Services Manager oversee the center certification process, ensuring that workforce facilities, technology, and service delivery standards meet the requirements for recertification. Through continuous training, performance evaluation, technology integration, and adherence to certification requirements, Area 10 maintains a highly skilled and effective workforce development team committed to delivering high-quality services to jobseekers and employers.

Statement of Compliance, Plan Signatures, and Fiscal Agent Designation

We hereby certify that this local plan was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with this plan and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan was developed by the local workforce development board in partnership with the Chief Elected Officials, and with the benefit of an open and inclusive plan development process and the required 30-day public comment period.

<i>Local Area Name/#</i>	<i>West Piedmont Workforce Development Board /LWDA 10</i>
<i>Local Plan Point of Contact</i>	<i>Jael Membreño</i>
<i>Address</i>	<i>300 Franklin Street, Suite 241, Martinsville, VA 24112</i>
<i>Phone/Email</i>	<i>jael@vcwwestpiedmont.org</i>

<i>Adam Wright, Chair, West Piedmont Workforce Development Board Chair</i>
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<i>Debra Buchanan, Chair, West Piedmont Workforce Development Area Consortium Board</i>

The Chief Local Elected Officials designate the following entity as the fiscal agent:

Pittsylvania County
P.O Box 426 Chatham, VA 24531

Local Plan Required Attachments

Please provide the links to the documents listed below in the boxes marked “Click here to enter text.” If such links are not available, please include copies of the documents with your submission.

1. Current Chief Elected Official Consortium Agreement:
2. Current Chief Elected Official LWBD Agreement:
3. Current LWBD organizational chart
 - Identify board oversight and program administration
4. Copies of executed cooperative agreements between the LWBD or other local entities and the local office of the Virginia agency/unit administering programs carried out under title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination
 - a. **Click here to enter text.**
 - b. Cooperative agreements as defined in WIOA section 107(d)(11))
 - c. Other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B))
5. LWDB Policies: provide the link to all policies on the LWDB website
 - a. <https://www.vcwwestpiedmont.com/partners/board-documents-policies>

WEST PIEDMONT WORKFORCE INNOVATION AND OPPORTUNITY ACT CONSORTIUM AGREEMENT

This agreement is executed by the duly authorized elected officials from the Cities of Danville and Martinsville and the Counties of Henry, Patrick, and Pittsylvania (the "Member Jurisdictions") and shall be effective on the latter of July 1, 2019, or on the day that the last Member Jurisdiction enters into this agreement.

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128), hereinafter the "Act"), provides federal funding to states for the delivery of workforce training and other services; and

WHEREAS, the Act requires the Governor of the Commonwealth of Virginia to designate local workforce development areas for the delivery of such services within the state; and

WHEREAS, the Act requires that the Governor approve a local workforce development area designation request from local areas that existed as such under the Workforce Investment Act of 1998 when the member jurisdictions have each made known their desire for such designation; and

WHEREAS, the Act requires that the Governor consider and approve requests for Workforce Innovation and Opportunity Act funds made by a combination of local government units; and

WHEREAS, the Member Jurisdictions wish to jointly perform the responsibilities prescribed under the Act; and

WHEREAS, Va. Code §15.2-1300 provides that local governments may enter into agreements for the joint or cooperative exercise of any power, privilege or authority which each is capable of exercising individually; and

WHEREAS, the Member Jurisdictions desire to form a joint entity under Va. Code §15.2-1300 to be designated as the West Piedmont Workforce Development Area Consortium (the "Consortium") and to be recognized as Virginia's Area XVII Local Workforce Development Area; and

WHEREAS, each Member Jurisdiction by ordinance approved the establishment of the Consortium as a joint entity empowered to exercise the responsibilities of the Chief Local Elected Officials as set forth in this Agreement; and

WHEREAS, creation of the Consortium will permit the delivery and oversight of workforce services in a manner that will ensure accountability to local elected officials of the Member Jurisdictions.

NOW, THEREFORE, the parties do mutually covenant and agree as follows:

Article I - Entity

Section 1. **Formation of Consortium.** The Member Jurisdictions acting pursuant to authority granted to them under Va. Code §15.2-1300 hereby create the West Piedmont Workforce Development Area Consortium as an entity to exercise the powers set forth in this Agreement.

Section 2. **Consortium Membership.** The Member Jurisdictions of the Consortium shall be the Cities of Danville and Martinsville and the Counties of Henry, Patrick, and Pittsylvania.

Section 3. **Consortium as Workforce Development Area.** Subject to the approval of the Governor of Virginia, the five Member Jurisdictions shall also comprise the boundaries of Virginia's Area XVII Local the Workforce Development Area (the "Area") required by the Act pursuant to 29 U.S.C. § 2831(a)(l).

Article II - Consortium Board Membership

Section 1. **Consortium Board Membership.** The Member Jurisdictions shall establish a Consortium Board comprised of one Representative from each Member Jurisdiction (the "Representative"). The Consortium Board shall have in addition to the powers set forth herein all the powers, duties, and responsibilities of the Chief Local Elected Official as set forth in the Act.

Section 2. **Representative of Member Jurisdictions and Term.** The Representative to the Consortium Board shall be a member of the governing body of the Member Jurisdiction. A Member Jurisdiction may appoint the chief administrative officer to serve as an Alternate for the member of the governing body. Such Alternate shall only serve when the member of the governing body cannot attend a meeting. When the Alternate so serves, the Alternate shall have the same powers and responsibilities as those possessed by the member of the governing body including the right to vote on all matters and shall be counted when determining a quorum. No person shall serve as a Representative if such person is no longer a member of the governing body or its chief administrative officer. Each Member Jurisdiction shall determine the length of term for its Representative and be responsible for filling the vacancy of its Representative who is no longer qualified to serve.

Section 3. **Policy Making Authority.** Every Consortium Board Member shall have the authority to speak affirmatively for the Member Jurisdiction and, in conformity with this Agreement, to commit the Consortium to a course of action.

Section 4. **Removal of Representative.** Under the bylaws and governing rules of the Member Jurisdiction, the Member Jurisdiction may remove its Representative from office.

Article III - Consortium Powers (Chief Local Elected Official)

Section 1. **Powers under the Act.** The Consortium Board shall engage in all activities necessary and proper for the execution of its responsibilities that are assigned or reserved by law to the Chief Local Elected Official, including:

- A. Collectively perform the functions of the chief local elected officials of the Member Jurisdictions as permitted in the Act.. For purposes of the Act, the Member Jurisdictions shall act through the Consortium Board.
- B. Apply to the Governor of Virginia for Area designation.
- C. Appoint the members of the Local Workforce Development Area Board as provided in Article VI of this Agreement.
- D. Execute an agreement with the Local Workforce Development Area Board for the operation and functions of the Local Workforce Development Area Board set out in the Act..
- E. Continually establish the vision and priorities of the Consortium in conjunction with the Local Workforce Development Area Board.
- F. Develop the region's strategic plan as the Local Plan under the Act in partnership with the Local Workforce Development Area Board. The plan shall be submitted to the Virginia Board of Workforce Development (hereinafter, the "Workforce Board") in the manner prescribed by the Workforce Board.
- G. Provide input into and approve the budget of the Local Workforce Development Area Board and provide continuing fiscal oversight of all funds received and expended.
- H. Work with the Local Workforce Development Area Board and Governor of Virginia to establish local performance measures.
- I. Approve the Local Workforce Development Board's selection and designation of one-stop operator(s), its evaluation of the performance of one-stop operator(s), and its termination of their eligibility for cause as provided in the Act. .
- J. From among the Member Jurisdictions, identify annually the local government to serve as Grant Recipient of all funds received under the Workforce Innovation and Opportunity Act.

Section 2. **General Powers.** The Consortium Board shall engage in all things necessary or convenient to carry out the business and affairs of the entity, including, without limitation, the authority to:

- A. To sue, be sued, complain and defend in its name.

B. To adopt and amend bylaws, not inconsistent with their agreement or with the laws of the Commonwealth, for managing the business and regulating the affairs of the Consortium.

C. To purchase, receive, lease, or otherwise acquire, and own, hold, improve, use and otherwise deal with in its own name, real or personal property, or any legal or equitable interest in property, wherever located.

D. To sell, convey, mortgage, pledge, lease, exchange, and otherwise dispose of all or any part of its property.

E. To make contracts, borrow, and secure any of its obligations by mortgage or pledge of any of its property, franchises, or income; provided that no such liability or obligation to be paid beyond the current fiscal year shall be binding on any Member Jurisdiction without the specific approval of such Member Jurisdiction's governing body, and any such contract, liability or obligation undertaken that contemplates payment from funds received from any Member Jurisdiction(s) shall contain language expressly making it subject to annual appropriation of the required amount by each affected governing body.

F. To elect officers and define their duties.

G. To hire, discharge, establish the terms and conditions of employment, and pay salaries and benefits to employees who provide staffing services to the Consortium Board, the Local Workforce Development Area Board, and Youth Committee. Such benefits may include retirement and deferred compensation plans, health and life insurance, and other leave and pay benefits as the Consortium Board determines are consistent with the practices within the Member Jurisdictions. The Executive Director shall report directly to the Consortium Board.

H. To pay compensation, or to pay additional compensation, to any or all employees on account of services previously rendered to the Consortium, whether or not an agreement to pay such compensation was made before such services were rendered.

I. To obtain indemnity insurance for the Consortium, its Board, the Local Workforce Development Area Board, and the Youth Committee and any of its officers or employees for any cause of action or claim asserted against them for acts engaged in their official capacity.

J. To employ legal counsel, accountants, and other advisors as the Consortium Board deems necessary as may be permitted under the Act.

K. To have and exercise all powers necessary or convenient to affect any or all of the purposes for which the corporation is organized.

Section 3. **Consortium Board's Oversight and Control.** The Consortium Board shall perform the following functions:

- A. Oversee the local workforce development services in the Consortium Area.
- B. Oversee the youth and other programs and fund sources which may from time to time fall under the purview of the Local Workforce Development Area Board.
- C. Consult on appointments to the Local Workforce Development Area Board's Youth Committee.
- D. Assist in the development of the Local Plan and Plan modification, review and approval for the Act's programs and other programs for which the Local Workforce Development Area Board is given responsibility.
- E. Adopt a budget for the Workforce Development Area including the operating budget developed by the Local Workforce Development Area Board.
- F. To the extent feasible, align all activities in workforce development in the Area under the policy umbrella of the Consortium Board.
- G. When applicable, ensure that the workforce development policies of the Local Workforce Development Area Board become integrated into county overall policies for economic development, education and workforce investment.
- H. Any and all powers necessary and proper to carry out the Consortium 's oversight and financial control of the Act's funds and programs.

Article IV - Governance

Section 1. **Consortium Board Meetings and Officers.** The Consortium Board shall meet as determined by its members. The Consortium Board shall elect from its membership a chairperson. The Consortium Board shall fill any vacancies in officer positions by election for the remainder of the unexpired term. Election shall be by a majority of the members of the Consortium Board.

Section 2. **Consortium Board By-Laws.** The Consortium Board may adopt operational and procedural bylaws consistent with this Agreement, applicable federal and state laws, and rules and regulations pursuant thereto. Such bylaws shall be adopted or amended by a majority of the members of the Consortium Board.

Section 3. **Procedural Rules.** Roberts Rules of Order (revised) or other procedural rules shall govern the proceedings of the Consortium Board insofar as they do not conflict with applicable law or the bylaws duly adopted by the Consortium Board.

Section 4. **Quorum.** A simple majority of the Representatives of the Member Jurisdictions (three jurisdictions out of five) shall constitute a quorum.

Section 5. **Voting.** Except as provided below or required by state or federal law, all votes shall be approved by a simple majority vote. An affirmative vote of at least six (3) Representatives is required to approve the following actions:

- A. Issuance of long-term debt obligations (i.e., obligations with maturities exceeding one (1) year, such as lease purchase and borrowings).
- B. Sale, conveyance, mortgage, pledge, lease, exchanges and otherwise disposing of all or any part of its real property.
- C. Grants or other contractual obligations which require local matching funding from the Member Jurisdictions subject to the appropriation of matching funds by each Member Jurisdiction.
- D. Hiring and discharging the Executive Director.
- E. Designation of a Fiscal Agent.

Section 6. **Minutes.** Written minutes shall be kept on all meetings. Such minutes shall state the substance of the matters considered and all votes taken.

Article V - Operational Provisions

Section 1. **Allocation of Funds.**

A. Funds allocated under the Act shall be expended for the mutual benefit of the residents of the Member Jurisdictions without regard to place of residence or as required by applicable law, regulation or in the approved Local Plan.

B. The chief administrative officers or their designees may execute an Operational Agreement to specify the use of general funds that each Member Jurisdiction may provide for services and administration under the Act.

Section 2. **Designation of Fiscal Agent.** The Consortium Board shall select a local government to be the fiscal agent for all funds awarded by the federal government, the Commonwealth of Virginia, the local jurisdictions, or other funding sources for workforce development activities, including Title I funds provided by the Act. The Grant Recipient and the Fiscal Agent can be the same member jurisdiction.

Section 3. **Responsibility for Funds.** The Member Jurisdictions collectively and individually shall be financially responsible for the expenditure of funds.

Section 4. **Allocation of Financial Responsibility.** Disallowed costs shall be allocated to the Member Jurisdiction(s) on a percentage of population share for the services provided in their jurisdiction(s) in the prior fiscal year under the program(s) for which such costs were disallowed.

Section 5. Return of Local Funds. If Member Jurisdictions contribute funds, assets or resources to the programs of the Consortium other than funds obtained under the Act, each shall be entitled to the return of the pro rata portion of any remaining funds, assets and resources under the control of the Consortium Board in the event of the termination or expiration of this Agreement.

Section 6. Liability Insurance.

A. The Consortium Board shall provide from eligible funds liability insurance policies for itself and its affiliate entities, the Local Workforce Development Area Board and the Youth Committee and their representatives and their officers, members, employees , volunteers, and Member Jurisdictions ("the covered persons") as it deems appropriate and shall provide legal defense of claims in accordance with the terms of the policies of insurance.

B. The liability insurance should be in such amounts as are sufficient to cover any and all claims resulting from the performance of the official duties and responsibilities of the covered person. The Consortium Board, or its authorized representatives, shall retain legal counsel to represent the covered persons to the extent deemed necessary to supplement legal counsel provided under said liability insurance policies.

C. Nothing contained in this Agreement shall be construed to abrogate or waive any defense of governmental or sovereign immunity on behalf of the Representatives, Alternates, covered persons, boards or entities.

Article VI - Local Workforce Development Area Board

Section 1. Membership.

A. The Consortium Board shall appoint the members of the Local Workforce Development Area Board in accordance with the criteria in the Act. . The Consortium Board shall make every effort to appoint creative and visionary individuals to the Local Workforce Development Area Board. Each Member Jurisdiction shall recommend to the Consortium Board nominees for the Local Workforce Development Area Board. The Consortium Board shall coordinate and consult with the Member Jurisdictions when necessary to ensure appropriate representation of the Member Jurisdictions, the regional labor market, the adult education providers, economic development leaders and the mandatory partner programs prescribed by the Act.

B. In making appointments, the Consortium Board shall ensure that resources and programs, although regional in nature, will address the critical workforce needs, present and future, of each Member Jurisdiction.

Section 2. Membership Composition

A. The membership of the Local Workforce Development Area Board shall be determined as follows :

1. There shall be two representatives from each Member Jurisdiction who are owners of a private business or chief executive officers of private businesses, or other business executives or employers with optimum policymaking or hiring authority; who represent businesses, including small businesses, or organizations representing businesses described here that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and employment in in-demand industry sectors or occupations in the local area; and who are appointed from among individuals nominated by local business organizations and business trade associations. Business representatives shall at all times comprise at least 51% of the Local Workforce Development Area Board's membership. The business representatives must represent a broad range of in-demand occupations available in the local labor market.

2. There shall be one representative from a local community college providing WIOA training services.

3. Not less than 20% of the members of the local Board must be made up of representatives of labor organizations. This includes representatives who have been nominated by local labor federations and representatives from apprenticeship programs. Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and "out of school" youth can be included in the 20% with a minimum of at least two labor organization representatives.

4. There shall be at least one representative from the Virginia Employment Commission who administers WIOA Title III activities for the local area.

5. There shall be at least one representative from a local economic and community development entity.

6. There shall be at least one representative of an eligible provider administering WIOA Title II Adult Education and Literacy activities locally.

7. There shall be at least one representative from a secondary public school's Career and Technical Education program.

8. There shall be at least one representative from the Department for Aging and Rehabilitative Services who administers WIOA Title IV activities for the local area.

9. There may be other individuals or representatives of entities as the Consortium Board may determine to be appropriate to develop a comprehensive workforce policy within the region.

B. The Chair of the Local Workforce Development Area Board shall be from among the representatives appointed under Subsection A(l) above.

C. The Executive Director shall notify the Consortium Board at the beginning of each fiscal year of the members serving on the Local Workforce Development Board.

Section 3. **Duties under the Act.** The Local Workforce Development Area Board shall do the following:

A. Enter into an agreement with the Consortium Board clearly detailing the partnership between the two entities for the governance and oversight of activities under the Act..

B. Establish the vision and priorities of the Local Workforce Development Area in conjunction with the Consortium Board.

C. **Develop the Local Plan for the Local Workforce Development Area in partnership with the Consortium Board for submission to the Virginia Board of Workforce Development..**

D. Develop a budget to meet its functions and responsibilities under the Act to present to the Consortium Board for its approval.

E. Work with the Consortium Board and Governor of Virginia to reach agreement on local performance measures.

F. Designate and certify one-stop operators as described in the Act with the agreement of the Consortium Board.

G. Evaluate and oversee the performance and operations of the one-stop operators, including termination of the eligibility of such operators for cause, with the agreement of the Consortium Board.

H. On the recommendations of the Local Youth Committee, competitively procure the services of youth service providers and recommend the awarding of contract(s) to the successful providers.

I. Direct the disbursement of funds for workforce development activities pursuant to the Act. .

J. As requested, assist the Governor of Virginia in developing a statewide employment statistics system.

K. Coordinate workforce activities authorized under the Act with local economic development strategies and develop employer linkages.

L. Promote participation of private sector employers in the statewide workforce system.

M. Conduct business in an open manner and make its activities and information known to the public on a regular and continuous basis.

Section 4. Collaboration. In partnership with the Consortium Board, the Local Workforce Development Area Board shall perform the following functions to fulfill the requirements of the Act:

- A. Develop a four (4) year strategic plan that connects all activities in workforce development.
- B. Conduct strategic oversight to the workforce delivery system.
- C. Oversee the One Stop Delivery System.
- D. Develop and enter into a Memorandum of Understanding (MOU) with workforce development system partners for the implementation and operation of the service delivery system in the local area.
- E. Certify one-stop operators and affiliate sites.
- F. Promote quality in customer services.
- G. Provide continuous accountability and evaluation through customer satisfaction surveys and other performance outcomes.
- H. "In partnership" is defined as keeping the Consortium Board informed of how these responsibilities are exercised.

Article VIII - Conflict of Interest

Section 1. Certain Votes Prohibited. No individual member of the Consortium Board, the Local Workforce Development Area Board or the Youth Committee may:

- A. Vote on a matter under consideration by the respective Board
 - 1. Regarding the provision of services by such member (or by an entity that such member represents); or
 - 2. That would provide direct financial benefit to such member or the immediate family of such member.
- B. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Section 2. Virginia Conflict of Interest Act. The provisions of the Virginia Conflict of Interest Act, Virginia Code§ 2.2-3100 *et seq.* shall apply to the officers, members and employees of the Consortium, the Local Workforce Development Area Board and the Youth Committee.

Article IX - Withdrawal and Removal of Member Jurisdiction

Section 1. **Without Long Term Indebtedness.**

A. Subject to the limits in this Section 1 any Member Jurisdiction may withdraw from participation in this Agreement, provided that it has given notice of its intent to withdraw at least 120 days in advance of the effective withdrawal date. Notice of the intent to withdraw shall be given in writing and delivered to all Member Jurisdictions.

B. Once notice of the notice of withdrawal is received, each Member Jurisdiction shall provide the public with notice that the Joint Powers Agreement will be amended to reflect the removal of the Member Jurisdiction from the Joint Powers Agreement. The vote of each Member Jurisdiction may be done by resolution recorded in the Minutes of the governing body.

C. Prior to any vote on the withdrawal of a Member Jurisdiction, the Member Jurisdiction so withdrawing must provide by written agreement how its share of the financial obligations (including the annual appropriation of funds) of the Consortium for the current fiscal year will be met; such agreement shall be signed by the Chair of the Consortium and the County Administrator or Board Chair of the withdrawing jurisdiction.

D. An affirmative vote of the majority of the Member Jurisdictions is required.

Section 2. **Long Term Indebtedness.** If the Consortium has incurred any outstanding indebtedness that obligates the Member Jurisdictions to payments beyond the present fiscal year, in addition to the steps in Section 1 of this Article, the following steps must be taken before a Member Jurisdiction can withdraw:

A. A written agreement must be entered into to which each Member Jurisdiction is a party setting forth how the withdrawing Member Jurisdiction's share of all existing short and long term financial obligations will be met.

B. An affirmative vote of sixty percent (60%) of the Member Jurisdictions is required for the withdrawal of the Member Jurisdiction.

C. If there are any bonds that have been issued in the name of the Consortium, the consent of the bondholders shall be obtained.

Article X - Dissolution

Section 1. **Dissolution of Consortium.** This Agreement may be terminated and the Consortium dissolved upon the occurrence of any of the following events:

A. The Governor's re-designation of the Area that excludes any of the Member Jurisdictions, or includes any localities that are not Member Jurisdictions.

B. The cessation of funding under the Act and approval by ordinance of each Member Jurisdiction for the dissolution of the Consortium.

C. Approval by ordinance of each Member Jurisdiction of a Consortium Agreement which supersedes or rescinds this Agreement. If the new agreement alters the boundaries of the Area, it shall not become effective prior to approval by the Governor of Virginia.

Article XI - Miscellaneous

Section 1. **Effective Date of Agreement.** This agreement shall be effective upon approval by ordinance by the governing bodies of all of the Member Jurisdictions and execution by the chief elected officials thereof.

Section 2. **Amendments.** The Member Jurisdictions may amend this Agreement by ordinance upon approval of a written amendment by the governing body of each Member Jurisdiction and execution by the chief elected officials thereof.

Section 3. **Repeal of Prior Agreements.** This agreement shall repeal and supersede any and all prior written or oral agreements including, but not limited to, the Charter Chief Local Elected Officials-Workforce Investment Board Agreement dated, and agreements under P.L. 102-367 (the Job Training Partnership Act) and P. L. 105-220 (the Workforce Investment Act). On the effective date of this Agreement, all the duties and responsibilities of any Board or Council operating under such prior agreements shall immediately and simultaneously cease operating and the responsibilities under the Act shall vest in the Consortium Board created in this Agreement.

Section 4. **Implementation of Agreement.** This Agreement shall be implemented to ensure that the Consortium Board, Local Workforce Development Area Board and Local Youth Committee are in place and the designation of one-stop operators is complete as soon as possible but no later than two months following the effective date.

Section 5. **Severability.** Should any part of this Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force and effect.

Section 6. **Amendments by Operation of Law.** References to all federal and state statutes and/or regulations shall include amendments thereto.

Section 7. **Duplicate Originals.** This Agreement may be entered into by each Member Jurisdiction as an original document. The signature on each Agreement shall bind the Member Organization.

(THE REMAINDER OF THIS PAGE IS BLANK)

IN WITNESS WHEREOF, the Chief Elected Officials of the Member Jurisdictions execute this Agreement pursuant to an ordinance enacted by each of the Member Jurisdictions.

CITY OF DANVILLE

Mayor, City Council

Printed Name: Alonzo Jones

Date: _____

Need:

Danville Mayor
Signature

Attempts: 10/10/19

11/14/19

1/14/20

CITY OF MARTINSVILLE

Kathy C. Lawson

Mayor, City Council

Printed Name: Kathy Lawson

Date: 10-10-2019

HENRY COUNTY

Jim Adams

Chair, Board of Supervisors

Printed Name: Jim Adams

Date: 10-10-2019

PATRICK COUNTY

Rickie Fulcher

Chair, Board of Supervisors

Printed Name: Rickie Fulcher

Date: 10-16-19

PITTSYLVANIA COUNTY

Joe Davis

Chair, Board of Supervisors

Printed Name: Joe Davis

Date: 10-10-19

CHIEF LOCAL ELECTED OFFICIAL AGREEMENT
With West Piedmont Workforce Development Board
Area 10
Revised March 4, 2024

THIS AGREEMENT is made and entered into by and between the Consortium of Chief Local Elected Officials (hereinafter referred to as the "Consortium") and the Local **Workforce Development Board (hereinafter referred to as the LWDB") of the West Piedmont Workforce Development Area.**

WITNESSETH

WHEREAS, for the purposes of this agreement, the Consortium is the legal representative of the Chief Local Elected Official for each member jurisdiction designated under Section 3(9) of the Workforce Innovation and Opportunity Act (WIOA) in Public Laws 113-128 (hereinafter referred to as "the Act"); and

WHEREAS, one member jurisdiction, Pittsylvania County, has been designated as the local grant recipient and fiscal agent with each member jurisdiction maintaining responsibility for their portion of the WIOA funding; and

WHEREAS, the Consortium is the appointing authority for the Local Workforce Development Board under Section 107 (b)(1) of said Act; and

WHEREAS, it is the responsibility of the LWDB to develop the local workforce investment plan, coordinate and conduct oversight of the One-Stop System, and provide oversight of the Act's Title I activities in this Local Workforce Development Area in partnership with the Consortium; and

WHEREAS, the Consortium and the LWDB may enter into an agreement that describes the respective roles and responsibilities of the parties under the Act; and

WHEREAS, the use of the term "in partnership with" and "in cooperation with" the Consortium and LWDB as referenced in the Agreement are synonymous for purposes of this document;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the Consortium and the LWDB do agree as follows:

I. Consortium Authority:

- A. Consort as a Local Workforce Development Area;
- B. Act as Grant Recipient
- C. Designate Fiscal Agent;
- D. Accept Fiscal Liability;
- E. Provide public notice of the intent to solicit nominations for LWDB membership, including the process to be used for nominations and selection.
- F. Appoint Local Workforce Development Board Members;
- G. Submit annually to the Virginia Board of Workforce Development updated LWDB membership information including contact information, the annual budget for the Local Board and one stop operations and other expenditures
- H. Maintain local Board Membership Certification every 2 years;
- I. Liaison with other Consortia;
- J. Accept Annual Audit;
- L. Approve LWDB By-laws
- M. Determine composition of annual Statement of Economic Interest form for LWDB membership.

II. LWDB Authority:

- A. Decide how best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- B. Decide how best to provide comprehensive services to regional private sector employers;
- C. Decide how best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement;
- D. Decide how best to expand the resource base and service capability through the development of strategic partnerships, in integrated service delivery system, and generation of additional public and private funding.
- E. Select Service Providers;
- F. Determine Eligibility of Training Providers for adults and dislocated workers;
- G. Develop Policy;
- H. Develop LDOB By-laws
 - I. Develop the budget for the purpose of carrying out the duties of the LWDB;
 - J. Secure Partner Memoranda of Understanding;
- K. Appoint Youth Committee Members;
- L. Assist the Governor in developing a statewide employment statistics system;
- M. Coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities;
- N. Promote the participation of local private sector employers through the statewide workforce development system;

- O. Responsible for any other activity as required by WIOA, Section 107(D) or by the Governor;
- P. Serve as the designated regional convener in addressing workforce development issues, including but not limited to WIOA activities;
- Q. Meet at least quarterly and review presented financial reports that reflect actual expenditures and their relationship to the approved budget as well as workforce program outcomes and their relationship to negotiated performance levels.

III. In partnership with* the Consortium, the LWDB will:

- A. Develop a vision and goals for the local workforce development system that are aligned with both the economic development missions for the local area and the Virginia Board of Workforce Development's (VBWD) goals;
- B. Development of the local strategic plan that meets the requirements of Section 108 of the WIOA to include a workforce demand plan and a plan for business engagement;
- C. Selection of the one-stop operator(s) through a competitive process and may terminate for cause the eligibility of one-stop operators;
- D. Selection of eligible training providers and programs for adult and dislocated worker training services;
- E. Approval of the local one-stop operations budget;
- F. Perform any other activities as required by the Workforce Innovation and Opportunity Act, Section 107 (d), by state statute or by the Governor;
- G. Develop a Consortium Agreement to deliver the responsibilities as specified in the VBWD Policy that includes which jurisdiction will serve as the fiscal agent and administrative grant recipient;
- H. Develop an agreement between the Consortium and the LWDB that specifies the roles of the Consortium and the LWDB and how each will carry out their partnership responsibilities for governance and oversight of activities under WIOA;
- I. Conduct oversight of local programs of youth, adult, and dislocated worker activities authorized under Title I of WIOA;
- J. Negotiate and reach agreement with the VBWD on behalf of the Governor on local performance accountability measures;
- K. Connect with the VBWD;
- L. Conduct oversight of the one-stop system and youth program activities authorized under WIOA;
- M. Select eligible providers of youth activities by awarding grants or contracts on a competitive basis;
- N. Solicit and accept grants and donations from other sources;
- O. Require each LWDB member to submit an annual Statement of Economic Interest form and as a condition of assuming membership.

*("In partnership with" is defined as keeping the Consortium informed

V. Details of LWDB Operations:

- A. LWDB Staff: The Consortium will hire an Executive Director who will in turn hire staff necessary to carry out the operation of the administrative office of the LWDB.
- B. The LWDB staff will be employees of the fiscal agent.
- C. LWDB Administrative Costs: Administrative costs will consist of staff salaries and benefits, and the cost of operating and maintaining the administrative office.
- D. Adherence to Required Public Reviews and Comments: All meetings of the LWDB will be open to the public and allow for comment time on the agenda. Notices of the plan and solicitation of request for proposals for program operators and vendors will be made available to the public for comment in accordance with the Act.
- E. The LWDB and Consortium shall concur, by quorum vote, to approve the plan prior to its submission to the Governor.
- F. The LWDB agrees to provide quarterly reports to the Consortium indicating progress toward completion of goals and objectives of the local plan. Such reports shall be due within 30 days of the end of the preceding quarter.
- G. The LWDB agrees to carry out its responsibilities to ensure the appropriate utilization of funds under the Act.

VI. Local Workforce Development Board Detail

- A. By-Laws: The LWDB and the Consortium may establish By-Laws and/or operating procedures for their respective organizations, which are consistent with the provisions of this or any other bilateral agreement between the affected parties. The Consortium shall approve the LWDB By-Laws.
- B. LWDB Membership Criteria: The Consortium shall appoint the members of the LWDB in accordance with the Act 107 (b). The LWDB shall consist of representation from each jurisdiction listed below:

City of Martinsville	Henry County
City of Danville	Pittsylvania County
	Patrick County

- At least 51% of the members of the LWDB shall be composed of local private sector representatives that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities that, at a minimum, include

high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area.

- Not less than 20%, a minimum of two, of the members of the LWDB, shall be representatives of labor organizations, who have been nominated by local labor federations, and representatives from apprenticeship programs. Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and "out of school" youth may be included in addition to the aforementioned labor organization representatives.
- At least one representative from the Virginia Employment Commission (VEC) who administers WIOA Title III activities for the local area who shall be designated by the VEC.
- At least one regional adult education program manager that directly administers WJOA Title II Adult Education and Family Literacy (AEFLA) activities locally.
- At least one representative of a school division Career and Technical Education program which represents programs aligned with the region's targeted industry sectors and demand occupations.
- At least one representative from a local community college providing training services who shall be designated by the community college.
- At least one representative from a regional or local economic and community development entity.
- At least one representative from the Department for Aging and Rehabilitative Services and/or the Department for the Blind and Visually Impaired who administers WIOA Title IV activities for the local area who shall be designated by the two agencies administering vocational rehabilitative services under Title I of the WIOA.
- Optional members include any other individual or representative of an entity as the chief elected officials in the local area may determine to be appropriate.
- Each LWDB member shall file a statement of economic interest with the LWDB as a condition of assuming membership and then annually while serving as a Board member.

C. Alternates or Designees of Official Appointments:

1. Consortium-The representative to the Consortium shall be a member of the governing body of the member jurisdiction. The term "chief local elected official" means the chief elected executive officer of a unit of general local government in a local area or an elected official so designated by the chief local elected official. A member jurisdiction may appoint the chief administrative officer to serve as an alternate for the member of the governing body. Such alternate shall only serve when the member of the governing body cannot attend a meeting. When the alternate so serves, the alternate shall have the same powers and responsibilities as those possessed by the member of the governing body including the right to vote on all matters and shall be counted when determining a quorum. No person shall serve as a representative if such person is no longer a member of the governing body or its chief administrative officer. Each member jurisdiction shall determine the length of term for its representative and be responsible for filling the vacancy of its representative who is no longer qualified to serve. Alternates

may attend, participate, and vote at Consortium meetings in the absence of the member, however the Chief Local Elected Official maintains the fiscal responsibility and liability for all decisions made as a Consortium.

2. LWDB Alternates: In the course of the LWDB's operation, alternates who are designated by the LWDB member and have similar policy-making authority in the member's organization or sector represented may attend, participate and vote at LWDB meetings in the absence of the LWDB member.
- D. Committees of the LWDB: Standing committees of the LWDB may be established.
 - Executive Committee
 - Business Engagement
 - Quality Assurance
 - Special Projects
 - Youth Committee
- E. Cause for Removal: Any member(s) of the LWDB may be removed therefrom by the Consortium for cause including the following:
 1. Missing 3 consecutive meetings without excuse or sending an alternate (Executive Director will contact member and report to Consortium all who need to be replaced)
 2. Violation of Conflict of Interest
- F. Filling of Vacancies: Vacancies in the LWDB will be reported in a timely manner to the Consortium and the Consortium shall fill the vacancy in accordance with the Act.
 1. The Consortium shall contact the appropriate entities in the local area for nominations to appoint members and/or to fill vacancies on the LWDB from business, local educational entities and labor representatives.
 2. Private sector representatives are to be selected from individuals nominated by local business organizations, other businesses, local board of supervisors, or an individual business may nominate himself/herself. Private sector representatives can include owners of businesses, chief executives or operating officers of businesses and other business executives with optimum policy making or hiring authority.
 3. Non-mandatory educational entity representatives must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, and postsecondary educational institutions.
 4. Labor representatives must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL/CIO.
 5. For all other members, the Consortium should consult with the appropriate groups in the local area for possible individuals to serve.
 6. Nomination forms can be found www.vcwwestpiedmont.com or by contacting the CEO of the LWDB.

G. Conflict of Interest:

1. Members of the LWDB and staff must maintain the public trust for use of the federal and state funds for the purpose of carrying out program requirements including the responsibility to maintain the reputation and integrity of the program. All decisions of the LWDB and Consortium are to be based on promoting the best interests of the state and public good. All members of the LWDB, Consortium and committee members (whether voting or non-voting) are subject to all provisions of the state and local government Conflict of Interest Act.
2. The LWDB will establish written policies for itself, all committees, and subcommittees thereof, in by-laws, to adhere to conflict of interest policies established by the state, local government and the Act.
3. A member of the LWDB, Consortium or Committee of the LWDB must neither case a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); nor on any matter that would provide any direct benefit to such member of the immediate family of such member. Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his financial support.
4. Any LWDB or Consortium member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
5. Any LWDB or Consortium member who participates in a decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the LWDB or Consortium member who participated in this manner.
6. Any LWDB member with a potential or actual conflict of interest shall disclose that fact to the LWDB as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it is determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be *clearly* noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each LWDB member is responsible for determining whether any potential or actual conflict of interest exists or arises during his tenure on the LWDB.
7. If a contract or purchase is made by the LWDB involving its own member with a conflict of interest, the Local Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.

8. LWDB members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would be potentially allocated to that member's program.

H. Grievance Procedure: See Attachment I

I. Indemnification:

1. The LWDB and Consortium recognize the need to protect all members of the LWDB and the Consortium against loss, liability or damages that may result from their joint and separate actions in performing responsibilities under the Act. The Consortium and LWDB agree that adequate insurance shall be provided.

J. Voting:

1. All approvals under this agreement shall require approval of a majority of the members present at a meeting of such said bodies, unless a vote of greater than a simple majority is called for in the by-laws of the respective body.
2. Alternates of the Consortium and LWDB may vote at the respective meetings in the absence of the member.
3. Absentee voting is not allowed by either the LWDB or the Consortium.

K. Quorum:

1. A majority of membership shall constitute a quorum for purposes of conducting business of the Consortium.

VII. General Administrative Provisions

A. Delivery of Notices and Reports: Notices and reports required by this agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address to notify the other party in writing within a reasonable time:

1. To the Official addressed to: WDB Chair
2. To the Official addressed to: Consortium Chair
3. To the Official addressed to: Chief Executive Officer
4. To the LWDB addressed to: West Piedmont Workforce Development Board, 300 Franklin Street, Suite 241, Martinsville, VA 24112

B. Open Meetings required: All meetings of both the Consortium and the LWDB are open to the public.

C. Meeting Dates: The LWDB and Consortium shall meet at least quarterly or as needed.

D. Public Records: The **LWDB** and the Consortium shall maintain copies of records of their activities in all major areas, including all meeting agendas and minutes, contracts, fiscal and management documentation. The administrative entity shall be the custodian of the public records of the LWDB and of the Consortium. The LWDB and the Consortium shall send copies of all agendas of all meetings and provide minutes thereof to the members of both bodies at all times.

E. Sunshine Provision-The LWDB and Consortium

1. The LWDB and Consortium shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.

2. The LWDB and Consortium shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the LWDB and Consortium, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operator(s) consistent with the State plan, and the award of grants or contracts to eligible providers of youth activities, and minutes of formal meetings of the LWDB and Consortium.
3. The LWDB, Consortium and any subcommittee authorized to take official action on behalf of the LWDB or Consortium must do the following:
 - a. Take official action and engage in deliberations only at meeting open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of LWDB or Consortium business. "Deliberations" are discussions necessary in order to reach decisions at LWDB or Consortium meetings.
 - b. Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
 - c. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
 - d. Ensure that votes of LWDB and Consortium members be publicly cast and, in the case of roll call votes, recorded.
 - e. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of the roll call votes, and the names of any citizens who appeared and gave testimony.
4. Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such session may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, the LWDB **and** Consortium members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
5. Official action on **any** matter discussed at an executive session must be taken at an open meeting.

F. Non-Exclusion of Members: The LWDB and the Consortium shall not exclude members of either body from meetings in closed session when the matter under discussion concerns programs, plans, budgets or staff under this agreement.

G. Nondiscrimination: During the term of this agreement the LWDB, Consortium, the Administrative Entities and Grant Recipients agree not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of factors prohibited by federal or state law, including Section 188 of the Act and applicable Virginia Statutes. The aforementioned agree to post in conspicuous places, available to all employees and applicants for employment and all recipients of services, actual or potential,

notices setting forth the provisions of this agreement as they relate to nondiscrimination. The aforementioned shall, in all solicitations for employment placed on their behalf, state that the aforementioned are "Equal Opportunity Employers".

H. Terms of the Agreement: The term of this agreement shall commence as of March 1, 2024 and shall continue through June 30, 2026.

Amendment of Agreement:

1. Either party may propose amendments to this agreement at any time. Requests for amendment shall be authorized in accordance with the By-Laws of the body initiating the request. The body may consider no proposed amendment unless a written copy has been mailed to the members of the body at least 10 days prior to consideration. An amendment to amendment(s) so proposed shall be in order.
2. Proposed amendment approved in accord with the above shall be mailed to the other party.
3. The other party must respond with a written notice of concurrence or non-concurrence, or a written request to negotiate.

I. Construction: Should any part, clause, paragraph or sentence of this agreement be construed by a court of competent jurisdiction to be in violation of any federal or state law, rule or regulation, the remainder of the agreement shall remain in full force and effect unless amended in accord with the article.

J. Signatory Powers: Chairpersons of the LWDB and Consortium are authorized to commit for their respective board's documents binding the Consortium with state requirements.

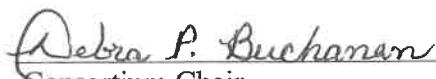
K. Fiscal Agent: Pittsylvania County Administrator and Pittsylvania County Treasurer are authorized to sign checks for operating the administrative office. Vouchers will be signed by the LWDB Fiscal Officer, CEO and Treasurer. The CEO is authorized to sign contractual agreements with Program/Operators/Contractors. •

L. Entire Agreement: The entire agreement of the parties is contained herein and this agreement supersedes any and all prior oral agreements and negotiations between the parties relating to the subject matter thereof.

VIII. Ratification of Agreement:

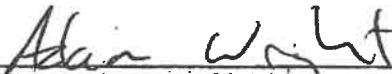
- A. This agreement shall require the approval of the LWDB and the Consortium by a majority vote of the members present at a meeting of the bodies, authorizing the execution of the agreement.
- B. Each signatory thereof certifies that he/she has the legal authority of the governing body of the parties to enter into this agreement, and the parties jointly and separately accept the responsibility for the operation of the program under the Act.

IN WITNESS, THEREOF:


Debra P. Buchanan
Consortium Chair


Local Workforce Development Board Chair


DEBRA P. BUCHANAN
Printed Name of Consortium Chair


Alan Wright
Printed Name of LWDB Chair

3-18-24

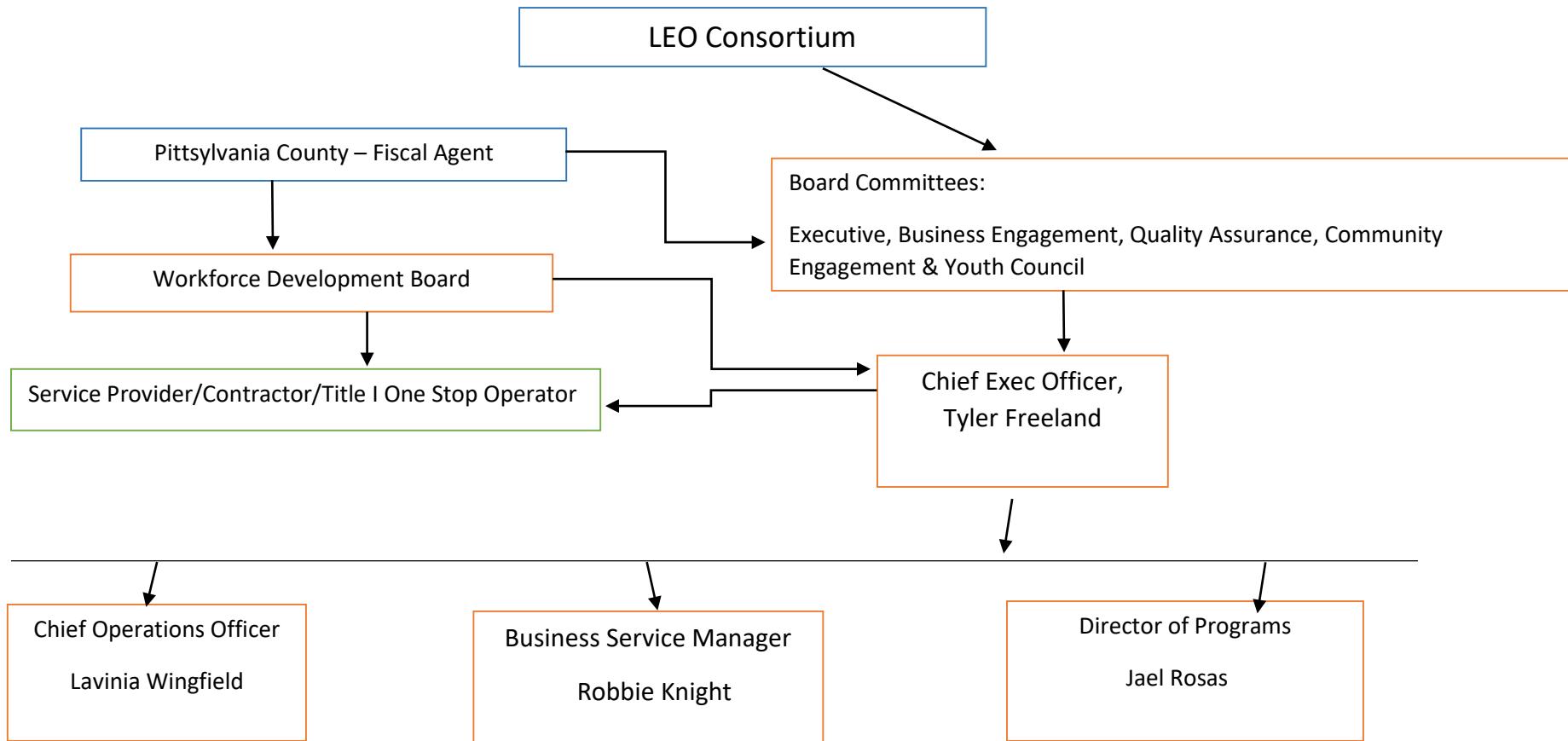
Date

3-19-24

Date

West Piedmont Workforce Development Board

Organizational Chart





One Stop Center MOU

Version: March 2024

West Piedmont Region
West Piedmont Workforce Development Board

Virginia Career Works (VCW) 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 West Piedmont Workforce Development Board (WPWDB), the VA Career Works system Partners (Partners), and the Chief Elected Official (CEO), Debra Buchanan, 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 Workforce Development Board. 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

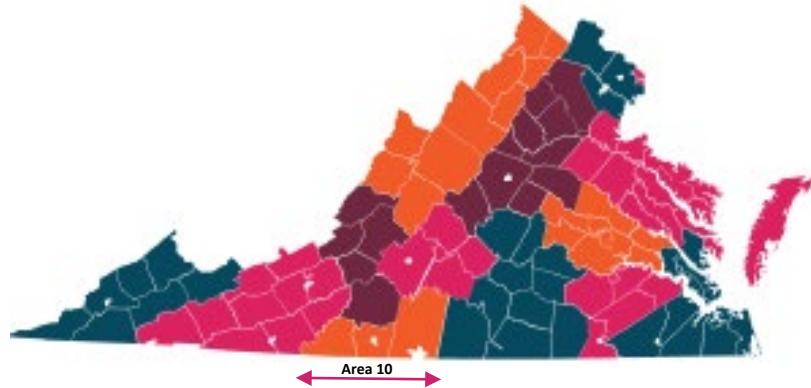
The West Piedmont Region advances economic growth by preparing and connecting individuals with Virginia businesses looking to hire and build a stronger workforce.

See **Attachment A: Definitions** for definitions pertaining to this MOU (Page 25)

System Structure

Virginia Career Works Centers

The LWDA has two comprehensive and one 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.



❖ Martinsville Career Works Center (Comprehensive)

Ed Preston, Center Coordinator	276-634-3600
233 W. Commonwealth Blvd. Martinsville, VA 24112	epreston@rossworks.com
8:30 AM – 5:00 PM, M-F	Vcwwestpiedmont.com

❖ Danville Career Works Center (Comprehensive)

Ed Preston, Center Coordinator	434-459-8220
211 Nor Dan Dr. Ste.1055 Danville, VA 24541	epreston@rossworks.com
8:30 AM – 5:00 PM, M-F	Vcwwestpiedmont.com

❖ Patrick County Career Works Center (Affiliate)

Ed Preston, Center Coordinator	276-694-6542
108 Blue Ridge St. Stuart, VA 24171	epreston@rossworks.com
8:30 AM – 5:00 PM, M-F	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.vcwwestpiedmont.com/partners/board-documents-policies. 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
Wagner-Peyser Employment Services	Virginia Works	
Dept. of Aging and Rehabilitation Services	DARS (Title IV)	
Local Workforce Development Board Chief Local Elected Office	Debra Buchanan	
WIOA Title I Operator	Ross IES (Title I Adult, Dislocated Worker, Youth)	
Dept. of Education	Adult Education (Title II)	
Post-Secondary Vocational Education (Perkins Act)	Patrick & Henry CC Danville CC	
Community Action	STEP, Inc Community Action Agency CAA	
Community Recovery	Community Recovery Program, Piedmont Community Services	
Senior Community Services Employment Program	Goodwill SCSEP	
American Job Corps	Job Corps	
Older Americans Act	Southern Area Agency on Aging (Title V)	
Department of Social Services	Department of Social Services VA, Initiative for Employment Not Welfare TANF	

Local Workforce Development Board	West Piedmont Workforce Development Board	
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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 LWDA XX (insert name) 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 counseling 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 27)

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,
- ❖ Provide a description of methods to ensure service can continue in the case of a natural or manmade disaster,
- ❖ 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 a “functional leader”. 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 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, where applicable, 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, where applicable, 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 Local West Piedmont 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, 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.,

HELPFUL TIP – COMMUNICATION ACCESSIBILITY

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>.

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 E.O. 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 (31 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 where applicable and to the extent that they are not in conflict with State or Federal requirements.

Dispute Resolution

The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the parties, the One-Stop Operator will negotiate a resolution with the parties. The One-Stop Operator shall determine the process to mediate and resolve the matter.

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 five 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. This decision shall not be binding on any partner that is an agency of the Commonwealth.
- ❖ 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.
- ❖ This MOU shall not affect the right of any party to seek all available remedies provided to it by law.

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 on July 1, 2024. This MOU will become effective as of the date of signing by the final signatory below and must terminate no later than June 30, 2027, unless any of the reasons in the Termination section apply.

This MOU is entered into as of July 1, 2024 and shall expire no later than June 30, 2027, 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.

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.

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 _____, _____. 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 _____

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 _____

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

Date

Print Name and Title

Agency Name

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); 34 CFR 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 WDB 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]

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.

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.

[2 CFR 200.28]

Attachment B: Partner Program Services

Partner Program:	
Website:	
Partner Program - Signatory Authority (Name, Job Title, email):	
Partner Program Local Area Contact (Name, Job Title, email and telephone number):	
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	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed):	

Modification 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 _____, _____, _____, _____.

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 Modification as outlined/described below:

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of this modification and all changes made herein.

I understand that this modification may be executed in counterparts, each being considered an original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of _____, dated _____, remains unchanged and in full force and effect.

Signature

Date

Print Name and Title

Agency Name

Attachment B: Partner Program Services

<p>Partner Program: Virginia Works</p> <p>Website: virginiaworks.com</p>						
<p>Partner Program - Signatory Authority (Name, Job Title, email): Carrie Roth, Commissioner Carrie.Roth@virginiaworks.com</p>						
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number): Danville – Lucius Chandler Jr., Manager Lucius.Chandler@virginiaworks.com 434-549-82200 Martinsville – Sharon Barksdale, Manager Sharon.Barksdale@virginiaworks.com, 276-634-3600</p>						
<p>Kimberly McIvor, District Manager Kimberly.McIvor@virginiaworks.com 434-947-2052</p>						
<p style="text-align: center;">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> <table border="1"><tr><td>1. Permanent Presence and Service Provision</td><td>Permanent presence – Danville and Martinsville</td></tr><tr><td>2. Itinerant Presence and Service Provision</td><td></td></tr><tr><td>3. Service Provision Only</td><td></td></tr></table> <p>List services to be made available below (add additional pages if needed):</p> <p>Jobs for Veterans State Grant (JVSG)</p> <ul style="list-style-type: none">Provide individualized career and training-related services to veterans and eligible persons with significant barriers to employmentConduct outreach and assist employers to fill their workforce needs with job seeking Veterans <p>Rapid Response</p> <ul style="list-style-type: none">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 <p>Trade Adjustment Assistance (TAA)</p> <ul style="list-style-type: none">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 contractsProvides occupation skills training through Individual Training Accounts <p>Migrant Seasonal Farmworker Services</p> <ul style="list-style-type: none">In and out of area job search and placement assistanceConduct outreach activities with growers and other employers	1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville	2. Itinerant Presence and Service Provision		3. Service Provision Only	
1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville					
2. Itinerant Presence and Service Provision						
3. Service Provision Only						

Attachment B: Partner Program Services

<p>Partner Program: DARS</p> <p>Website: vadars.org</p>						
<p>Partner Program - Signatory Authority (Name, Job Title, email): Kathryn Hayfield, Commissioner Kathryn.hayfield@dars.virginia.gov</p> <p>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</p> <p>Danville – Tora Terry, Danville Manager Tora.terry@dars.virginia.gov 434-549-8213</p> <p>Martinsville – Donna Martin, Martinsville Manager Donna.martins@dars.virginia.gov 276-634-3637</p>						
<p style="text-align: center;">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> <table border="1"><tr><td>1. Permanent Presence and Service Provision</td><td>Permanent presence – Danville and Martinsville</td></tr><tr><td>2. Itinerant Presence and Service Provision</td><td></td></tr><tr><td>3. Service Provision Only</td><td></td></tr></table> <p>List services to be made available below (add additional pages if needed): Attached</p>	1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville	2. Itinerant Presence and Service Provision		3. Service Provision Only	
1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville					
2. Itinerant Presence and Service Provision						
3. Service Provision Only						



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.



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.

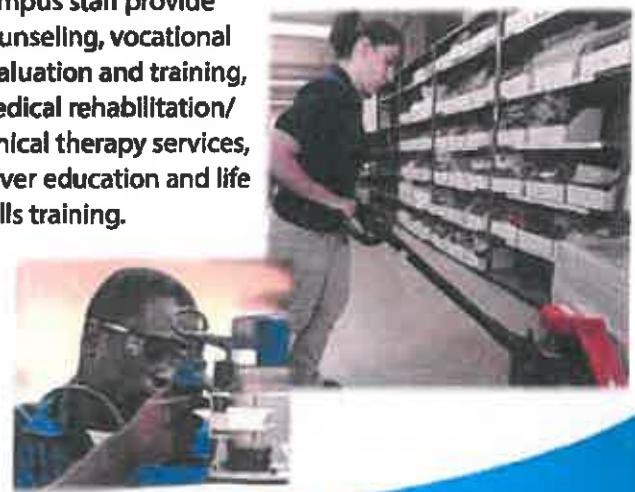


DARS works with many **Community Partners** and businesses to assist individuals with disabilities in achieving their goals of employment and/or independence.

- 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



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 counseling, vocational evaluation and training, medical rehabilitation/clinical therapy services, driver education and life skills training.





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

<p>Partner Program: Ross IES</p> <p>Website: rossworks.org</p>						
<p>Partner Program - Signatory Authority (Name, Job Title, email): Shawn Brenner, CEO (US) Sbrenner@rossprov.com</p> <p>Kimberly Turner, Project Director kturner@rossworks.com (276) 634-3613</p>						
<p style="text-align: center;">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> <table border="1"><tr><td>1. Permanent Presence and Service Provision</td><td>Permanent presence – Danville and Martinsville</td></tr><tr><td>2. Itinerant Presence and Service Provision</td><td></td></tr><tr><td>3. Service Provision Only</td><td></td></tr></table> <p>List services to be made available below (add additional pages if needed):</p> <ul style="list-style-type: none">• Workforce Innovation and Opportunity Act (Adult and Dislocated Worker)• One Stop Service Center Management• Youth Programs• Youth with Disabilities Programming• Mentorship Programs• Support Services• Job Placement• Community Advocacy• OJT Funding and Work Experience• Rapid Response Services• Business Services• Case Management Services• Career Assessment• Job Readiness Instruction and Counseling• Job Search Assistance/Job Development• Occupational Training• Work Experience/Subsidized Employment• Basic Skills Development• Career Guidance• On the Job Training Assistance• Job Coaching• Training Development• Candidate Screening, Assessment and Referral• Market-Driven Training Programs	1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville	2. Itinerant Presence and Service Provision		3. Service Provision Only	
1. Permanent Presence and Service Provision	Permanent presence – Danville and Martinsville					
2. Itinerant Presence and Service Provision						
3. Service Provision Only						

Attachment B: Partner Program Services

Partner Program: Adult Education Website: wprae.com	
Partner Program - Signatory Authority (Name, Job Title, email): Stacey Wright, Administrator Stacey.wright@frco.k12.va.us Stacey Wright, Administrator Stacey.wright@frco.k12.va.us 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 – 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):	
Workplace Development Workforce Preparation Activities - Adult education is a key component in the workforce development continuum in the commonwealth. Services are delivered primarily as workforce preparation activities and integrated education and training.	
General Education Development Program - Currently, the only Virginia board-approved HSE examination is the GED test, which was developed to enable persons who have not graduated from high school to demonstrate the attainment of abilities normally associated with completion of a high school program of study.	
ESL English as a Second Language - ESL programs are designed to assist adult non-native English speaking students in communicating effectively in English. A number of resources and services are available to help these students improve and demonstrate their ability to speak, listen with understanding, read, and write English in order to function and be successful in the workplace and in postsecondary education and training.	
IET Integrated Education and Training - IET programs are a model of accelerated and intense programming that pairs academic and occupational learning to prepare individuals for the workforce of today and tomorrow.	

Attachment B: Partner Program Services

Partner Program: Patrick & Henry Community College						
Website: ph.vccs.edu						
Partner Program - Signatory Authority (Name, Job Title, email): Greg Hodges, President Ghodges@patrickhenry.edu Rhonda Hodges, Vice President Workforce, Economic and Community Development rhodges@patrickhenry.edu 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):						
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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 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 (CAN)• 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 Clinical Medical Assistant• Core-Introductory Craft Skills• Certified Production Technical• 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
- Advanced Manufacturing and Skilled Trades
- Business
- Health Sciences and Public Safety
- Information Technology
- Transfer Studies and Education

To view all programs of study available, visit: <https://view.flipdocs.com/Spring2024TrainingGuide>

Attachment B: Partner Program Services

<p>Partner Program: Danville Community College</p> <p>Website: Danville.edu</p>						
<p>Partner Program - Signatory Authority (Name, Job Title, email):</p> <p>Dr. Jerry Wallace, President Jerry.Wallace@danville.edu</p>						
<p>Shannon Hair, Vice President of Institutional Advancement & Development Executive Director, DCC Educational Foundation shair@dcc.vccs.edu 434-797-8495</p>						
<p style="text-align: center;">List of Services to be Made Available Through the Virginia Career Works Center(s)</p>						
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2. Itinerant Presence and Service Provision						
3. Service Provision Only						
<p>List services to be made available below (add additional pages if needed):</p> <p>2D Art Design Printing</p> <ul style="list-style-type: none">• Business Management – Graphic Imaging Managing Specialization• Digital Art & Design• Digital Imaging and Photography• Graphic Communications• Printing Technology <p>Air Conditioning & Refrigeration (servicing)</p> <p>Allied Health – Short Term programs</p> <ul style="list-style-type: none">• Emergency Medical Services <p>Automotive Analysis & Repair</p> <p>Beverage, Food, Hospitality</p> <ul style="list-style-type: none">• Brewing, Distillation & Fermentation – Career Studies Certificate• Food Service Management Trainee – Career Studies Certificate• Hospitality and Food Service – Career Studies Certificate <p>Business Management – Graphic Imaging Management Specialization</p> <p>Cosmetology</p> <p>Electrical, Electronics</p> <ul style="list-style-type: none">• Electrical/Electronics Equipment Servicing• Electrical/Electronics Engineer Technology• Electrical 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: 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

(434) 432-8250

List of Services to be Made Available Through the

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<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 client 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

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

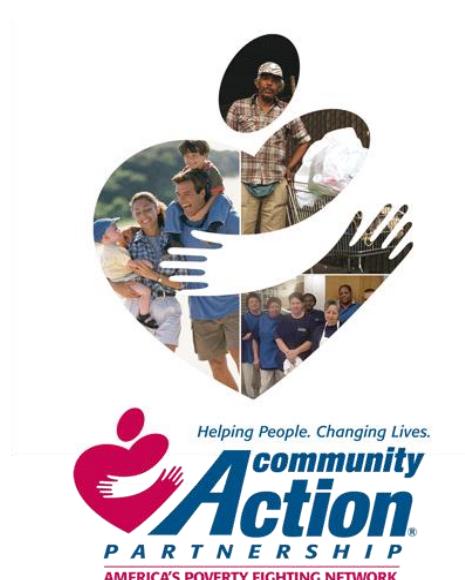
**PCCA Inc. Community Action
Danville**
211 Nor Dan Drive, Suite 1055 **434.793.5627**
Danville, Virginia 24540
VITA – Tax Program
Summer Feeding Program

VACARES –Ex-Offender Program SOUTH WEST CARES

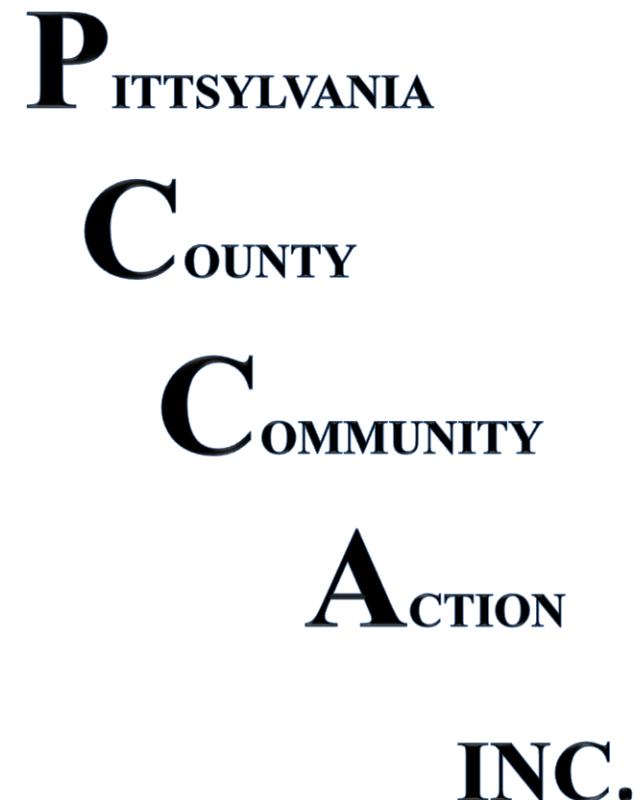
HOWPA Program

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



*Our Mission
vide opportunities for
duals and families to
me barriers, gain self-
ciency, and improve
quality of life.*



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.

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.



Attachment B: Partner Program Services

Partner Program: STEP, Inc.

Website: stepincva.com

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

Michael Armbrister, Executive Director

Michael.armbrister@stepincva.com

(540) 483-5142

**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
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List of Services:

- **Early Head Start and Head Start**
- **Youth Services**
 - **LIFE Academy and Project Discovery**
- **Senior Services**
- **-Meals onf Wheels, transportation**
- **Supportive Services**
 - **Re-entry, homeless prevention**
- **Housing and weatherization**

- **Financial services**
 - **Tax preparation assistance, financial education, individual development accounts**

Attachment B: Partner Program Services

Partner Program: Community Recovery Program

Website: piedmontcsb.org

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

Greg Preston, Executive Director

gpreston@piedmontcsb.org

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

Tonya Ingram, Employment Specialist, CM

tingram@piedmontcsb.org

(276) 638-0438

List of Services to be Made Available Through the

Virginia Career Works Center(s)

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1. Permanent Presence and Service Provision	Permanent presence –Martinsville
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List of Services: 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 to 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

Partner Program: Goodwill SCSEP

Website: goodwillvalleys.com

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

Brenda Moore, MBA, CPA, PMP, Chief Information Officer

(540) 353-7623

PO Box 2420, Roanoke, VA 24010

bmoore@goodwillvalleys.com

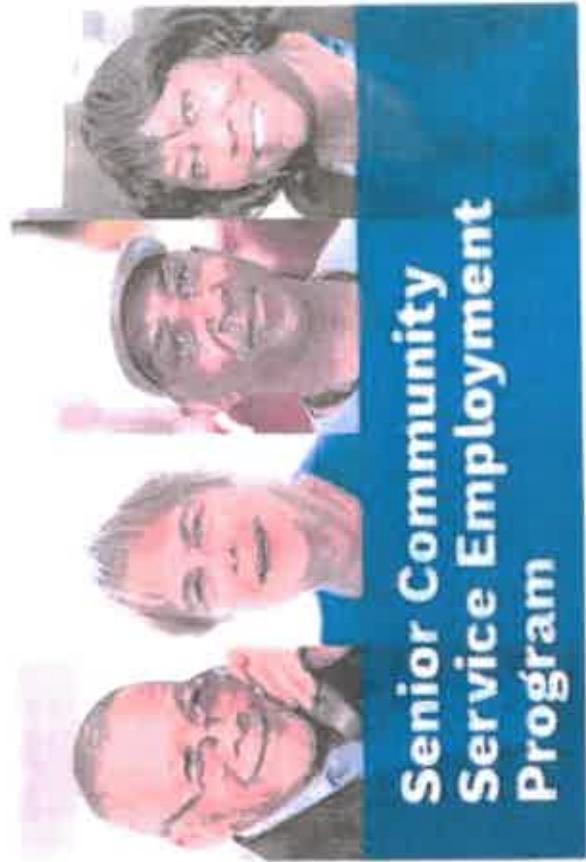
List of Services to be Made Available Through the

Virginia Career Works Center(s)

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List of Services: Attached



Senior Community Service Employment Program

"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)

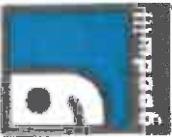
**Let Goodwill help
you return to the
workforce!**

Goodwill®

listened when
we said we
wanted to
work."

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.





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

**Here's what to expect
when you contact
Goodwill:**

- An initial assessment to determine if you meet the program criteria.

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.

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

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

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.

Attachment B: Partner Program Services

Partner Program: Southern Area Agency on Aging

Website: southernaaa.org

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

Teresa Fontaine, Executive Director

Tcfontaine@southeraaa.org

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

Teresa Fontaine, Executive Director

Tcfontaine@southeraaa.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
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List of Services:

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 services is three hours, one day per week. Additional hours of respite may be available for the care of someone with Alzheimer's diseases.

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, house problems; public benefits (e.g. Medicaid, Medicare, Social Security); pension and retirement health benefits.

Mobility Management Services

Voucher Program (local non-emergency medical transportation) Miles 4 Vets (wheelchair-accessible transportation for veterans to medical centers and outpatient clinics), and Volunteer Driver Program (out-of-town non-emergency medical transportation). Programs serve people of all ages.

Attachment B: Partner Program Services

Partner Program: Department of Social Services – City of Danville

Website: dss.virginia.gov

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

John Moody, Director

John.moody@dss.virgnia.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

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List of Services: 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 easier citizens as they transition from dependency on public assistance programs to self-sufficiency.

Apply for TANF

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

Child Care Assistance

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of childcare 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 cushioning 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 nonresident parents, establish paternities, collect monies owed to the children of Virginia.

Attachment B: Partner Program Services

Partner Program: Department of Social Services – Henry-Martinsville

Website: 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

Am.w.rice@dss.virginia.gov

(434) 432-7281

List of Services to be Made Available Through the

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

Child Care Assistance

The Child Care Subsidy Program provides financial assistance to eligible families to help pay for the cost of childcare 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 cushioning 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 nonresident parents, establish paternities, collect monies owed to the children of Virginia.

Attachment B: Partner Program Services

Partner Program: Department of Social Services – Pittsylvania County

Website: dss.virginia.gov

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

Regina Barger, Director

Regina.barger@dss.virginia.gov

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

Regina Barger, Director

regina.barger@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 – Danville
2. Itinerant Presence and Service Provision	
3. Service Provision Only	

List of Services: 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 easier citizens as they transition from dependency on public assistance programs to self-sufficiency.

Apply for TANF

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

Child Care Assistance

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

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Child Support Assistance

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

Attachment B: Partner Program Services

Partner Program: American Job Corps

Website: <https://www.jobcorps.gov/>

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

Neal Randal, Director

Randol.Neal@jobcorps.org

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

Lanita Potterfield

porterfield.lanita@jobcorps.org

915-478-5571

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	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Martinsville & Danville

List of Services: Career planning, on-the-job training, job placement, residential housing, food service, driver's education, health and dental care, biweekly basic living allowance, and clothing allowance.



CAREERS
BEGIN HERE

WHAT IS JOB CORPS?

Job Corps' mission is to educate and train highly motivated young people for successful careers in the nation's fastest-growing industries.

JOB CORPS AT A GLANCE

ESTABLISHED	1964
OVERSIGHT	U.S. Department of Labor, Employment and Training Administration
STRUCTURE	Mostly residential program, open entry and exit
LOCATIONS	121 Job Corps centers, in all 50 states and Puerto Rico
STUDENTS	Approximately 30,000 served each year
AGE RANGE	16 through 24
LENGTH OF STAY	Completion times vary by training area

KEY BENEFITS

Job Corps offers career technical training in high-growth industries.

Students can earn a high school diploma or the equivalent, or college credits through Job Corps.

Job Corps is tuition-free to eligible young people and provides housing, meals, basic medical care, a living allowance, hands-on training and preparation for a career.

After students complete the program, Job Corps offers transitional support services, such as help finding employment, housing and transportation.

Job Corps graduates either enter the workforce or an apprenticeship, go on to higher education, or join the military.



“Nobody is ever successful in life without an army of people or support system to guide them. Job Corps gave me my second chance in life, and without them I wouldn’t be here. This is just the beginning of my journey to success and happiness.”

JESSE R.

Jesse is an Advanced Culinary Arts graduate from the Treasure Island Job Corps Center in California.

jobcorps.gov 800-733-JOBS (5627)



Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.



doljobcorps

50-420 07.22

Attachment B: Partner Program Services

Partner Program: Unemployment Compensation - VEC

Website: vec.virginia.gov

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

Demetrios Melis, Commissioner

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

**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	

Wagner-Peyser Act

- Provides 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 to fill their workforce needs with qualified jobseekers
- Provide customized recruitment and job applicant screening and referral services
- Conduct job fairs, use one-stop 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, program, 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

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 Buchanan, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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 June 30, 2027
- Upon modified termination, whichever occurs earlier.


Signature

5-21-24
Date

Debra Buchanan, CLEO Chair

Print Name and Title

West Piedmont Workforce Development Board

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 Tyler Freeland, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. All of my questions have been discussed and answered satisfactorily.

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

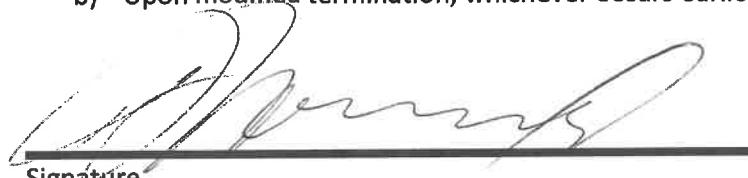
- ❖ This MOU Virginia Career Works West Piedmont Region, effective July 1, 2024

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- a) three (3) years from effective date or June 30, 2027
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Signature

5-16-2024

Date

John Tyler Freeland, CEO

Print Name and Title

West Piedmont Workforce Development Board

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 A. Martinez, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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- Upon modified termination, whichever occurs earlier.

Lisa A. Martinez

Signature

5/31/24

Date

Lisa A. Martinez, Senior Procurement Offficer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

Authority and Signature_West Piedmont

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

By signing my name below, I, Carrie Roth., certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU Modification, dated, July 1, 2024 – June 30, 2027.

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 Virginia Career Works West Piedmont Region, effective July 1, 2024

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

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Virginia Works: RESEA, Wagner Peyser, JVSG, RA



Signature



Date

Carrie Roth, Director

Print Name and Title

Virginia Works

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 Virginia Career Works West Piedmont Region MOU. 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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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Signature

5/21/2024

Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions

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 Virginia Career Works West Piedmont Region MOU. 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 Virginia Career Works West Piedmont Region, effective July 1, 2024

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Stacey Wright
Signature

5/29/24
Date

Stacey Wright- Program Manager
Print Name and Title

West Piedmont Regional 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, J. Gregory Hodges, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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Signature

05/17/2024

Date

J. Gregory Hodges, 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, Jerry Wallace, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. All of my questions have been discussed and answered satisfactorily.

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

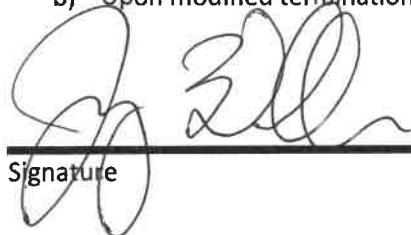
- ❖ This MOU Virginia Career Works West Piedmont Region, effective July 1, 2024

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- Upon modified termination, whichever occurs earlier.



Signature

5-17-24

Date

Jerry Wallace President

Print Name and Title

Danville 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, Victoria Minton, CEO, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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 Virginia Career Works West Piedmont Region, effective July 1, 2024

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- b) Upon modified termination, whichever occurs earlier.


Signature

July 1, 2024
Date

Victoria Minton, Chief Executive Officer
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, Michael Armbrister, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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Signature

May 29, 2024

Date

Michael Armbrister, 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, Greg Preston, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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Signature

June 26, 2024

Date

B. Greg Preston, Executive Director

Print Name and Title

Piedmont Community 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, Brenda Moore, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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 **Virginia Career Works West Piedmont Region, effective July 1, 2024**

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- Upon modified termination, whichever occurs earlier.

Brenda Moore

Signature

05/30/2024

Date

Brenda Moore, CIO

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, Terese Fontaine, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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- b) Upon modified termination, whichever occurs earlier.


Signature

5/24/2024
Date

TERESA C. Fontaine
Print Name and Title

Executive Director

Southern Area Agency on Aging
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 Virginia Career Works West Piedmont Region MOU. 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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Signature

6/26/2024

Date

John 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, Amy W. Rice, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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- Upon modified termination, whichever occurs earlier.

Amy W. Rice

Signature

5/20/2024

Date

Amy W. Rice, Director III

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, Regine Barger, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

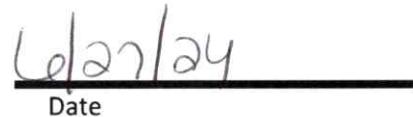
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- b) Upon modified termination, whichever occurs earlier.



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, Michael Blankenship, certify that I have read the information contained in this Virginia Career Works West Piedmont Region MOU. 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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Michael Blankenship

Signature

07/12/2024

Date

Michael Blankenship Center Director

Print Name and Title

Blue Ridge Job Corps

Agency Name



WEST PIEDMONT REGION

PY24-25 IFA
Martinsville & Danville
West Piedmont Workforce Development Board

PY24-25 IFA

Virginia Career Works – Martinsville Center

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
Virginia Works	9.00	31.03%	2,009.00	38.92%	9.00	39.13%
WIOA Title I Adult	2.00	6.90%	400.00	7.75%	2.00	8.70%
WIOA Title I Dislocated Worker	1.00	3.45%	200.00	3.87%	1.00	4.35%
WIOA Title I Youth	2.00	6.90%	320.00	6.20%	2.00	8.70%
VEC - Unemployment Insurance	0.00	0.00%	0.00	0.00%	0.00	0.00%
Virginia Works	1.00	3.45%	80.00	1.55%	1.00	4.35%
DARS Title IV	6.00	20.69%	1,086.00	21.04%	0.00	0.00%
DOE - Adult Ed	1.00	3.45%	64.00	1.24%	1.00	4.35%
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	4.35%
Pathways/Promise Grant		0.00%		0.00%		0.00%
Patrick & Henry Community College	1.00	3.45%	100.00	1.94%	1.00	4.35%
Community Action Agency (STEP)	1.00	3.45%	100.00	1.94%	1.00	4.35%
WPWDB	0.00	0.00%	320.00	6.20%	0.00	0.00%
Community Recovery Program	1.00	3.45%	100.00	1.94%	1.00	4.35%
Goodwill SCSEP	1.00	3.45%	100.00	1.94%	1.00	4.35%
Virginia Works	1.00	3.45%	80.00	1.55%	1.00	4.35%
Wagner-Peyser		0.00%		0.00%		0.00%
YouthBuild	1.00	3.45%	103.00	2.00%	1.00	4.35%
J		0.00%		0.00%		0.00%
K		0.00%		0.00%		0.00%
TOTALS:	29.00	100.00%	5162.00	100%	23.00	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.

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2024 (July 1, 2024 - JUNE 30, 2025)

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

Is this a
Comprehensive
Center?

COSTS	TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:			
Salaries	\$40,539	\$40,539	\$0
Benefits	\$12,567	\$12,567	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
INFRASTRUCTURE COSTS			
Facility Costs:			
Rent	\$174,949	\$174,949	\$0
Utilities (Garbage)	\$2,337	\$2,337	\$0
	\$0	\$0	\$0
Repairs		\$0	\$0
Security (Fire Alarm)	\$420	\$420	\$0
Property Tax		\$0	\$0
Furniture & Fixtures		\$0	\$0
Other (itemize below)		\$0	\$0
		\$0	\$0
Equipment/Communication Costs:			
Computer Hardware	\$1,320	\$1,320	\$0
Computer Software		\$0	\$0
Data Palm	\$0	\$0	\$0
Telephone Equipment		\$0	\$0
Telephone Service Fees	\$8,917	\$8,917	\$0
Cell Phones		\$0	\$0
Copier Equipment	\$3,848	\$3,848	\$0
Fax Equipment		\$0	\$0
Fax Service Fees		\$0	\$0
		\$0	\$0
Other Operations:			
Contract: One-Stop Operator		\$0	\$0
General Supplies	\$2,006	\$2,006	\$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
		\$0	\$0
		\$0	\$0
TOTAL COSTS	\$246,903	\$246,903	\$0

*Workshops & Accessibility Survey

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works: Martinsville Workforce Center

COSTS	BUDGET/ EXPENSE	Virginia Works	WIOA Title		WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployment Insurance	Virginia Works	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Pathways/Promise Grant	Patrick & Henry Community College	Community Action Agency	WPWDB	Community Recovery Program	Goodwill SCSEP	Virginia Works	Wagner- Peyser	YouthBuild	J	K		
			I Adult	II Dislocated Worker																						
Staff Costs:			Salaries																							
			Benefits																							
INFRASTRUCTURE COSTS			Rent																							
Facility Costs:			Utilities (Garbage)																							
			Repairs																							
			Security (Fire Alarm)																							
			Property Tax																							
			Furniture & Fixtures																							
			Other (itemize below)																							
Equipment/Communication Costs:			Computer Hardware																							
			Computer Software																							
			Data Palm																							
			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: Martinsville Workforce Center

COSTS	BUDGET/ EXPENSE	Virginia Works	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployment Insurance	Virginia Works	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Pathways/ Promise Grant	Patrick & Henry Community College	Community Action Agency (STEP)	WPWDB	Community Recovery Program	Goodwill SCSEP	Virginia Works	Wagner-Peyser	YouthBuild	TOTALS:
Staff Costs:																						
Salaries	1	\$40,539	\$12,581	\$2,796	\$1,398	\$2,796		\$1,398	\$8,387	\$1,398			\$1,398	\$1,398		\$1,398	\$1,398	\$1,398	\$1,398	\$1,398	\$40,539	
Benefits	1	\$12,567	\$3,900	\$867	\$433	\$867		\$433	\$2,600	\$433			\$433	\$433		\$433	\$433	\$433	\$433	\$433	\$12,567	
INFRASTRUCTURE COSTS																						
Facility Costs:																						
Rent	2	\$174,949	\$68,088	\$13,557	\$6,778	\$10,845		\$2,711	\$36,806	\$2,169			\$3,389	\$3,389	\$3,389	\$10,845	\$3,389	\$3,389	\$2,711	\$3,491	\$174,949	
Utilities (Garbage)	2	\$2,337	\$910	\$181	\$91	\$145		\$36	\$492	\$29			\$45	\$45	\$45	\$145	\$45	\$45	\$36	\$47	\$2,337	
2																						
Repairs																						
Security (Fire Alarm)	2	\$420	\$163	\$33	\$16	\$26		\$7	\$88	\$5			\$8	\$8	\$8	\$26	\$8	\$8	\$7	\$8	\$420	
Property Tax																						
Furniture & Fixtures																						
Other (itemize below)																						
Equipment/Communication Costs:																						
Computer Hardware	1	\$1,320	\$410	\$91	\$46	\$91		\$46	\$273	\$46			\$46	\$46	\$46	\$46	\$46	\$46	\$46	\$46	\$1,320	
Computer Software																						
Data Palm																						
Telephone Equipment																						
Telephone Service Fees	3	\$8,917	\$3,489	\$775	\$388	\$775		\$388		\$388			\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$8,917	
Cell Phones																						
Copier Equipment	1	\$3,848	\$1,194	\$265	\$133	\$265		\$133	\$796	\$133			\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$3,848	
Fax Equipment																						
Fax Service Fees																						
Other Operations:																						
Contract: One-Stop Operator																						
General Supplies	1	\$2,006	\$623	\$138	\$69	\$138		\$69	\$415	\$69			\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$2,006	
Freight & Messenger																						
Printing (Outreach, Community Awareness, Signage)																						
Other Outside Services (itemize below)																						
Recruiting/Outreach																						
Marketing/Community Awareness																						
Staff Training																						
Staff Travel																						
TOTAL COSTS		\$246,903	\$91,358	\$18,703	\$9,351	\$15,949		\$5,220	\$49,858	\$4,670			\$5,909	\$5,909	\$5,909	\$11,016	\$5,909	\$5,909	\$5,220	\$6,012	\$246,903	

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 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: Martinsville Workforce Center

COSTS	BUDGET/ EXPENSE	Virginia Works	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployment Insurance	Virginia Works	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Pathways/ Promise Grant	Patrick & Henry Community College	Community Action Agency (STEP)	WPWDB	Community Recovery Program	Goodwill SCSEP	Virginia Works	Wagner-Peyser	YouthBuild	TOTALS:
Staff Costs:																						
Salaries	\$40,539	\$12,581	\$2,796	\$1,398	\$2,796		\$1,398	\$8,387	\$1,398			\$1,398		\$1,398		\$1,398	\$1,398	\$1,398	\$1,398	\$1,398	\$40,539	
Benefits	\$12,567	\$3,900	\$867	\$433	\$867		\$433	\$2,600	\$433			\$433		\$433		\$433	\$433	\$433	\$433	\$433	\$12,567	
INFRASTRUCTURE COSTS																						
Facility Costs:																						
Rent	\$174,949	\$68,088	\$13,557	\$6,778	\$10,845		\$2,711	\$36,806	\$2,169			\$3,389		\$3,389	\$3,389	\$10,845	\$3,389	\$3,389	\$2,711	\$3,491	\$174,949	
Utilities (Garbage)	\$2,337	\$910	\$181	\$91	\$145		\$36	\$492	\$29			\$45		\$45	\$45	\$145	\$45	\$45	\$36	\$47	\$2,337	
Repairs																						
Security (Fire Alarm)	\$420	\$163	\$33	\$16	\$26		\$7	\$88	\$5			\$8		\$8	\$8	\$26	\$8	\$8	\$7	\$8	\$420	
Property Tax																						
Furniture & Fixtures																						
Other (itemize below)																						
Equipment/Communication Costs:																						
Computer Hardware	\$1,320	\$410	\$91	\$46	\$91		\$46	\$273	\$46			\$46		\$46	\$46	\$46	\$46	\$46	\$46	\$46	\$1,320	
Computer Software																						
Data Palm																						
Telephone Equipment																						
Telephone Service Fees	\$8,917	\$3,489	\$775	\$388	\$775		\$388		\$388			\$388		\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$8,917	
Cell Phones																						
Copier Equipment	\$3,848	\$1,194	\$265	\$133	\$265		\$133	\$796	\$133			\$133		\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$3,848	
Fax Equipment																						
Fax Service Fees																						
Other Operations:																						
Contract: One-Stop Operator																						
General Supplies	\$2,006	\$623	\$138	\$69	\$138		\$69	\$415	\$69			\$69		\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$2,006	
Freight & Messenger																						
Printing (Outreach, Community Awareness, Signage)																						
Other Outside Services (itemize below)																						
Recruiting/Outreach																						
Marketing/Community Awareness																						
Staff Training																						
Staff Travel																						
TOTAL COSTS	\$246,903	\$91,358	\$18,703	\$9,351	\$15,949		\$5,220	\$49,858	\$4,670			\$5,909		\$5,909	\$11,016	\$5,909	\$5,909	\$5,220	\$6,012	\$246,903		
PARTNER RATIO	37.0%	7.6%	3.8%	6.5%			2.1%	20.2%	1.9%			2.4%		2.4%	4.5%	2.4%	2.4%	2.1%	2.4%	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, 2024 to June 30, 2025

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 Tyler Freeland _____ certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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, 2025
- d) Upon modified termination, whichever occurs earlier.



Signature

5-17-2024

Date

John Tyler Freeland, CEO

Print Name and Title

West Piedmont Workforce Development Board

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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, 2024. 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, 2025
- Upon modified termination, whichever occurs earlier.



Signature

5/21/2024
Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions

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, Commissioner Carrie Roth, certify that I have read the information contained in this Infrastructure Funding Agreement (Martinsville One-Stop) which begins July 1, 2024. 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) _____ (Initial).

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, 2025
- b) Upon modified termination, whichever occurs earlier.



Signature



Date

Carrie Roth, Commissioner

Print Name and Title

Virginia Works

Agency Name

Area 17 West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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 A. Martinez certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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, 2025
- d) Upon modified termination, whichever occurs earlier.

Lisa A. Martinez
Signature

5/31/24
Date

Lisa A. Martinez, Senior Procurement Offficer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, Shaney Wright certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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:

Rent 230.04 + S/C 55.09 = 285.13

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, 2025
- d) Upon modified termination, whichever occurs earlier.

Shaney Wright
Signature

5/21/24
Date

Shaney Wright - Regional Program Manager
Print Name and Title

West Piedmont Regional Adult Education
Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, J. Gregory Hedges certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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, 2025
- d) Upon modified termination, whichever occurs earlier.

J. Gregory Hedges

Signature

05/17/2024

Date

J. Gregory Hedges, President

Print Name and Title

Patrick & Henry Community College

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, _____ Michael R. Armbrister _____ certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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:

Step, Inc. agrees to pay for only 1/3 of rent and shared costs in the amount of \$1,970.00 at the Martinsville One Stop.

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, 2025
- b) Upon modified termination, whichever occurs earlier.



May 21, 2024

Signature

Date

Michael R. Armbrister, Executive Director

Print Name and Title

Solutions That Empower People, Inc.

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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, 2024. 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:

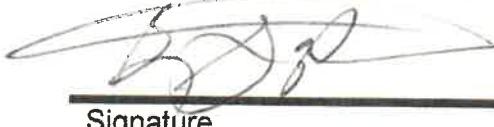
Piedmont Community Services to pay a total of \$3,389.00 for the rental space at the Martinsville 1 Stop.

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, 2025
- b) Upon modified termination, whichever occurs earlier.



Signature

5/21/2024

Date

Greg Preston

Print Name and Title

Piedmont CSB

Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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 Martinsville One-Stop Center dated July 1, 2024. 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:

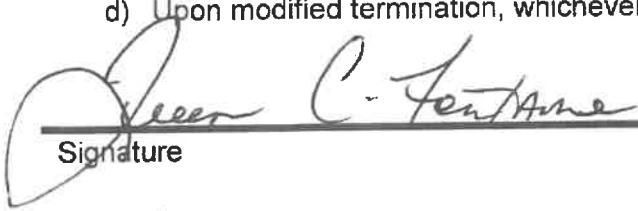
N/A

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, 2025
- Upon modified termination, whichever occurs earlier.


Signature

5/24/2024
Date

Teresa C. Fontaine Executive Director
Print Name and Title

Southern Area Agency on Aging
Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, Amy D. Rice certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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, 2025
- d) Upon modified termination, whichever occurs earlier.

Amy D. Rice
Signature

5/30/2024
Date

Amy D. Rice, Director III
Print Name and Title

Henry - Martinsville DSS
Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, Brenda Moore certify that I have read the information contained in this Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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, 2025
- d) Upon modified termination, whichever occurs earlier.

Brenda Moore

Signature

07/15/2024

Date

Brenda Moore, CIO

Print Name and Title

Agency Name

PY24-25 IFA

Virginia Career Works – Danville Center

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
Virginia Works	9.00	30.00%	889.00	19.83%	9.00	31.03%
WIOA Title I Adult	2.00	6.67%	200.00	4.46%	2.00	6.90%
WIOA Title I Dislocated Worker	1.00	3.33%	100.00	2.23%	1.00	3.45%
WIOA Title I Youth	2.00	6.67%	220.00	4.91%	2.00	6.90%
Virginia Works	1.00	3.33%	105.00	2.34%	1.00	3.45%
		0.00%		0.00%		0.00%
DARS Title IV	1.00	3.33%	120.00	2.68%		0.00%
DOE - Adult Ed	1.00	3.33%	64.00	1.43%	1.00	3.45%
DOE - Perkins		0.00%		0.00%		0.00%
DSS - SNAP		0.00%		0.00%		0.00%
DSS - TANF	1.00	3.33%	100.00	2.23%	1.00	3.45%
		0.00%		0.00%		0.00%
Danville Community College	1.00	3.33%	100.00	2.23%	1.00	3.45%
Pittsylvania County Community Action	8.00	26.67%	1,617.00	36.06%	8.00	27.59%
WPWDB	1.00	3.33%	512.80	11.44%	1.00	3.45%
SAAA	1.00	3.33%	0.00	0.00%	1.00	3.45%
YouthBuild	1.00	3.33%	100.00	2.23%	1.00	3.45%
		0.00%		0.00%		0.00%
TAX	0.00	0.00%	356.00	7.94%	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:	30.00	100.00%	4483.80	100%	29.00	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.

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2024 (July 1, 2024 - JUNE 30, 2025)

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

Is this a
Comprehensive
Center?

COSTS	TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:			
Salaries	\$41,756	\$41,756	\$0
Benefits	\$12,944	\$12,944	\$0
		\$0	\$0
		\$0	\$0
INFRASTRUCTURE COSTS			
Facility Costs:			
Rent	\$182,517	\$182,517	\$0
Utilities (Garbage)	\$820	\$820	\$0
Maintenance Contracts(Corona Cleaning)		\$0	\$0
Repairs		\$0	\$0
Security	\$0	\$0	\$0
Property Tax		\$0	\$0
Furniture & Fixtures		\$0	\$0
Other (itemize below)		\$0	\$0
		\$0	\$0
		\$0	\$0
Equipment/Communication Costs:			
Computer Hardware	\$1,465	\$1,465	\$0
Computer Software		\$0	\$0
Data Plan	\$0	\$0	\$0
Telephone Equipment		\$0	\$0
Telephone Service Fees	\$10,160	\$10,160	\$0
Cell Phones		\$0	\$0
Copier Equipment	\$5,031	\$5,031	\$0
Fax Equipment		\$0	\$0
Fax Service Fees		\$0	\$0
		\$0	\$0
		\$0	\$0
Other Operations:			
Contract: One-Stop Operator		\$0	\$0
General Supplies	\$1,061	\$1,061	\$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	\$255,757	\$255,757	\$0

*Workshops & Accessibility Survey

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works: Danville Workforce Center

COSTS	BUDGET/ EXPENSE	Virginia	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	Virginia		-	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF		-	Danville Community College	Pittsylvania County Community	WPWDB	SAAA	YouthBuild	-	TAX	I	J	K	
		Works				Works																				
Staff Costs:																										
Salaries																										
Benefits																										
INFRASTRUCTURE COSTS																										
Facility Costs:																										
Rent																										
Utilities (Garbage)																										
Maintenance Contracts(Corona Cleaning)																										
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

COSTS	BUDGET/EXPENSE	Virginia Works	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	Virginia Works	-	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Danville Community College	Pittsylvania County Community Action	WPWDB	SAAA	YouthBuild	-	TAX	TOTALS:	
Staff Costs:																					
Salaries	1	\$41,756	\$12,527	\$2,784	\$1,392	\$2,784	\$1,392		\$1,392	\$1,392			\$1,392	\$1,392	\$11,135	\$1,392	\$1,392			\$41,756	
Benefits	1	\$12,944	\$3,883	\$863	\$431	\$863	\$431		\$431	\$431			\$431	\$431	\$3,452	\$431	\$431			\$12,944	
INFRASTRUCTURE COSTS																					
Facility Costs:																					
Rent	2	\$182,517	\$36,188	\$8,141	\$4,071	\$8,955	\$4,274		\$4,885	\$2,605			\$4,071	\$4,071	\$65,822	\$20,874	\$4,071		\$14,491	\$182,517	
Utilities (Garbage)	2	\$820	\$163	\$37	\$18	\$40	\$19		\$22	\$12			\$18	\$18	\$296	\$94	\$18		\$65	\$820	
Maintenance Contracts(Corona Cleaning)	2																				
Repairs																					
Security	2																				
Property Tax																					
Furniture & Fixtures																					
Other (itemize below)																					
Equipment/Communication Costs:																					
Computer Hardware	1	\$1,465	\$439	\$98	\$49	\$98	\$49		\$49	\$49			\$49	\$49	\$391	\$49	\$49			\$1,465	
Computer Software																					
Data Plan																					
Telephone Equipment																					
Telephone Service Fees	3	\$10,160	\$3,153	\$701	\$350	\$701	\$350			\$350			\$350	\$350	\$2,803	\$350	\$350			\$10,160	
Cell Phones																					
Copier Equipment	1	\$5,031	\$1,509	\$335	\$168	\$335	\$168		\$168	\$168			\$168	\$168	\$1,342	\$168	\$168			\$5,031	
Fax Equipment																					
Fax Service Fees																					
Other Operations:																					
Contract: One-Stop Operator																					
General Supplies	1	\$1,061	\$318	\$71	\$35	\$71	\$35		\$35	\$35			\$35	\$35	\$283	\$35	\$35			\$1,061	
Freight & Messenger																					
Printing (Outreach, Community Awareness, Signage)																					
Other Outside Services (itemize below)																					
Recruiting/Outreach																					
Marketing/Community Awareness																					
Staff Training																					
Staff Travel																					
TOTAL COSTS		\$255,757	\$58,181	\$13,029	\$6,515	\$13,847	\$6,719		\$6,982	\$5,043			\$6,515	\$6,515	\$85,523	\$23,393	\$2,426	\$6,515		\$14,556	\$255,757

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 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

COSTS	BUDGET/ EXPENSE	Virginia Works	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	Virginia Works	-	DARS Title IV	DOE - Adult Ed	DOE - Perkins	DSS - SNAP	DSS - TANF	Danville Community College	Pittsylvania County Community Action	WPWDB	SAAA	YouthBuild	-	TAX	TOTALS:
Staff Costs:	Salaries	\$41,756	\$12,527	\$2,784	\$1,392	\$2,784	\$1,392	\$1,392	\$1,392	\$1,392	\$1,392	\$1,392	\$1,392	\$11,135	\$1,392	\$1,392	\$1,392			\$41,756
	Benefits	\$12,944	\$3,883	\$863	\$431	\$863	\$431	\$431	\$431	\$431	\$431	\$431	\$431	\$3,452	\$431	\$431	\$431			\$12,944
INFRASTRUCTURE COSTS	Rent	\$182,517	\$36,188	\$8,141	\$4,071	\$8,955	\$4,274	\$4,885	\$2,605		\$4,071	\$4,071	\$65,822	\$20,874		\$4,071		\$14,491	\$182,517	
	Utilities (Garbage)	\$820	\$163	\$37	\$18	\$40	\$19	\$22	\$12		\$18	\$18	\$296	\$94		\$18		\$65	\$820	
Facility Costs:	Maintenance Contracts(Corona Cleaning)																			
	Repairs																			
Equipment/Communication Costs:	Security																			
	Property Tax																			
Furniture & Fixtures	Furniture & Fixtures																			
	Other (itemize below)																			
Other Operations:	Computer Hardware	\$1,465	\$439	\$98	\$49	\$98	\$49	\$49	\$49		\$49	\$49	\$391	\$49	\$49	\$49				\$1,465
	Computer Software																			
Telephone Equipment	Data Plan																			
	Telephone Equipment																			
Telephone Service Fees	Telephone Service Fees	\$10,160	\$3,153	\$701	\$350	\$701	\$350		\$350		\$350	\$350	\$2,803	\$350	\$350	\$350	\$350			\$10,160
	Cell Phones																			
Copier Equipment	Copier Equipment	\$5,031	\$1,509	\$335	\$168	\$335	\$168	\$168	\$168		\$168	\$168	\$1,342	\$168	\$168	\$168	\$168			\$5,031
	Fax Equipment																			
Fax Service Fees	Fax Service Fees																			
	Other (itemize below)																			
Staff Travel	Contract: One-Stop Operator																			
	General Supplies	\$1,061	\$318	\$71	\$35	\$71	\$35	\$35	\$35		\$35	\$35	\$283	\$35	\$35	\$35	\$35			\$1,061
Printing (Outreach, Community Awareness, Signage)	Freight & Messenger																			
	Other Outside Services (itemize below)																			
Marketing/Community Awareness	Recruiting/Outreach																			
	Staff Training																			
TOTAL COSTS		\$255,757	\$58,181	\$13,029	\$6,515	\$13,847	\$6,719	\$6,982	\$5,043		\$6,515	\$6,515	\$85,523	\$23,393	\$2,426	\$6,515		\$14,556	\$255,757	
	PARTNER RATIO		22.7%	5.1%	2.5%	5.4%	2.6%		2.7%	2.0%		2.5%	2.5%	33.4%	9.1%	0.9%	2.5%		5.7%	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, 2024 to June 30, 2025

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 Tyler Freeland certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2024. 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, 2025
- Upon modified termination, whichever occurs earlier.



Signature

5-17-24

Date

John Tyler Freeland, CEO

Print Name and Title

West Piedmont Workforce Development Board

Agency Name

West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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 Danville One-Stop Center dated July 1, 2024. 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:

- a) 1 year from effective date or June 30, 2025
- b) Upon modified termination, whichever occurs earlier.



Signature

5/21/2024

Date

Shawn Brenner, Chief Executive Officer

Print Name and Title

Ross Innovative Employment Solutions

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, Commissioner Carrie Roth, certify that I have read the information contained in this Infrastructure Funding Agreement (Danville One-Stop) which begins July 1, 2024. 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) _____ (Initial).

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, 2025
- b) Upon modified termination, whichever occurs earlier

Cari R. H.

7-19-2024
Date

Carrie Roth, Commissioner

Print Name and Title

Virginia Works

Agency Name

Area 17 West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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 A. Martinez certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2024. 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:

- a) 1 year from effective date or June 30, 2025
- b) Upon modified termination, whichever occurs earlier.

Lisa A. Martinez
Signature

5/31/24
Date

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

West Piedmont Region – Danville One-Stop Site IFA July 1, 2024 to June 30, 2025

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 Danville One-Stop Center dated July 1, 2024. 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: #
Rent 190.08 + S/C 64.08 = 254.16

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, 2025
- Upon modified termination, whichever occurs earlier.

Stacey Wright
Signature

5/21/24
Date

Stacey Wright - Regional Program Manager
Print Name and Title

West Piedmont Regional Adult Education
Agency Name

West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, Dr. Carl B. Smalls certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2024. 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:

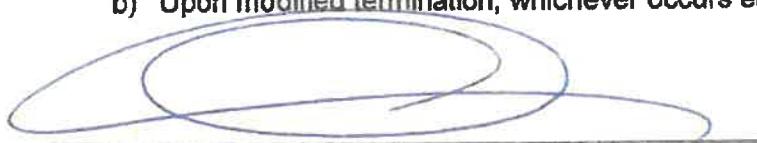
Pay only shared costs in the amount of \$2,444.00

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

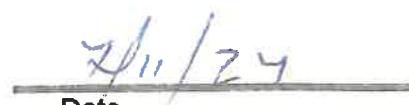
❖ Infrastructure Funding Agreement Danville One-Stop Center.

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

- a) 1 year from effective date or June 30, 2025
- b) Upon modified termination, whichever occurs earlier.



Signature



Date

Dr. Carl B. Smalls, VP of Finance and Administration

Print Name and Title

Danville Community College

Agency Name

West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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, 2024. 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:

Pay shared cost only in the amount of \$602.00

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, 2025
- Upon modified termination, whichever occurs earlier.


Signature

5/24/2024
Date

Teresa C. Fontaine

Executive Director

Print Name and Title

Southern Area Agency on Aging
Agency Name

West Piedmont Region – Danville One-Stop Site IFA July 1, 2024 to June 30, 2025

Authority and Signature

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

By signing my name below, I, Victoria Minton, CEO, certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2024. 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:

Pay rent and shared costs totaling \$65,000.00 for PY24-25

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:

a) 1 year from effective date or June 30, 2025

b) Upon modified termination, whichever occurs earlier.


Signature


Date

Victoria Minton, CEO
Print Name and Title

Pittsylvania County Community Action, Inc.
Agency Name

West Piedmont Region – Martinsville One-Stop Site IFA July 1, 2024 to June 30, 2025

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 Infrastructure Funding Agreement Martinsville One-Stop Center dated July 1, 2024. 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:

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, 2025

d) Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Agency Name

West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

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 Danville One-Stop Center dated July 1, 2024. 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:

- a) 1 year from effective date or June 30, 2025
- b) Upon modified termination, whichever occurs earlier.


John Moody
Signature

6/26/2024

Date

John Moody, Director
Print Name and Title

Danville Department of Social Services
Agency Name

West Piedmont Region – Danville One-Stop Site IFA

July 1, 2024 to June 30, 2025

Authority and Signature

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

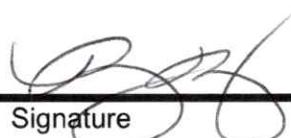
By signing my name below, I, Regina Berger certify that I have read the information contained in this Infrastructure Funding Agreement Danville One-Stop Center dated July 1, 2024. All questions have been discussed and answered satisfactorily.

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:

- a) 1 year from effective date or June 30, 2025
- b) Upon modified termination, whichever occurs earlier.



Signature

6/27/24

Date

Regina Berger, Director

Print Name and Title

Pittsylvania Co. DSS

Agency Name