

Section 6:

Informational Attachments



Attachment A

WORKFORCE DEVELOPMENT FREQUENTLY USED ACRONYMS

ABE - Adult Basic Education

ABAWD – Able-bodied Adult without Dependents

ACT WRC – ACT Work Ready Community

ADA - Americans with Disabilities Act

AJC – American Job Center

ASE – Adult Secondary Education

BLS - Bureau of Labor Statistics

BST – Business Solution Team

CBO - Community Based Organization

CBT - Computer-Based Training

CWDP – Certified Workforce Development Professional

CLEO – Chief Local Elected Official

CEU - Continuing Education Unit

CFR - Code of Federal Regulations

CIS – Communities in Schools

CPS – Child Protective Services

CRT - Classroom Training

CTE – Career and Technical Education

DARS –Department for Aging and Rehabilitative Services

DBVI – Department for the Blind and Visually Impaired

DLW – Dislocated Worker

DOLI - Department Of Labor and Industry

DOLETA – US Department of Labor Employment & Training Administration

DOT - Dictionary of Occupational Titles

DVOP – Disabled Veteran Outreach Program

ED – Executive Director

EEO - Equal Employment Opportunity

EITC - Earned Income Tax Credit

EO – Equal Opportunity ES - Employment Service

ESL - English as a Second Language (Oral Assessment)

ETA - Employment and Training Administration

ETPL – Eligible Training Provider List

ETP – Eligible Training Provider

FA – Fiscal Agent

FBO - Faith-Based Organization

FEMA - Federal Emergency Management Agency

FLSA - Fair Labor Standard Act

FMGA – Financial Manual for Grants and Contracts

FMLA – Family Medical Leave Act

FY - Fiscal Year

GAO - General Accounting Office

GCTC – Giles County Technology Center

GED - General Educational Development

IEP - Individual Employment Plan

IRT – Integrated Resource Team

IT - Information Technology

ITA – Individual Training Account IW – Incumbent Worker

IWTP – Incumbent Worker Training Program

LED – Local Employment Dynamics

LEP - Limited English Proficiency

LLSIL - Lower Living Standard Income Level

LMI - Labor Market Information

LWDA - Local Workforce Development Area

LWDB – Local Workforce Development Board

MOU - Memorandum Of Understanding MRPD – Mount Rogers Planning District

MRPDC – Mount Rogers Planning District Commission

MRRAEP – Mount Rogers Regional Adult Education Program

MSFW - Migrant and Seasonal Farm Workers

NAICS - National American Industry Classification System

NAWB - National Association of Workforce Boards

NAWDP - National Association of Workforce Development Professionals

NCRC – National Career Readiness Certificate

NGA - National Governors Association

NRCC – New River Community College

NRMRCB – New River/Mount Rogers Workforce Development Area Consortium Board

NRMRWDB – New River/Mount Rogers Workforce Board

NRMRWDA – New River/Mount Rogers Workforce Development Area

NRVRC – New River Valley Regional Commission

OAG – Office of Attorney General

O*NET - Occupational Information Network
OES - Occupational Employment Statistics
OJT - On-the-Job Training
OSHA - Occupational Safety and Health Administration

PSA – Public Service Announcement
PY - Program Year

QWI – Quarterly Workforce Indicator

RESEA – Reemployment Services and Eligibility Assessment
RFB - Request for Bid
RFP - Request for Proposal
RFQ - Request for Qualifications
RR – Rapid Response
RU – Radford University

SGA - Solicitations for Grant Applications - Federal
SIC - Standard Industrial Classification
SNAP – Supplemental Nutrition Assistance Program
SOC - Standard Occupational Classification
SVAM – Southwest Virginian Alliance Manufacturing
SVAMCOE - Southwest Virginian Alliance Manufacturing Center of Excellence

TA - Technical Assistance
TAA - Trade Adjustment Assistance
TABE - Test of Adult Basic Education
TAG - Technical Assistance Guide

TANF - Temporary Assistance for Needy Families
TEGL - Training and Employment Guidance Letter
TEIN - Training and Employment Information Notice

UI - Unemployment Insurance Compensation
USDOL - United States Department of Labor
UVa Wise – University of Virginia at Wise

VA – Veterans Administration
VCW – Virginia Career Works
VEC – Virginia Employment Commission
VCW – Virginia Career Works
VEDP – Virginia Economic Development Partnership
VCCS – Virginian Community College System
VETS - Veterans' Employment and Training Services –
VHCC – Virginia Highlands Community College
VOS – Virtual One Stop
VT – Virginia Tech (Virginia Polytechnic Institute and State University)
VT OED – Virginia Tech's Office of Economic Development

WARN - Worker Adjustment and Retraining Notification Act
WDB - Workforce Development Board
WCC – Wytheville Community College
WIA - Workforce Investment Act
WIOA – Workforce Innovation Opportunity Act
WOTC - Work Opportunity Tax Credit
WRC – Work Ready Communities

Attachment B

In-Demand Occupation List

NR/MR WDA IN-DEMAND OCCUPATION LIST 2020-2022													
SOC	Description	2015 Jobs	2020 Jobs	2015 - 2020 Change	2015 - 2020 % Change	Median Hourly Earnings	Annual Openings	2020 Hires	2019 Turnover Rate	2020 Location Quotient	Expected Change	Competitive Effect	Typical Entry Level Education
Information Technology													
11-3021	Computer and Information Systems Managers	222	243	21	9%	\$52.42	26	79	30%	0.55	66	(45)	Bachelor's degree
15-1211	Computer Systems Analysts	355	329	(26)	(7%)	\$36.32	31	104	31%	0.53	28	(53)	Bachelor's degree
15-1221	Computer Network Support Specialists	171	162	(9)	(5%)	\$29.40	17	56	36%	0.82	3	(12)	Associate's degree
15-1232	Computer User Support Specialists	596	627	31	5%	\$19.62	65	235	36%	0.87	78	(47)	Some college, no degree
15-1244	Network and Computer Systems Administrators	338	300	(38)	(11%)	\$35.35	26	87	31%	0.86	(11)	(27)	Bachelor's degree
15-1251	Computer Programmers	262	190	(72)	(27%)	\$43.30	18	49	33%	0.79	(53)	(18)	Bachelor's degree
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	604	648	44	7%	\$41.74	72	257	32%	0.45	169	(126)	Bachelor's degree
15-1257	Web Developers and Digital Interface Designers	178	193	15	8%	\$27.16	21	49	30%	0.75	27	(13)	Associate's degree
15-1299	Computer Occupations, All Other	162	191	29	18%	\$39.06	26	55	26%	0.60	60	(31)	Bachelor's degree
27-1024	Graphic Designers	245	247	2	1%	\$17.92	34	98	31%	0.70	16	(14)	Bachelor's degree
Health Care													
11-9111	Medical and Health Services Managers	290	368	78	27%	\$41.81	42	139	35%	0.87	82	(4)	Bachelor's degree
19-3031	Clinical, Counseling, and School Psychologists	188	187	(1)	(1%)	\$31.99	18	39	19%	1.02	0	(2)	Doctoral or professional degree
19-3039	Psychologists, All Other	140	156	16	11%	\$32.39	18	11	Insf. Data	0.74	23	(7)	Master's degree
19-4099	Life, Physical, and Social Science Technicians, All Other	79	55	(24)	(30%)	\$20.13	10	26	44%	0.76	(8)	(17)	Associate's degree
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	390	564	174	45%	\$19.49	89	240	46%	1.78	119	55	Bachelor's degree
21-1021	Child, Family, and School Social Workers	515	586	71	14%	\$19.08	76	210	37%	1.89	63	8	Bachelor's degree
21-1022	Healthcare Social Workers	109	111	2	2%	\$23.22	13	56	46%	0.65	12	(10)	Master's degree
21-1023	Mental Health and Substance Abuse Social Workers	138	163	25	18%	\$18.58	24	62	42%	1.41	15	11	Master's degree
21-1093	Social and Human Service Assistants	412	482	70	17%	\$13.78	76	220	48%	1.17	49	22	High school diploma or equivalent
29-1021	Dentists, General	155	170	15	10%	\$73.35	12	23	15%	1.12	21	(6)	Doctoral or professional degree
29-1051	Pharmacists	317	316	(1)	(0%)	\$61.51	21	95	23%	1.10	18	(19)	Doctoral or professional degree
29-1071	Physician Assistants	86	111	25	29%	\$45.74	11	36	26%	0.94	23	1	Master's degree
29-1122	Occupational Therapists	86	100	14	16%	\$43.87	16	29	27%	0.72	16	(1)	Master's degree
29-1123	Physical Therapists	178	188	10	6%	\$43.84	17	44	22%	0.79	25	(15)	Doctoral or professional degree
29-1127	Speech-Language Pathologists	124	143	19	15%	\$36.17	13	38	18%	0.75	22	(4)	Master's degree
29-1131	Veterinarians	104	107	3	3%	\$36.66	11	19	13%	1.16	19	(15)	Doctoral or professional degree
29-1141	Registered Nurses	2,404	2,512	108	4%	\$26.96	181	662	27%	0.87	268	(161)	Bachelor's degree
29-1171	Nurse Practitioners	143	222	79	55%	\$44.07	26	66	22%	1.08	80	(1)	Master's degree
29-1211	Anesthesiologists	267	290	23	9%	\$21.05	14	41	21%	6.64	14	8	Doctoral or professional degree
29-1216	General Internal Medicine Physicians	237	219	(18)	(8%)	\$56.66	13	28	19%	4.03	(39)	22	Doctoral or professional degree
29-1228	Physicians, All Other; and Ophthalmologists, Except Pediatric	289	334	45	16%	\$97.69	24	32	9%	0.68	63	(18)	Doctoral or professional degree
29-1252	Dental Hygienists	169	177	8	5%	\$32.82	16	57	32%	0.84	21	(13)	Associate's degree
29-2034	Radiologic Technologists and Technicians	169	164	(5)	(3%)	\$24.98	13	40	23%	0.83	14	(10)	Associate's degree
29-2041	Emergency Medical Technicians and Paramedics	304	282	(22)	(7%)	\$14.35	31	30	63%	1.13	30	(54)	Postsecondary nondegree award
29-2051	Dietetic Technicians	60	68	8	13%	\$15.68	10	32	50%	2.30	2	6	Associate's degree
29-2052	Pharmacy Technicians	361	385	24	7%	\$13.54	43	183	42%	0.99	37	(13)	High school diploma or equivalent
29-2053	Psychiatric Technicians	168	198	30	18%	\$11.57	32	57	37%	2.45	65	(35)	Postsecondary nondegree award
29-2061	Licensed Practical and Licensed Vocational Nurses	834	958	124	15%	\$19.92	104	435	46%	1.34	24	99	Postsecondary nondegree award
29-2092	Hearing Aid Specialists	58	91	33	57%	\$23.35	13	35	42%	0.94	23	10	High school diploma or equivalent
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	158	162	4	3%	\$17.95	16	60	32%	0.48	19	(15)	Postsecondary nondegree award
29-9091	Athletic Trainers	85	105	20	24%	\$17.74	10	27	27%	3.01	32	(12)	Bachelor's degree
31-1131	Nursing Assistants	1,751	1,841	90	5%	\$12.98	265	1,338	71%	1.27	(42)	132	Postsecondary nondegree award
31-1133	Psychiatric Aides	81	70	(11)	(14%)	\$21.31	12	29	38%	1.15	29	(6)	High school diploma or equivalent
31-2011	Occupational Therapy Assistants	55	78	23	42%	\$31.82	13	53	64%	1.77	18	5	Associate's degree
31-2021	Physical Therapist Assistants	126	151	25	20%	\$29.45	27	107	71%	1.62	30	(5)	Associate's degree
31-9011	Massage Therapists	204	190	(14)	(7%)	\$17.15	30	32	13%	0.56	23	(38)	Postsecondary nondegree award
31-9091	Dental Assistants	225	233	8	4%	\$18.88	31	124	49%	0.69	27	(19)	Postsecondary nondegree award
31-9092	Medical Assistants	391	452	61	16%	\$14.28	61	255	48%	0.64	84	(23)	Postsecondary nondegree award
31-9094	Medical Transcriptionists	77	94	17	22%	\$13.55	20	82	88%	1.10	1	16	Postsecondary nondegree award
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	92	112	20	22%	\$12.32	25	84	67%	1.13	27	(7)	High school diploma or equivalent
31-9097	Phlebotomists	109	96	(13)	(12%)	\$15.70	14	47	42%	0.77	13	(26)	Postsecondary nondegree award
43-6013	Medical Secretaries and Administrative Assistants	354	394	40	11%	\$16.84	52	218	47%	0.67	60	(21)	High school diploma or equivalent
Public Safety													
33-1011	First-Line Supervisors of Correctional Officers	154	167	13	8%	\$22.24	18	36	27%	3.92	15	(2)	High school diploma or equivalent
33-1012	First-Line Supervisors of Police and Detectives	121	157	36	30%	\$23.33	16	30	18%	1.34	27	9	High school diploma or equivalent
33-2011	Firefighters	224	233	9	4%	\$11.39	20	54	22%	0.77	6	3	Postsecondary nondegree award
33-3012	Correctional Officers and Jailers	1,437	1,416	(21)	(1%)	\$17.76	161	358	30%	3.68	(15)	(6)	High school diploma or equivalent
33-3051	Police and Sheriffs Patrol Officers	853	905	52	6%	\$21.38	78	199	22%	1.34	21	31	High school diploma or equivalent
33-9021	Private Detectives and Investigators	52	90	38	73%	\$23.77	16	48	61%	1.24	9	30	High school diploma or equivalent
33-9032	Security Guards	632	688	56	9%	\$14.55	111	472	70%	0.60	29	26	High school diploma or equivalent
33-9091	Crossing Guards and Flaggers	253	278	25	10%	\$11.86	53	175	66%	3.47	67	(42)	No formal educational credential
33-9098	School Bus Monitors and Protective Service Workers, All Other	98	118	20	20%	\$14.42	31	97	76%	0.87	22	(2)	High school diploma or equivalent
Trades/Construction													
11-9021	Construction Managers	386	424	38	10%	\$24.77	51	61	11%	0.76	97	(59)	Bachelor's degree
17-1011	Architects, Except Landscape and Naval	110	107	(3)	(3%)	\$35.23	15	13	13%	0.63	12	(15)	Bachelor's degree
17-2051	Civil Engineers	195	235	40	21%	\$39.80	21	81	34%	0.71	81	13	Bachelor's degree
17-3011	Architectural and Civil Drafters	83	77	(6)	(7%)	\$20.96	12	39	53%	0.77	3	(10)	Associate's degree
19-5011	Occupational Health and Safety Specialists	90	126	36	40%	\$31.44	14	26	22%	1.33	35	1	Bachelor's degree
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	699	770	71	10%	\$25.09	109	350	42%	0.95	152	(81)	High school diploma or equivalent
47-2021	Brickmasons and Blockmasons	73	77	4	5%	\$17.18	13	48	44%	0.82	5	(1)	High school diploma or equivalent
47-2031	Carpenters	1,338	1,289	(49)	(4%)	\$15.82	173	396	29%	0.94	136	(185)	High school diploma or equivalent
47-2044	Tile and Stone Setters	87	85	(2)	(2%)	\$14.31	13	27	27%	1.10	4	(6)	No formal educational credential
47-2051	Cement Masons and Concrete Finishers	113	120	7	6%	\$18.32	18	114	79%	0.60	24	(17)	No formal educational credential
47-2061	Construction Laborers	1,588	1,667	79	5%	\$13.61	239	596	32%	0.91	311	(232)	No formal educational credential
47-2073	Operating Engineers and Other Construction Equipment Operators	439	476	37	8%	\$19.54	69	277	34%	1.16	72	(35)	High school diploma or equivalent
47-2081	Drywall and Ceiling Tile Installers	79	78	(1)	(1%)	\$13.96	11	16	21%	0.53	11	(13)	No formal educational credential
47-2111	Electricians	568	599	31	5%	\$22.98	91	240	38%	0.77	97	(66)	High school diploma or equivalent
47-2141	Painters, Construction and Maintenance	487	457	(30)	(6%)	\$14.48	59	46	8%	0.79	47	(77)	No formal educational credential
47-2152	Plumbers, Pipefitters, and Steamfitters	407	339	(68)	(17%)	\$20.87	53	110	29%	0.64	62	(130)	High school diploma or equivalent
47-2181	Roofers	107	95	(12)	(11%)	\$15.54	17	29	20%	0.51	18	(30)	No formal educational credential
47-2211	Sheet Metal Workers	128	81	(47)	(37%)	\$15.46	14	40	44%	0.57	2	(48)	High school diploma or equivalent
47-3013	Helpers—Electricians	45	53	8	18%	\$12.11	11	32	63%	0.68	6	1	High school diploma or equivalent
47-4011	Construction and Building Inspectors	146	170	24	16%	\$24.81	26	61	36%	1.21	32	(9)	High school diploma or equivalent
47-4041	Hazardous Materials Removal Workers	54	54	0	0%	\$15.87	13	52	102%	1.24	5	(5)	High school diploma or equivalent
47-4051	Highway Maintenance Workers	359	397	38	11%	\$15.69	54	128	34%	2.81	16	21	High school diploma or equivalent
Maintenance/Production													
11-3051	Industrial Production Managers	262	252	(10)	(4%)	\$51.09	26	59	21%	1.33	34	(44)	Bachelor's degree

17-2071	Electrical Engineers	157	149	(8)	(5%)	\$44.74	16	32	16%	0.81	12	(19)	Bachelor's degree
17-2112	Industrial Engineers	461	517	56	12%	\$38.20	53	139	22%	1.86	104	(48)	Bachelor's degree
17-2141	Mechanical Engineers	313	316	3	1%	\$41.44	33	83	25%	1.07	41	(37)	Bachelor's degree
17-2161	Nuclear Engineers	140	129	(11)	(8%)	\$30.64	14	46	33%	6.68	(14)	3	Bachelor's degree
17-3013	Mechanical Drafters	136	109	(27)	(20%)	\$24.53	14	44	44%	1.82	(18)	(10)	Associate's degree
17-3023	Electrical and Electronic Engineering Technologists and Technicians	142	128	(14)	(10%)	\$28.44	18	41	35%	1.67	(11)	(3)	Associate's degree
17-3026	Industrial Engineering Technologists and Technicians	102	109	7	7%	\$25.98	17	35	28%	1.66	15	(8)	Associate's degree
17-3027	Mechanical Engineering Technologists and Technicians	77	72	(5)	(6%)	\$27.05	10	27	37%	1.73	(9)	4	Associate's degree
17-3098	Calibration Technologists and Technicians and Engineering Technologists and Technicians, Except Drafters, All Other	87	113	26	30%	\$22.74	18	49	38%	1.26	29	(3)	Associate's degree
19-2031	Chemists	148	131	(17)	(11%)	\$49.83	15	35	22%	1.68	1	(17)	Bachelor's degree
19-4031	Chemical Technicians	75	82	7	9%	\$23.46	11	20	30%	1.34	4	4	Associate's degree
43-5061	Production, Planning, and Expediting Clerks	295	362	67	23%	\$21.78	50	150	39%	0.95	71	(4)	High school diploma or equivalent
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	548	606	58	11%	\$27.30	70	215	35%	1.26	55	2	High school diploma or equivalent
49-2011	Computer, Automated Teller, and Office Machine Repairers	94	63	(31)	(33%)	\$16.66	12	19	30%	0.47	(12)	(19)	Some college, no degree
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	172	153	(19)	(11%)	\$25.29	24	63	39%	0.68	(7)	(13)	Postsecondary nondegree award
49-3011	Aircraft Mechanics and Service Technicians	87	116	29	33%	\$29.18	18	62	63%	0.63	6	23	Postsecondary nondegree award
49-3021	Automotive Body and Related Repairers	279	282	3	1%	\$17.17	35	127	43%	1.71	6	(5)	High school diploma or equivalent
49-3023	Automotive Service Technicians and Mechanics	1,271	1,239	(32)	(3%)	\$16.60	149	507	39%	1.52	61	(95)	Postsecondary nondegree award
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	595	683	88	15%	\$20.49	85	309	45%	2.38	37	51	High school diploma or equivalent
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	200	261	61	31%	\$22.30	42	93	38%	1.41	52	9	High school diploma or equivalent
49-3093	Tire Repairers and Changers	76	80	4	5%	\$12.53	12	49	51%	0.73	4	0	High school diploma or equivalent
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	347	310	(37)	(11%)	\$19.87	45	122	28%	0.78	91	(128)	Postsecondary nondegree award
49-9031	Home Appliance Repairers	74	68	(6)	(8%)	\$14.99	11	14	25%	1.00	4	(10)	High school diploma or equivalent
49-9041	Industrial Machinery Mechanics	536	607	71	13%	\$23.61	79	218	27%	1.56	115	(45)	High school diploma or equivalent
49-9043	Maintenance Workers, Machinery	134	83	(51)	(38%)	\$21.84	12	29	34%	1.20	(27)	(25)	High school diploma or equivalent
49-9044	Millwrights	72	112	40	56%	\$20.66	17	52	51%	2.43	17	32	High school diploma or equivalent
49-9051	Electrical Power-Line Installers and Repairers	103	79	(24)	(23%)	\$32.92	11	24	22%	0.73	(1)	(23)	High school diploma or equivalent
49-9052	Telecommunications Line Installers and Repairers	191	229	38	20%	\$18.92	40	99	51%	1.69	17	21	High school diploma or equivalent
49-9071	Maintenance and Repair Workers, General	1,997	2,045	48	2%	\$18.71	226	867	42%	1.33	193	(145)	High school diploma or equivalent
49-9098	Helpers—Installation, Maintenance, and Repair Workers	195	161	(34)	(17%)	\$13.62	26	94	54%	1.68	(36)	1	High school diploma or equivalent
49-9099	Installation, Maintenance, and Repair Workers, All Other	239	221	(18)	(8%)	\$17.03	31	65	34%	0.77	11	(30)	High school diploma or equivalent
51-1011	First-Line Supervisors of Production and Operating Workers	1,075	1,117	42	4%	\$28.65	144	402	32%	1.81	71	(30)	High school diploma or equivalent
51-2011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	372	243	(129)	(35%)	\$26.18	31	37	17%	5.99	26	(155)	High school diploma or equivalent
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	739	958	219	30%	\$16.88	149	330	30%	3.52	107	112	High school diploma or equivalent
51-2031	Engine and Other Machine Assemblers	55	85	30	55%	\$13.94	19	32	40%	1.87	10	21	High school diploma or equivalent
51-2041	Structural Metal Fabricators and Fitters	133	106	(27)	(20%)	\$17.39	16	52	53%	1.45	(5)	(22)	High school diploma or equivalent
51-2098	Miscellaneous Assemblers and Fabricators	4,481	4,664	183	4%	\$17.43	654	2,163	39%	1.63	119	64	High school diploma or equivalent
51-3011	Bakers	183	174	(9)	(5%)	\$13.12	34	150	85%	0.88	13	(22)	No formal educational credential
51-3092	Food Batchmakers	63	98	35	56%	\$13.38	25	85	84%	0.63	13	22	High school diploma or equivalent
51-4021	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	197	201	4	2%	\$20.22	34	71	32%	2.82	12	(8)	High school diploma or equivalent
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	223	176	(47)	(21%)	\$14.94	26	84	42%	0.97	(1)	(46)	High school diploma or equivalent
51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	96	97	1	1%	\$13.64	17	39	41%	1.33	5	(4)	High school diploma or equivalent
51-4041	Machinists	752	670	(82)	(11%)	\$18.48	94	254	37%	1.79	(12)	(69)	High school diploma or equivalent
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	227	281	54	24%	\$14.65	42	133	43%	1.80	62	(7)	High school diploma or equivalent
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	109	200	91	83%	\$14.08	35	80	33%	1.39	44	47	High school diploma or equivalent
51-4111	Tool and Die Makers	107	83	(24)	(22%)	\$24.48	12	27	28%	1.26	(5)	(18)	Postsecondary nondegree award
51-4121	Welders, Cutters, Solderers, and Brazers	606	699	93	16%	\$18.25	98	300	38%	1.65	54	(30)	High school diploma or equivalent
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	102	78	(24)	(24%)	\$20.45	11	33	42%	2.12	(27)	3	High school diploma or equivalent
51-5112	Printing Press Operators	59	98	(11)	(10%)	\$17.89	16	56	46%	0.58	(2)	(9)	High school diploma or equivalent
51-6063	Textile Knitting and Weaving Machine Setters, Operators, and Tenders	109	69	10	17%	\$13.83	17	24	48%	3.61	(7)	16	High school diploma or equivalent
51-6064	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders	331	350	19	6%	\$14.68	49	153	44%	12.11	29	(10)	High school diploma or equivalent
51-6091	Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers	66	61	(5)	(8%)	\$16.45	11	29	46%	3.29	(7)	1	High school diploma or equivalent
51-6093	Upholsterers	195	174	(21)	(11%)	\$13.14	27	65	37%	2.51	14	(35)	High school diploma or equivalent
51-7011	Cabinetmakers and Bench Carpenters	321	304	(17)	(5%)	\$13.85	49	152	43%	2.69	33	(50)	High school diploma or equivalent
51-7021	Furniture Finishers	110	87	(23)	(21%)	\$12.28	14	37	44%	3.13	(6)	(17)	High school diploma or equivalent
51-7041	Sewing Machine Setters, Operators, and Tenders, Wood	172	176	4	2%	\$13.08	30	111	69%	3.44	9	(5)	High school diploma or equivalent
51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	300	303	3	1%	\$12.26	52	235	78%	3.16	11	(8)	High school diploma or equivalent
51-8031	Water and Wastewater Treatment Plant and System Operators	165	181	16	10%	\$18.66	21	49	31%	1.62	13	3	High school diploma or equivalent
51-9011	Chemical Equipment Operators and Tenders	276	370	94	34%	\$27.34	62	79	17%	4.49	86	8	High school diploma or equivalent
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	128	160	32	25%	\$11.93	27	116	75%	3.12	16	16	High school diploma or equivalent
51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	205	240	35	17%	\$18.25	38	122	57%	7.81	19	16	High school diploma or equivalent
51-9022	Grinding and Polishing Workers, Hand	133	92	(41)	(31%)	\$14.95	16	106	151%	3.40	(3)	(39)	No formal educational credential
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	307	267	(40)	(13%)	\$22.42	43	101	30%	2.29	(3)	(36)	High school diploma or equivalent
51-9031	Cutters and Trimmers, Hand	97	58	(39)	(40%)	\$12.61	11	26	54%	6.13	(38)	(1)	No formal educational credential
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	185	188	3	2%	\$17.62	30	81	48%	3.38	(1)	13	High school diploma or equivalent
51-9041	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	82	72	(10)	(12%)	\$15.80	12	23	30%	1.08	1	(11)	High school diploma or equivalent
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	827	875	48	6%	\$17.62	128	413	51%	1.51	111	(63)	High school diploma or equivalent
51-9111	Packaging and Filling Machine Operators and Tenders	435	414	(21)	(5%)	\$18.96	66	203	43%	1.11	22	(43)	High school diploma or equivalent
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	372	399	27	7%	\$20.22	64	164	36%	2.59	26	1	High school diploma or equivalent
51-9161	Computer Numerically Controlled Tool Operators	263	215	(48)	(18%)	\$19.17	28	77	36%	1.54	11	(59)	High school diploma or equivalent
51-9191	Adhesive Bonding Machine Operators and Tenders	207	183	(24)	(12%)	\$24.26	33	101	61%	13.04	(41)	17	High school diploma or equivalent
51-9195	Molders, Shapers, and Casters, Except Metal and Plastic	62	62	0	0%	\$18.29	13	12	18%	0.94	19	(18)	High school diploma or equivalent
51-9197	Tire Builders	80	96	16	20%	\$23.54	18	15	15%	5.11	12	3	High school diploma or equivalent
Logistics and Warehousing													
11-3071	Transportation, Storage, and Distribution Managers	138	191	53	38%	\$54.73	26	59	33%	1.14	55	(1)	High school diploma or equivalent
13-1081	Logisticians	81	223	142	175%	\$31.29	45	53	17%	0.60	116	25	Bachelor's degree
43-5021	Couriers and Messengers	167	446	279	167%	\$15.89	89	12	Insf. Data	0.98	5	128	High school diploma or equivalent
43-5032	Dispatchers, Except Police, Fire, and Ambulance	109	129	20	18%	\$16.30	20	53	39%	0.65	5	15	High school diploma or equivalent
43-5071	Shipping, Receiving, and Inventory Clerks	693	682	(11)	(2%)	\$15.79	82	314	45%	1.00	53	(64)	High school diploma or equivalent
53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	358	420	62	17%	\$26.12	58	225	50%	0.93	93	(31)	High school diploma or equivalent
53-3031	Driver/Sales Workers	286	268	(18)	(6%)	\$12.96	40	158	55%	0.58	23	(42)	High school diploma or equivalent
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,528	2,723	195	8%	\$17.59	406	1,266	41%	1.06	392	(197)	Postsecondary nondegree award
53-3033	Light Truck Drivers	970	1,231	261	27%	\$12.29	193	702	53%	1.08	200	61	High school diploma or equivalent
53-3052	Bus Drivers, Transit and Intercity	110	182	72	65%	\$17.48	41	34	18%	0.72	24	49	High school diploma or equivalent
53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	1,092	1,855	763	70%	\$12.37	349	423	24%	0.79	986	(223)	High school diploma or equivalent
53-3099	Motor Vehicle Operators, All Other	59	89	30	51%	\$11.91	20	59	69%	0.92	26	3	No formal educational credential
53-4031	Railroad Conductors and Yardmasters	102	112	10	10%	\$30.57	16	45	38%	2.72	8	16	High school diploma or equivalent
53-7051	Industrial Truck and Traction Operators	475	465	(10)	(2%)	\$16.42	71	264	39%	0.73	104	(114)	No formal educational credential
53-7061	Cleaners of Vehicles and Equipment	461	508	47	10%	\$11.73	80	341	63%	1.20	67	(20)	No formal educational credential
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	2,231	2,404	173	8%	\$14.90	408	2,429	92%	0.81	475	(302)	No formal educational credential
53-7063	Machine Feeders and Offbearers	240	153	(87)	(36%)	\$13.21	29	83	58%	2.37	(55)	(32)	No formal educational credential
53-7065	Stockers and Order Fillers	2,120	2,255	135	6%	\$11.62	350	1,539	66%	1.13	232	(97)	High school diploma or equivalent
53-7072	Pump Operators, Except Wellhead Pumps	62	53	(9)	(15%)	\$37.31	12	24	51%	2.55	(31)	22	High school diploma or equivalent

53-7073	Wellhead Pumpers	105	66	(39)	(37%)	\$17.93	11	<10	Insf. Data	0.63	(16)	(22)	High school diploma or equivalent
53-7081	Refuse and Recyclable Material Collectors	201	238	37	18%	\$12.34	44	128	52%	1.82	9	27	No formal educational credential
Management and Administrative Support													
11-1021	General and Operations Managers	1,700	1,742	42	2%	\$41.31	176	762	40%	0.72	228	(186)	Bachelor's degree
11-2021	Marketing Managers	163	193	30	18%	\$52.99	23	59	25%	0.58	54	(25)	Bachelor's degree
11-3121	Human Resources Managers	111	127	16	14%	\$45.21	14	31	23%	0.63	24	(9)	Bachelor's degree
13-1028	Buyers and Purchasing Agents	541	526	(15)	(3%)	\$27.90	64	176	37%	1.08	9	(24)	Bachelor's degree
13-1041	Compliance Officers	138	174	36	26%	\$30.10	22	58	31%	0.55	40	(4)	Bachelor's degree
13-1051	Cost Estimators	197	188	(9)	(5%)	\$27.99	23	100	47%	0.87	0	(9)	Bachelor's degree
13-1071	Human Resources Specialists	406	537	131	32%	\$26.76	76	294	53%	0.79	121	10	Bachelor's degree
13-1111	Management Analysts	843	881	38	5%	\$38.81	102	190	19%	0.66	157	(119)	Bachelor's degree
13-1151	Training and Development Specialists	204	276	72	35%	\$25.60	42	136	46%	0.86	52	20	Bachelor's degree
13-2011	Accountants and Auditors	976	959	(17)	(2%)	\$31.29	110	337	31%	0.59	53	(70)	Bachelor's degree
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,323	1,439	116	9%	\$21.33	177	703	51%	0.98	72	45	High school diploma or equivalent
43-3011	Bill and Account Collectors	154	124	(30)	(19%)	\$16.68	27	123	88%	0.53	(41)	10	High school diploma or equivalent
43-3021	Billing and Posting Clerks	339	321	(18)	(5%)	\$16.48	43	175	48%	0.68	(11)	(6)	High school diploma or equivalent
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,897	1,769	(128)	(7%)	\$16.54	229	902	54%	1.01	(36)	(91)	Some college, no degree
43-3051	Payroll and Timekeeping Clerks	154	119	(35)	(23%)	\$22.37	16	75	65%	0.84	(21)	(4)	High school diploma or equivalent
43-4151	Order Clerks	178	116	(63)	(35%)	\$14.01	19	59	51%	0.72	(35)	(26)	Some college, no degree
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	131	96	(35)	(27%)	\$18.51	14	54	63%	0.83	(19)	(16)	Associate's degree
43-6011	Executive Secretaries and Executive Administrative Assistants	368	263	(105)	(29%)	\$23.53	36	113	56%	0.51	(72)	(32)	High school diploma or equivalent
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	2,532	2,252	(280)	(11%)	\$15.71	289	1,011	48%	0.91	(195)	(86)	High school diploma or equivalent
43-9021	Data Entry Keyers	245	187	(58)	(24%)	\$15.30	28	115	79%	0.92	(40)	(18)	High school diploma or equivalent
43-9022	Word Processors and Typists	108	87	(21)	(19%)	\$17.47	14	25	39%	0.83	(20)	(1)	High school diploma or equivalent
43-9061	Office Clerks, General	3,422	3,328	(94)	(3%)	\$13.81	456	1,805	57%	1.04	51	(145)	High school diploma or equivalent

Attachment C

Collaborative Funding Agreement



Collaborative Funding Authorization

NEW RIVER | MOUNT ROGERS REGION

Staff Name: _____

Date: _____

Applicant Name: _____

ID: _____

Status: ☐ Unemployed ☐ Underemployed ☐ Incumbent

Occupational Goal: _____

Training Provider: _____

Specific training to develop skills for this occupation: _____

Specific Credentials: _____

Businesses supporting this occupation in the region in which the applicant lives:

--

Training Timeframe: _____

Completion: _____

Requested Needs & Costs:

Tuition:		
Books:		
Supplies:		Specify: _____
Other:		Specify: _____
Other:		Specify: _____
Other:		Specify: _____
Total:	\$0.00	

Tools:		Specify: _____
Uniforms:		Specify: _____
Travel:		Specify: _____
Credentials:		Specify: _____
Other:		Specify: _____
Other:		Specify: _____
Total:	\$0.00	

TOTAL REQUESTED NEED: **\$0.00**

Partnering Organization Sharing Costs

Organization: _____

Contact Person: _____

Contribution for: _____

AMOUNT: \$0.00

Partnering Organization Sharing Costs

Organization: _____

Contact Person: _____

Contribution for: _____

AMOUNT: \$0.00

Partnering Organization Sharing Costs

Organization: _____

Contact Person: _____

Contribution for: _____

AMOUNT: \$0.00

TOTAL CONTRIBUTION: \$0.00

LEVERAGED FUND BREAKDOWN (Check boxes and enter amount):

☐ Pell		☐ GI Bill		Specify:	
☐ SEOG		☐ Other		Specify:	
☐ Commonwealth Grant		☐ Other		Specify:	
☐ Student Loans		☐ Other		Specify:	
☐ Workforce Credentials Grant		☐ Other		Specify:	

TOTAL LEVERAGED FUNDS: \$0.00

AFTERCARE PLAN:

Provide details as to how this applicant will be supported during the first year of employment. List all organizations and specifically what they will do.

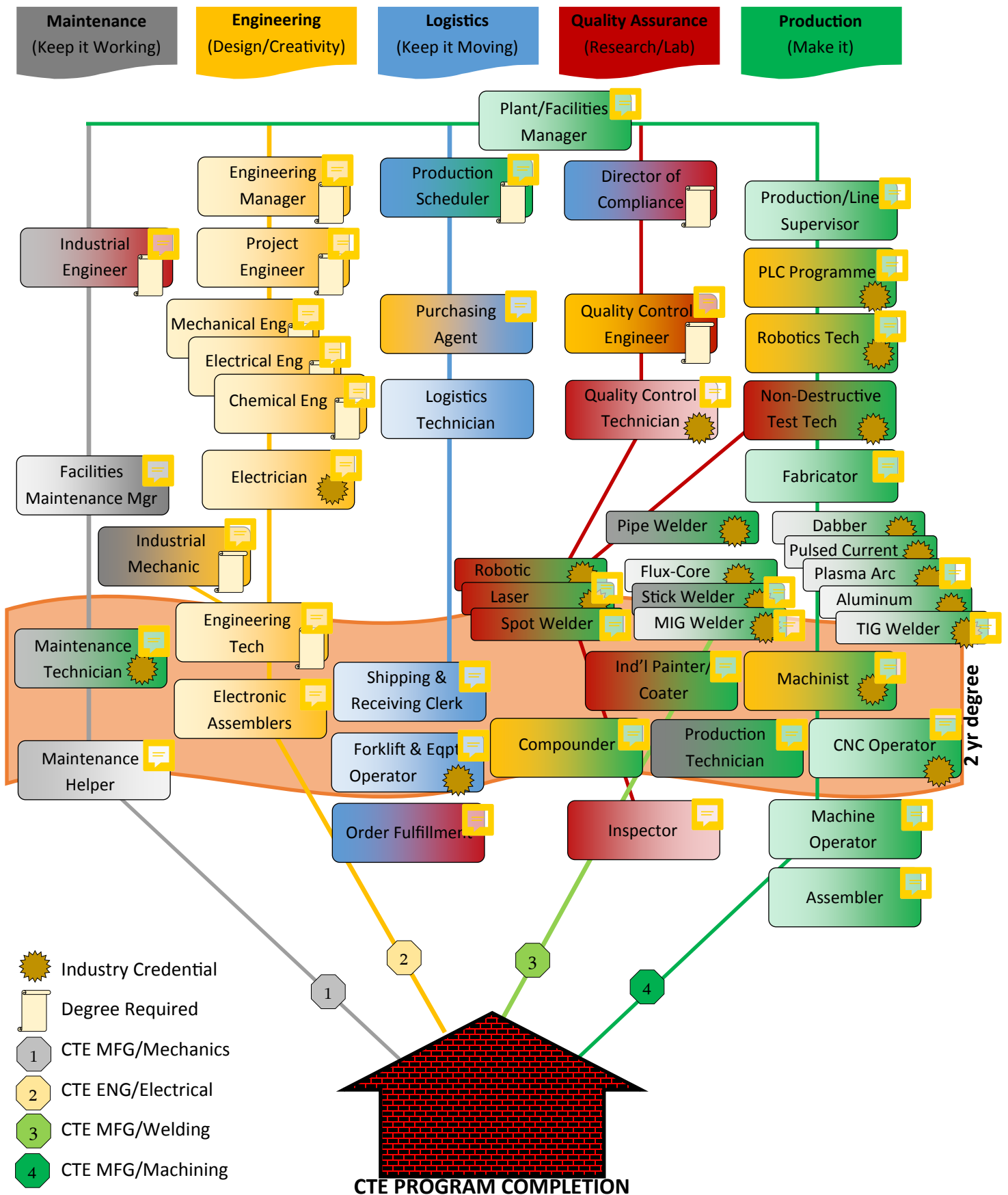
OTHER COMMENTS:

Signature and Date of Approval: _____

Attachment D

Draft Advanced Manufacturing Career Lattice

New River | Mount Rogers Advanced Manufacturing Career Lattice



Attachment E

Business Services Plan



NEW RIVER | MOUNT ROGERS REGION

Business Services Plan

Highly coordinated services are essential for all business customers in the region. Given the wide range of services available to businesses, our workforce agencies and partner organizations will continue to build a network of seamlessly coordinated services across the communities we serve.

Business Services Strategy

The New River/Mount Rogers Workforce Development Board and its partners of the 'Business Solution Units' (BSU) believe that services to the region's businesses should serve the widest possible range of businesses, be individualized and efficient with a single point of contact wherever possible (or a "no wrong door" approach). It is also our intent to share information about what services we are currently providing to businesses with partner agencies to avoid unnecessary duplication, including initial assessment and discovery, service plans, service coordination, outcome and follow-up information. In order to mount this collaborative effort, we will be cross training each partner in one another's services so that we are able to provide more seamless referrals for needed services as well as being able to speak to the many services available, regardless of what agency may 'own' these services.

Business Services—the New River/Mount Rogers Workforce Development Board (WDB) will provide regional leadership regarding Business Services including but not limited to identification of priority industry sectors, convening and assembling appropriate business development activities, and aligning of resources to more effectively address sector and business needs.

Business Development is defined as the process of establishing a relationship between NR/MR WDA workforce services and a business and providing assistance in addressing the overall workforce needs of the business. *Business Development* is business-focused -the customer is the business. Increasing business use, particularly centered on the priority industry sectors (and the skills that comprise those sectors) of the NR/MR WDA workforce services increases employment opportunities for the participants.

Job Development is defined as the process of securing a job interview with a public or private business for a specific job seeker. *Job Development* is job seeker-focused -the customer is the job seeker.

The Business Service Plan will refer to all staff making business contacts as "Business Representatives." *The term "Business Representative" does not refer to a job title; instead it is terminology specific to this policy that describes any NR/MR WDA workforce staff involved in contacting businesses for the purposes of learning of the overall business' workforce needs, providing information on available services and/or obtaining information about the business entities.*

Job Development may be a job duty of Business Representatives but the primary focus of Business Representatives is on developing and maintaining business relationships. Priority will be placed on developing and maintaining business relationships in those sectors strategically important to the NR/MR Workforce Development Area as determined and prioritized by the NR/MR WDB.

Qualifications Of Business Representatives:

Businesses' perceptions of the NR/MR WDA workforce system will be strongly influenced by the impression made by Business Representatives. Business Representatives must:

- Thoroughly understand the types of industry, industry sectors in the area and communicate effectively with businesses.
- Be knowledgeable in all facets of the NR/MR WDA business support programs, objectives, tools, methods and techniques.
- Be thoroughly familiar with the local labor market and economic conditions. Most importantly, know how to translate this knowledge in terms of the needs of businesses.

Defining a Business Contacts:

Business contacts are defined as the meaningful exchange of information between a NR/MR WDA Business Representative and a business. These contacts should include information on the services and programs offered by all the NR/MR WDA partners, and to serve as a broker for additional services available within the community and workforce investment area.

The following types of contacts are not considered a meaningful exchange of information:

- Job Order maintenance.
- Brief and informal contacts at meetings, job fairs and community events.
- Dissemination of pertinent industry and labor market information by use of mass e-mail or mailings.

In addition to creating new relationships, Business Representatives are also expected to maintain and grow existing relationships with businesses. For this reason, follow-up contact is considered crucial, provided the definition of business contact is maintained.

While all business interactions are important to the success of the NR/MR WDA, all business contacts will have to meet the same standards:

1. To the extent possible, the contact should be face-to-face, preferably at the business location. However, as long as the definition of business contact is maintained, these contacts can be made via e-mail, phone or in person.

2. The Business Representative will collect business information and share said information with other members of the BSU.

The New River/Mount Rogers Workforce Development Board and its partners of the 'Business Solution Units' believe that services to the region's businesses should serve the widest possible range of businesses, be individualized and efficient with a single point of contact wherever possible (or a "no wrong door" approach). It is also our intent to share information about what services we are currently providing to businesses with partner agencies to avoid unnecessary duplication, including initial assessment and discovery, service plans, service coordination, outcome and follow-up information. In order to mount this collaborative effort, we will be cross training each partner in one another's services so that we are able to provide more seamless referrals for needed services as well as being able to speak to the many services available, regardless of what agency may 'own' these services.

When making a business contact, the Business Services Rep will use a NR/MR WDA Out-reach Folder that will include a complete host of Business Services Partner information, including contacts, programs and scope of services. This marketing tool will be used by all members of the "units" when making any business contacts and will be reviewed and updated by unit members as changes are warranted.

Targeted businesses will be identified by the Business Solution Units as well as next steps and desired outcomes. A *Listen & Deliver Strategy* is required: When a business need, that is offered through a partner agency, is identified (through a marketing call and/or a business reaching out to an agency), it will be required that an immediate referral (and/or "soft" hand-off) be made to the respective agency that offers the needed service(s), so as not to delay timely delivery of service(s) to the business in need. Follow-up is required by the original Business Rep.

- Response to an initial business inquiry: 2-3 days
- Response time for information on a specific request: 4-6 days

Toward this objective, the Business Solution Units stands united on the below best practices:

- Every agency and organization can benefit from collaboration: Collaborative local systems are more effective than those that conduct their work alone, or with a limited range of partners. Further, the region's One-Stop Center(s) is, in most cases, the natural hub for collaborative workforce development activities in any given community.
- Highly coordinated services are essential for all customers: Given the wide range of services available to businesses and career seekers, workforce agencies and partner organizations will build a network of seamlessly coordinated services across the WDA that are accessible at multiple points ("no wrong door").
- Greater alignment between workforce development and economic development will benefit both systems: To provide a full array of effective and coordinated business development services, the Business Solution Units will align themselves with economic development organizations throughout the region.
- In order to best meet the needs of our region's businesses and our partners, the NR/MR WDA has developed four regional Business Solution Units, that are specialized in their sub-region and will have scheduled meeting every other month. (See charts below)

New River/Mount Rogers Workforce Development Area Business Solution Units Representation

There are four sub-regions in the NR/MR WDA (Bristol/Washington/southern Smyth, Carroll/Grayson/Galax, Wytheville/Bland/northern Smyth and the New River Valley), each is represented by a Business Solution Unit consisting of Workforce System partners who work together to provide services to the designated area. The core partners are included in the Business Solutions Units and assisted with the development of this Business Services Plan.

NR/MR WDA Business Solutions Units

BSU	Agency	Team Member	Officers
			<i>(Officers will rotate annually)</i>
Bristol/Washington/southern Smyth	DBVI	Kathy Malone	Chair –Kathy Malone
	District Three Gov. Coop	Chris Stone	Secretary – Open
	DSS Washington County	Lisa Blevins	
	Job Corps	Jordan Loupe	
	Mt. Rogers Adult Ed	Shirley Carlson	
	NR/MR WDB	Kimber Simmons,	
	NR/MR WDB	Marty Holliday	
	NR/MR WDB	Renee Sturgill	
	People Inc	Beth Carrico	
	People Inc (VA Cares)	Rita Perkins Chris Snipes	
	Rapid Response	Beckie Cox	
	SVAM	Lenny Gail Mitcham	
	VEC - Bristol	Vinny Ringwold	
	City of Bristol	Ellen Talbot	
	VHCC	Traci Mitchell	
	VHCC	Robert Phillips	
	UVa Wise	Hanna Hietale & Courtney Conner	
	VA DOLI	Diana Lyons	
	Smyth Economic Dev.		
	Washington County Economic Dev	Whitney Bonham	
	US Senator Kaine's Office	Laura Blevins	
	Congressman Griffiths Office	John Berber	
	Smyth Chamber of Commerce	Sarah Gillespie	
	Bristol Chamber of Commerce	Beth Rhinehart	
	Washington Chamber of Commerce	Neta Farmer	

BSU	Agency	Team Member	Officers
			<i>(Officers will rotate annually)</i>
Carroll/Grayson/Galax	Blue Ridge Economic Development Authority	Open	Chair - Beth Carico
	DARS	open	Secretary – Blake Hodges
	DSS Carroll County	Wanda Lawson	
	DSS Galax City	Susan Clark	
	DSS Grayson County	Debbie Webb	
	Goodwill Ind. of the Valleys – Good Care	Jeana Beckner	
	Goodwill Industries of the Valleys - SCSEP	Betty Whisenhunt	
	NR/MR WDB	Marty Holliday	
	NR/MR WDB	Kimber Simmons	
	NR/MR WDB	Liz Annis	
	Occupational Enterprises	Linda Phipps	
	People Inc	Beth Carico	
	Rapid Response	Beckie Cox	
	Small Bus. Dev. Center	Mandy Archer	
	VEC	Blake Hodges	
	Wytheville Community College	Perry Hughes	

BSU	Agency	Team Member	Officers
			<i>(Officers will rotate annually)</i>
Wytheville/Bland/North Smyth	DARS	Nora Tucker	Chair – John Matthews
	DSS	Robin Richardson	Secretary – Joanie McCleary
	Goodwill Ind. of the Valleys – Good Care	Rick Combs	
	Goodwill Ind. of the Valleys - SCSEP	Betty Whisenhunt	
	JIDA	John Matthews	
	MR PDC	Rocky Warren	
	Mount Rogers Adult Ed	Shirley Carlson	
	NR/MR WDB	Kimber Simmons	
	NR/MR WDB	Renee Sturgill	
	NR/MR WDB	Marty Holliday	
	People Inc	Beth Carrico	
	People Inc	Joanie McCleary	
	Rapid Response	Beckie Cox	
	SVAM	Lennie Gail Mitcham	
	Smyth County		
	VEC/One Stop - Wytheville	Christy Lowe Patty Bevil	
	VEC/One Stop - Wytheville	John Cale Paula Byrd	
	VEC-Wytheville	Mike Frye	
	WWB Chamber	Jennifer Atwell	
	Wytheville CC	Vickie Marrs	
	Wytheville CC	Perry Hughes	

BSU	Agency	Team Member	Officers
			<i>(Officers will rotate annually)</i>
New River Valley	DARS	Nora	Chair - Kimber Simmons
			Secretary –
	DSS Pulaski County	Guy Smith	
	DSS Montgomery County	Keith Kauhane	
	Goodwill Ind. of the Valleys	Leta Dunn	
	Montgomery Eco. Dev.	Brenda Rigney	
	New River CC	Jeanieanne Symonoski	
	New River CC - Adult Ed	Diane Gray	
	NR/MR WDB	Kimber Simmons	
	NR/MR WDB	Liz Annis	
	NR/MR WDB	Marty Holliday	
	NRV PDC	Patrick O'Brien	
	People Inc	Beth Carrico	
	Pulaski Chamber of Commerce	Peggy White	
	Rapid Response	Beckie Cox	
	VEC - Radford	Karen Akers	

Business Service Integration

Those organizations that are participating on the Business Solutions Units agree to the following:

- Promote the Virginia Workforce Connect as the primary system for businesses to place job orders to maximize the information available on workforce demand. Job Orders are handled through the Virginia Employment Commission (local offices or web site).
- Use B2B Engage as an early warning system and business intel tracking and documentation (not all BSU members have access – info will be entered by those with the ability)
- Work to implement this Business Solutions Plan and the NR/MR WDA Outreach Plan.

- Provide current information on agency services and programs, eligibility and referral processes to allow business customers and Workforce Center/System partner agency staff to identify and provide access to appropriate services to meet business needs.
- Provide cross-training to Workforce Center/System partner agency staff, on business services, eligibility and referral procedures to facilitate the Workforce System functions.
- Allow appropriate staff to participate in training on other agency business services, eligibility and referral procedures.
- Respond to Workforce Center/System referrals in a timely and courteous manner to enhance public perception of the region's Workforce System's business services.
- Share appropriate information on the status of referrals with partner agency staff needing access to that information using agreed upon systems.
- Participate in their local Business Solution Unit to coordinate marketing efforts, establish procedures to assure business contacts are coordinated and not duplicative and maximize business contacts.
- Share appropriate information on the results of business contacts, including job order or other service requests with partner agencies using agreed upon systems.

Business Events

The regional Workforce One-Stop Center/System and the local Business Solutions Units will determine which business events will be held throughout the WDA. Once a listing of business events has been determined, the local Business Solution Units will assist the One-stop Partners in developing and coordinating efforts throughout the Area. Job Fairs and Career Fairs are scheduled regularly within the Area, in addition to:

- Specialized Job Fairs at local Workforce Centers
- Regional Industry specific Career and/or Job Fairs
- Business interest topic workshops (e.g. Employee Engagement, Tax Credits, Cyber Security, etc)
- Sector Partnership meetings, business focus groups, or Business Advisory Committees, etc.
- Assessment Workshops
- Additional seminars customized to respond to business customer need/demand

Planning for Workforce Expansion

Businesses that are planning to expand will be provided access to local Business Solution Units where they can be provided assistance on developing recruitment strategies and potential training programs from partners within the regional One-Stop system. Workforce Center managers will also be involved in recruitment efforts in order to provide qualified applicants for the expansion effort.

Planning for Workforce Downsizing

Businesses planning to downsize will be put in direct contact with the Regional Rapid Response Coordinator. The Rapid Response Coordinator will inform the Business Solution Units of any activities and

services. Partners will be informed of the Rapid Response activities and asked to participate based upon the area policy and needs of the affected workforce.

Retention and post-employment services information will be included within the Business Outreach Folder. Business Solution Units members will present this information as part of the business service outreach process. Information will refer businesses to the agencies or promote products that enhance the businesses ability to retain and improve the quality of employees. Information on these services will also be available on the Workforce Resource website.

The Business Solution Units Members will also be provided cross training so they can answer any basic questions businesses pose during meetings. Any in depth inquiries will require the business contact to refer specific service providers to answer questions. Referral will be made to the program supervisor who will assign staff to respond as appropriate.

Workplace and Customized Training

Business Solution Units Members will have the ability to communicate workplace and training opportunities when sharing information found in the business outreach folder. Each business outreach folder will contain current training opportunities being provided through the regional Community College and other special programs (e.g. OJT grants, and other DOL training grants). Points of contact will also be delineated so businesses can contact individuals for specific program development.

Customized training options may also be available for unemployed or employed (incumbent) workers. This type of customized training requires that many prerequisites are met and agreements put in place prior to the provision of training. Business Solution Units Members will make direct contact with the service provider for assistance in developing a customized training program.

Attachment F

Proposal Evaluation Criteria

PROPOSAL EVALUATION CRITERIA

One Stop Operator (Non-service Delivery)

A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.	25 points
B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.	25 points
C. Offeror has necessary administrative structure, staffing, organization, experience, including operational controls, to meet requirements to be a One Stop Operator.	15 points
D. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One-Stop Program Partners and developing a cost allocation plan for sharing One-Stop Center costs among required partners.	10 points
E. Reasonableness of proposal costs.	15 points
F. A satisfactory record of integrity, business ethics, and fiscal accountability.	10 points
TOTAL	100 points

PROPOSAL EVALUATION CRITERIA

One Stop Operator (Service Delivery)

A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.	20 points
B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.	25 points
C. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One Stop Program Partners and, developing a cost allocation plan for sharing of One Stop Center costs among required partners.	5 points
D. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.	10 points
E. Offeror has necessary administrative structure, staffing, organization, experience, accounting and operational controls, to meet requirements to be a One Stop Operator and Service Deliverer.	10 points
F. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served.	5 points
G. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship.	5 points
H. Reasonableness of proposal costs in regards to operational costs versus direct participant costs.	10 points
I. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.	5 points
J. A satisfactory record of integrity, business ethics, and fiscal accountability.	5 points
TOTAL	100 points

PROPOSAL EVALUATION CRITERIA

Deliverer of Title I WIOA Adult/Dislocated Worker Services

- | | |
|--|-----------|
| A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work. | 25 points |
| B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program. | 25 points |
| C. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources. | 10 points |
| D. Administration, staffing, and the necessary organization, experience, accounting and operational controls. | 10 points |
| E. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served. | 5 points |
| F. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship. | 5 points |
| G. Reasonableness of proposal costs in regards to operational costs versus direct participant costs. | 10 points |
| H. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients. | 5 points |
| I. A satisfactory record of integrity, business ethics, and fiscal accountability. | 5 points |

TOTAL 100 points

PROPOSAL EVALUATION CRITERIA

Deliverer of Title I WIOA Youth Services

A. The experience and evident capability of the Proposer to perform the work required, the ability to meet the program design specifications, the technical knowledge and expertise, and a satisfactory record of past performance.	25 points
B. Proposal presentation and the degree to which the Proposer demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow.	25 points
C. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.	10 points
D. Administration, staffing, and necessary organization, experience, accounting, and operational controls to meet the requirements as a services provider.	10 points
E. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served.	5 points
F. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship	5 points
G. Reasonableness of proposal costs in regards to operational costs versus direct participant costs.	10 points
H. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.	5 points
I. A satisfactory record of integrity, business ethics, and fiscal accountability.	5 points
TOTAL	100 points

Attachment G

SCOPE OF SERVICES AND RESPONSIBILITIES NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT AREA CONSORTIUM FISCAL AGENT SERVICES

Acceptance and Maintenance of WIOA Funds

1. The Fiscal Agent shall be responsible for up fronting cost of Consortium operating expenses for the term of the Agreement and shall be reimbursed for eligible expenses.
2. The Fiscal Agent will receive and manage all funds in compliance with applicable State and Federal Laws, Consortium policy and fund-specific regulations; and ensure internal controls to maintain fiscal integrity.
3. Unless this Fiscal Agent is given other instructions in writing, the Fiscal Agent is not required to maintain separate depositories for the various grant funds.

Disbursement of Funds

1. The Fiscal Agent shall disburse WIOA Funds (“Funds”) in accordance with the Workforce Innovation and Opportunity Act of 2014, WIOA Final Regulations, Published June 30, 2016, and Federal/State policies and requirements.
2. Disbursements shall be made by the Fiscal Agent from available funds at the direction of the Consortium Executive Director within a reasonable time following receipt of complete and accurate requests for reimbursement accompanied by original invoices or payroll records and in compliance with WIOA regulations. Prior to paying on any accounts payable, the Fiscal Agent shall submit to the Consortium Finance Committee an Accounts Payable Register for review and approval on such accounts. The Fiscal Agent shall make the Accounts Payable Register available to the Consortium Finance Committee via email with three (3) business days to review prior to funds being dispersed.
3. The Fiscal Agent shall reimburse lower tier sub-recipients according to the applicable cost principles found in OMB Circular A-21, Cost Principles for Educational Institutions; A-87, Cost Principles for State, Local and Indian Tribal Governments; and A-122, and Cost Principles for Non-Profit Organizations. The OMB circulars are incorporated herein by reference and are further specified in program regulations at 29 CFR 95.27 and 29 CFR 97.22. For commercial organizations acting either as a direct grant holder or as a sub recipient to a direct grantee, the cost principles detailed in the FAR, 48 CFR Part 31, apply.

Accounting of Funds

1. The Fiscal Agent will maintain an accounting of all revenue, expenditures, program income and applicable credits associated with the WIOA funds by funding stream, for the duration of the term of its services.
2. The Fiscal Agent will ensure that all financial procedures are in compliance with Generally Accepted Accounting Procedures (GAAP), Office of Management and Budget (OMB) policies, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and any other federal or state regulatory requirements and limit risk of questioned or disallowed costs.
3. The Fiscal Agent will implement any such type of invoicing system, or procedures deemed necessary by the Consortium and the Fiscal Agent in order to comply with its duties and responsibilities as Fiscal Agent.
4. The Fiscal Agent will maintain an accounting of expenditures by expense type and service provider/vendor.
5. Using up-to-date fund accounting software the Fiscal Agent will establish and maintain appropriate ledgers to manage obligations and expenditures of funds.
6. The Fiscal Agent in conjunction with the Consortium Executive Director will establish procedures and processes to ensure that all amounts receivable or due to the local workforce area are collected and recorded on a timely basis.
7. The Fiscal Agent will maintain a record of all financial transactions for the WIOA and other funds allocated and expended in the local workforce area.
8. As needed, the Fiscal Agent will assist with cost allocation planning, reporting, invoicing and documentation procedures and other fiscal management procedures.

Financial and Grant Reporting

1. To support the oversight role of the Consortium the Fiscal Agent will prepare and disseminate financial reports on a monthly basis in formats prescribed by the entities to identify revenues, expenditures, accounts payable, accounts receivable and balances and obligations, by funding streams and lower tier sub-recipients.
2. The Fiscal Agent will develop standard financial reports, accessible to the Consortium, its Finance Committee, and its Executive Director.
3. The Fiscal Agent will report total obligations by funding stream on a quarterly basis.
4. On a monthly basis, the Fiscal Agent will provide financial reports to the Consortium Executive Director.
5. The Fiscal Agent will coordinate with the Consortium Executive Director to ensure that the parties are informed as to the appropriate expenditure of WIOA funds in conformance with Federal and State Regulations and WIOA provisions, and other rules and regulations

such as OMB and FAR and that expenditures of these funds are properly and accurately accounted for.

6. In a timely manner, the Fiscal Agent will work with the Consortium Executive Director to prepare required federal and state financial reports associated with management of grant funds.
7. The Fiscal Agent will be required to prepare financial reports and grant closeouts at the direction of the funding sources.

Auditing of Funds

1. The Fiscal Agent shall arrange for an annual audit of all Consortium funds and provide the Consortium Board with a complete copy of such audit.

Payroll Services

1. The Fiscal Agent shall process payroll for Consortium staff on the same basis as payroll is processed by the Fiscal Agent for its employees, including the payment of all federal and state taxes including federal and state unemployment taxes, social security and Medicare. Such payroll disbursements shall be made consistent with state and federal law requirements.
2. The Fiscal Agent shall enroll Consortium employees in the Virginia Retirement System, Local Choice Health Plan and Workers' Compensation plan under its name and make payments on a monthly basis to such plans to assure uninterrupted coverage under both benefit plans. If the employees are enrolled in VRS, Local Choice and Workers' Compensation under the Fiscal Agent's EIN and employer account, the Fiscal Agent will get written acknowledgment from each plan that the Consortium employees may be pooled (e.g. included as covered employees) under such plans with the same coverage and benefits as provided to Fiscal Agent employees.
3. The Consortium Executive Director will confer with the Fiscal Agent prior to employment being offered to a new Consortium employee to insure a smooth coordination of employment and benefits.

Attachment H

NR/MR Workforce Development Area One-Stop System MOU



**VIRGINIA
CAREER WORKS**

One Stop SYSTEM MOU

Version: June 28, 2019

Virginia Career Works New River/Mount Rogers Region

New River/Mount Rogers Workforce Development Board

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

TABLE OF CONTENTS

Legal Authority	ii
Memorandum of Understanding	1
Introduction	2
Vision	2
Mission	2
System Structure	3
Virginia Career Works Centers	3
One-Stop Operator	4
Partners	4
Terms and Conditions	5
Partner Services.	5
Roles and Responsibilities of Parties	6
Data Sharing	10
Confidentiality	11
Referrals	12
Accessibility	13
Outreach	14
Non-Discrimination and Equal Opportunity	15
Responsibilities of the Parties	15
Severability	15
Drug and Alcohol-free Workplace	15
Certification Regarding Lobbying	16
Debarment and Suspension	16
Priority of Service	16
Buy American Provision	16
Salary Compensation and Bonus Limitations	16
Non-Assignment	17
Governing Law	17
Dispute Resolution	17
Modification Process	18
Effective Period	19
Termination	19
Resource Sharing Agreement	20
Cost Allocation Methodology	20
Cost Reconciliation and Allocation Base Update	20
Infrastructure Funding	21

Authority and Signature	23
Attachment A: Definitions	24
One-Stop Delivery System	24
Infrastructure Costs	24
Additional Costs	24
Resource Sharing Agreement (RSA)	24
Funding Types	25
Allocation	26
Cost Objectives	26
Attachment B: Partner Services	26
Modification Authority and Signature	27

Legal Authority

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

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

Memorandum of Understanding

This MOU is executed between the Local Workforce Development Board New River/Mount Rogers (LWDB), the VA Career Works system Partners (Partners), and the Chief Elected Official (CEO), New River/Mount Rogers Workforce Development Area Consortium Board. 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 New River/Mount Rogers Region (LWDA). The LWDB provides local oversight of workforce programming for the LWDA.

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

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

Introduction

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

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

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

VISION

The New River Mount Rogers Workforce Development Area Workforce Partners envision a region where every business has access to a qualified, job-ready workforce and every citizen in the region has the skills needed to secure meaningful employment, competitive wages, and career advancement through an integrated workforce support infrastructure.

MISSION

The New River/Mount Rogers Workforce Development Area Workforce Partners support the region’s economy through a collaborative approach to meeting needs of businesses and job seekers that is flexible and adaptable to the changing economic ecosystem. In addition, we hold ourselves accountable to all our stakeholders in the region.

See **Attachment A: Definitions** for definitions pertaining to this MOU (Page 24)

System Structure

Virginia Career Works Centers

The LWDA has seven (7) 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.

❖ Wytheville VA Career Works Center (Comprehensive)

Christina Lowe, Manager	Phone: 276-228-4051
800 East Main Street, Suite 200, Wytheville, VA 24382	Email Address: Christina.lowe@vec.virginia.gov
Operating Hours: 8:30 am – 4:30 pm, except for Wednesday 9:30-4:30	Website https://vcwnewrivermtrogers.com/

❖ Abingdon VA Career Works Center (Affiliate)

Beth Carico, Director of WFD Programs	Phone: 276-619-2212
1173 West Main Street, Abingdon, VA 24210	Email Address: ecarico@peopleinc.net
Operating Hours: 8:00 am to 4:30 pm	Website https://vcwnewrivermtrogers.com/

❖ Bristol VA Career Works Center (Affiliate)

Vinny Ringrose, Manager	Phone: 276-642-7350
200 Bob Morrison Boulevard, Suite 200, Bristol, VA 24333	Email Address: vinny.ringrose@vec.virginia.gov
Operating Hours: 8:30 am – 4:30 pm except for Wednesday 9:30-4:30	Website https://vcwnewrivermtrogers.com/

❖ Galax VA Career Works Center (Affiliate)

Rebecca Haynes, Manager	Phone: 276-236-5105
1117 East Stuart Drive, Suite 167, Galax, VA 24333	Email Address: rebecca.haynes@vec.virginia.gov
Operating Hours: 8:30 am – 4:30 pm except for Wednesday 9:30-4:30	Website https://vcwnewrivermtrogers.com/

❖ **Narrows VA Career Works Center (Affiliate)**

Trent Moore, Director of Workforce Services	Phone 540-726-8201
211 Main Street, Narrows, VA 24124	Email Address tmoore@goodwillvalleys.com
Operating Hours 8:00am - 4:30pm Tu/Wed/Thur	Website https://vcwnewrivermtrogers.com/

❖ **Pulaski VA Career Works Center (Affiliate)**

Trent Moore, Director of Workforce Services	Phone 540.980.1323
246 N. Washington Avenue, Suite D Pulaski, VA 24301	Email Address tmoore@goodwillvalleys.com
Operating Hours 8:00am – 4:30pm Mon - Fri	Website https://vcwnewrivermtrogers.com/

❖ **Radford VA Career Works Center (Affiliate)**

Karen Akers, Manager	Phone: 540-831-5980
6226 University Park Drive, Suite 1300, Radford, VA 24141	Email Address: karen.akers@vec.virginia.gov
Operating Hours: 8:30 am – 4:30 pm except for Wednesday 9:30-4:30	Website https://vcwnewrivermtrogers.com/

❖ **Chilhowie – (Access point)**

Joanie McCleary, Sr. WFD Specialist	Phone: 276-521-9134
1205 East Lee Highway, Chilhowie, VA 24319	Email Address: jmcleary@peopleinc.net
Operating Hours: 8:00 am – 4:30 pm	Website https://vcwnewrivermtrogers.com/

One-Stop Operator(s)

The LWDB in consultation with the CEOs selected the one-stop operator, People, Inc 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: <http://nrmrwib.org/wp/wp-content/uploads/2014/10/PY16-Request-For-Proposal.pdf>. 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
Adult Education	Mount Rogers Regional Adult Education New River Community College	WIOA Title II Program
Community College	New River Community College Virginia Highlands Community College Wytheville Community College	Postsecondary Career and Technical Education (CTE) Programs under Carl D. Perkins CTE Act of 2006
Community Services Block Grant	Mountain Community Action People, Inc.	Special Block Grants
Good Care Program	Goodwill Industries of the Valleys, Inc	US Health and Human Services Health Professions Opportunity Grant
Migrant Seasonal Farmworkers	Virginia Employment Commission	National Farmworker Jobs Program
Rehabilitative Services	Department for Aging and Rehabilitative Services Department for the Blind and Visually Impaired	WIOA Title IV Program

Senior Community Service Employment Program (SCSEP)	District Three Governmental Co-op Goodwill Industries of the Valleys, Inc.	WIOA Title V Program
Jobs for Veterans State Grants (JVSG)	Virginia Employment Commission	JVSG, authorized under chapter 41 of Title 39, U.S.C.
Pathways to the American Dream Project	New River/Mount Rogers Workforce Development Area Consortium Board	US Department of Labor America Promise H1b Visa Grant
Swift Start Program	Total Action for Progress (TAP)	US Department of Labor Strengthening Working Families H1b Visa Grant
Temporary Assistance for Needy Families (TANF)	Department for Social Services Localities: Galax, Giles, Grayson, Montgomery, Pulaski, Radford, Washington, Wythe	TANF, authorized under Part A of Title IV of the Social Security Act
Trade Adjustment Assistance (TAA)	Virginia Employment Commission	TAA, authorized under chapter 2 of Title ## of the Trade Act of 1974
Unemployment Insurance (UI)	Virginia Employment Commission	UI programs under Virginia unemployment compensation laws
Wagner-Peyser Employment Services (ES)	Virginia Employment Commission	ES program, authorized under the Wagner-Peyser Act, as amended by Title III of WIOA, also providing the state's labor exchange
WIOA Adult Program	Goodwill Industries of the Valleys, Inc. People Inc.	WIOA Title I Program
WIOA DLW Program	People Inc.	WIOA Title I Program
WIOA Youth Program	Goodwill Industries of the Valleys, Inc. People Inc.	WIOA Title I Program
Native American program	N/A – no regional providers	WIOA
Second Chance Act	N/A – no regional providers	Second Chance Act
HUD Training Programs	N/A – no regional providers	
Youthbuild	N/A – no regional providers	WIOA

TERMS AND CONDITIONS

Partner Services

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

BASIC CAREER SERVICES
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 8 workforce system.
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
Access to employment opportunity and labor market information.
Performance information and programs costs for eligible providers of training, education and workforce services.
Information on performance of the local Workforce system.
Information on the availability of supportive services and referral to such, as appropriate.
Information and meaningful assistance on UI claim filing
Determination of potential eligibility for workforce Partner services, programs, referrals.
Information and assistance in applying for financial aid for training and education program not provided under WIOA.
INDIVIDUALIZED CAREER SERVICES
Comprehensive and specialized assessments of skill levels and service needs.
Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
Referral to training services.
Group counseling.
Literacy activities related to work readiness.
Individual 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 26)

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 the New River/Mount Rogers Workforce Development Area Consortium Board. The CEO will, at a minimum:
Collectively perform the functions of the Chief 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.

- ❖ Apply to the Governor of Virginia for Area designation,
- ❖ Appoint the members of the Local Workforce Development Board in accordance with the Act and state policy,
- ❖ Execute an agreement with the Local Workforce Development Board for the operation and functions of the Local Workforce Development Board set out in the Act,
- ❖ Continually establish the vision and priorities of the Area in conjunction with the Local Workforce Development Board,
- ❖ Develop the region's strategic plan as the Local Plan under the Act for Member Jurisdictions in partnership with the Local Workforce Development Board. The plan shall be submitted to the Virginia Workforce Council (hereinafter, the "Workforce Council") in the manner prescribed by the Workforce Council,

- ❖ Provide input into and approve the budget recommended by the Local Workforce Development Board and provide continuing fiscal oversight of all funds received and expended,
- ❖ Work with the Local Workforce Development Board and Governor of Virginia to reach agreement on local performance measures,
- ❖ 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, and
- ❖ From among the Member Jurisdictions, identify annually the Grant Recipient of all funds received under the Workforce Innovation and Opportunity Act.

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:

- ❖ Act as the Regional Convener of the Workforce System in the LWDA,
- ❖ In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- ❖ In cooperation with the Local CEO, design and approve the VA Career Works system structure. This includes, but is not limited to:
 - Adequate, sufficient, and accessible one-stop center locations and facilities,
 - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
 - A holistic system of supporting services, and
 - One or more competitively procured one-stop operators.
- ❖ In collaboration with the CLEOs, 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:

- ❖ Support the CLEO and the LWDB with responsibilities listed above,
- ❖ Assist the CLEO 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 CLEOs,
- ❖ Oversee negotiations and maintenance of MOUs with one-stop Partners, and
- ❖ Provide leadership in coordinating services to job seekers and businesses throughout the region.

One-Stop Operator(s)

People, Inc. will work with seven (7) Center Managers who will act as “functional leaders”. As such, they will have the authority to organize partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator, through the Center Managers, will, at a minimum:

- ❖ Oversee operations, including but not limited to:
- ❖ In partnership with LWDB Staff, coordinate Partner responsibilities, as defined in this MOU,
- ❖ Working with various center managers to communicate normal hours of operation (which may include the once weekly extended hours of operation),
- ❖ Coordinate partner work schedules and work flow based upon operational needs of the Comprehensive Center in Wytheville, and
- ❖ 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 NR/MR WDA Consortium Board and the LWDA Strategic, and/or 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 system 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 system/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,
 - 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.
- ❖ Assisting the LWDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

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

LWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Partners

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

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

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

Data Sharing

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

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

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

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.

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

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

Confidentiality

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

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

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

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

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

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

Referrals

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

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

Accessibility

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

Physical Accessibility

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

Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

Virtual Accessibility

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

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>.

communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

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

JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

Outreach

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

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

Non-Discrimination and Equal Opportunity

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

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Responsibilities of the Parties

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

Severability

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

Drug and Alcohol-free Workplace

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

Certification Regarding Lobbying

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

Debarment and Suspension

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

Priority of Service

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

Buy American Provision

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

Salary Compensation and Bonus Limitations

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

Non-Assignment

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

Governing Law

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

Dispute Resolution

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

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

Modification Process

1. *Notification of Partners*

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

2. *Discussion/Negotiation*

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

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

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

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

3. *Signatures*

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

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

Effective Period

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

Termination

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

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

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

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU shall be reviewed not less than once every year to ensure appropriate funding and delivery of services.

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

RESOURCE SHARING AGREEMENT

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

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

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

LWDB and partners must complete the VA LWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be accepted by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSA will be reviewed on an annual basis, recognized as a separate agreement to this MOU and that all parties may announce their consensus of the RSA through the exchange of correspondence between the LWDB and partners or by some other agreed upon procedure.

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.^[1] 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.

Attachment A: Definitions

One-Stop Delivery System

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

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

Infrastructure Costs

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

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

Additional Costs

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

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

Resource Sharing Agreement (RSA)

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

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services

and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

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

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

Funding Types

Cash

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

Non-Cash⁴

- ❖ 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]

⁴ 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]

Authority and Signature

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

By signing my name below, I, Mike Miller, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- c) three (3) years from effective date or June 30, 2022
- d) Upon modified termination, whichever occurs earlier.

Mike Miller
Signature

10/23/19
Date

Mike Miller, Chair
Print Name and Title

New River/Mount Rogers 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, Jay Williams, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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 June 30, 2022
- b) Upon modified termination, whichever occurs earlier.

Larry Jay Williams
Signature

10/23/19
Date

Jay Williams, Chair
Print Name and Title

New River/Mount Rogers Workforce Development Area Consortium Board
Agency Name

Attachment B: Partner Program Services

Partner Program: Pathways to the American Dream and Business Services Coordination	
Website: vcwNewRiverMtRogers.com	
Partner Program - Signatory Authority (Name, Job Title, email): Jay Williams, Chair New River/Mount Rogers WDA Consortium Board Mike Miller, Chair New River/Mount Rogers WDB	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marty Holliday Director, marty.holliday@vcwnrnr.com, 540-633-6764	
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	Bristol, Radford and Wytheville Centers
2. Itinerant Presence and Service Provision	by appointment Galax
3. Service Provision Only	Business Services throughout the region
List services to be made available below (add additional pages if needed): Business Services: Overseeing the region's four Business Solution Units (BSUs) and other partners to provide services to businesses in the New River/Mount Rogers Workforce Development Area. Services to businesses may include recruitment, screening, and referral to targeted jobs; presentations to business associations regarding regional workforce system services and labor market resources; coordination of special events for businesses; and providing labor market information to businesses.	

Pathways to the American Dream Project:

IRT Coordination, co-enrollment with other programs in meeting the needs of eligible/suitable participant
Regional Professional Development Opportunities

Authority and Signature

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

By signing my name below, I, Cathy Williams,
certify that I have read the information contained in this NR/MR Region Wide MOU dated
7/1/19. 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 dated 7/1/19 _____

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 dated 7/1/19 _____

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

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


Signature

12/18/19
Date

Cathy Williams, Center Director
Print Name and Title

Blue Ridge Job Corps Center
Agency Name

Attachment B: Partner Program Services

Partner Program: Blue Ridge Job Corps Center Website: jobcorps.gov	
Partner Program - Signatory Authority (Name, Job Title, email): Cathy Williams, Center Director (williams.cathy@jobcorps.org) 	
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	Referrals in and out of the Wytheville & Bristol Centers
List services to be made available below (add additional pages if needed): Blue Ridge Job Corps Center will offer free-of-charge education and vocational training to men and women ages 16 to 24. We offer a high school diploma, and training in Clinical Medical Assistant, Certified Nursing Assistant, Medical Office Support, Patient Care Technician, Licensed Practical Nursing, Certificate and Degree Programs through local community colleges.	

Authority and Signature

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

By signing my name below, I, Kathryn A. Hayfield, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- g) three (3) years from effective date or June 30, 2022
- h) Upon modified termination, whichever occurs earlier.

Kathryn A. Hayfield
Signature
Kathryn A. Hayfield
Commissioner

11/14/19
Date

Print Name and Title

Department for Aging and Rehabilitative Services
Agency Name

Attachment B: Partner Program Services

Partner Program: Department for Aging and Rehabilitative Services (DARS) - Division of Rehabilitative Services (DRS) Website: https://www.vadars.org/drs/	
Partner Program - Signatory Authority (Name, Job Title, email): Kathryn Hayfield, DARS Commissioner kathryn.hayfield@dars.virginia.gov Local Area 2 – Cindy Matney/Nora Tucker	
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	Wytheville Comprehensive Campus - DRS next door By appointment (in kind - no fiscal impact)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Bristol Affiliate by referral Abingdon Affiliate by referral Radford Affiliate By appointment
List services to be made available below (add additional pages if needed): The Department for Aging and Rehabilitative Services (DARS) - Division of Rehabilitative Services (DRS) offers vocational rehabilitation programs and services to assist people with disabilities to prepare for, secure, retain or regain employment. For One-Stop Delivery System job seekers, determined eligible by and appropriate for the DRS program in open order of selection categories*, the scope of workforce services based on an assessment of service needs may include: ✓ Vocational Evaluation/Counseling ✓ Career/Post Secondary Education Planning ✓ Training and Credentials ✓ Work Readiness and Support Services ✓ Job Development/Coaching/Placement * When it has been determined that DARS does not have sufficient funds to serve all eligible individuals, federal law requires that DARS implement an order of selection. Order of selection prioritizes individuals into categories according to the significance of their disabilities and ensures that those with the most significant disabilities are selected first to receive services. Those individuals assigned to a closed category remain on a waiting list for services until there are sufficient resources to open closed categories and they are referred to the Virginia Career Works Center(s) for workforce services.	

Authority and Signature

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

By signing my name below, I, Kathy Maloe, certify that I have read the information contained in this New River/Mount Rogers Workforce Development Areas 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 KM Virginia Career Works New River/Mount Rogers Region MOU dated 7/1/19

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 KM MM Virginia Career Works New River/Mount Rogers Region

MOU dated 7/1/19 _____

a) three (3) years from effective date or
I understand that this MOU may be executed in counterparts, each being considered an original, and
b) Upon modified termination, whichever occurs earlier.
that this MOU expires either:

Kathy Maloe
Signature

10/30/19
Date

Kathy Maloe, Senior Manager
Print Name and Title

Department for the Blind and Vision Impaired
Agency Name

Attachment B: Partner Program Services

Partner Program: Department for the Blind and Vision Impaired (DBVI)

Website: <https://www.vdbvi.org/>

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

Kathy Malone, Senior Manager, kathy.malone@dbvi.virginia.gov

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

Kathy Malone, Senior Manager, kathy.malone@dbvi.virginia.gov, 276-642-7301

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	Referrals to and from other regional programs

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

DBVI will provide Vocational Rehabilitation Services to individuals who are blind, deafblind, or vision impaired; these services are very individualized but may include diagnostic evaluations, adjustment to blindness/ vision loss, vocational training, job placement, eye treatment/ surgery, counseling, purchase of assistive devices, supported employment, etc. DBVI can also provide services to businesses to include assistive technology evaluations, environmental assessments, disability awareness training, disability related tax credits, consultations, etc.

Kathy Malone will serve as chair of the Virginia Highlands Business Solution Unit.

DBVI Bristol will provide Braille transcription for Virginia Career Works, New River/ Mount Rogers Region and workforce partners.

Authority and Signature

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

By signing my name below, I, Guy Smith, certify that I have read the information contained in this New River/Mount Rogers Workforce Development Area 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 [Signature] VCW New River/Mount Rogers Region MOU dated 7/1/19

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 [Signature] VCW New River/Mount Rogers Region MOU dated 7 /1/19

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]
Signature

10-31-19
Date

Guy Smith Director Public D.S.S.
Print Name and Title

Polaski County Department of Social Services
Agency Name

Attachment B: Partner Program Services

Partner Program: Pulaski County Department of Social Services

Website: www.pcdss.org

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

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

Missy Crowder, Self-Sufficiency Specialist, missy.crowder@pcdss.gov; 540-980-7995 x 150

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	Referrals to and from the Radford Center
List services to be made available below (add additional pages if needed): The Virginia Initiative for Education and Work program (VIEW) is a program of education, training, and employment opportunities to assist individuals in attaining the goal of self-sufficiency. The program goals are to offer Virginians living in poverty the opportunity to: - Achieve economic independence by removing barriers and disincentives to work and by providing positive incentives to work; - Provide work skills necessary for self-sufficiency; - Allow families living in poverty to contribute materially to their own self-sufficiency; - Set out the responsibilities of and expectations for recipients of public assistance; and - Obtain work experience and/or training through the Virginia Initiative for Education and Work (VIEW) program. Candidates must be eligible for the Temporary Assistance for Needy Families (TANF) to participate in the VIEW program. All adults receiving TANF are mandatory participants in the VIEW program unless he or she meets a VIEW exemption. <u>VIEW Supportive Services:</u> Social/supportive services are provided to you as a VIEW participant to remove barriers to your participation and to stabilize employment. Supportive services are provided as needed and available to support your participation in: - Orientation; or - Assessment; or - Approved self-initiated education, training and employment activities; or - Accepting and/or maintaining employment. <u>Available VIEW Supportive Services Include. but are not limited to:</u> - Child care - Transportation including but not limited to: - Gas vouchers - Public transit passes	

- A contracted transportation provider
- Vehicle repairs
- Medical and Dental Services
 - Examples of such medical/dental services are:
 - Medical statements or other necessary medical verifications;
 - Dentures, glasses, orthopedic shoes, and other items required prior to entry into jobs, work-sites, or education/training components; and
 - Medical and mental health evaluations not covered by Medicaid but needed by participants to determine whether they have a verified disability that affects program participation.
 - Emergency Intervention: This service provides assistance during crisis situations that may affect your employment or participation in a VIEW activity. Examples are emergency provisions of food/utilities, or other items necessary for you to gain or keep employment or participate in other VIEW activities. Automobile expenses are not covered under this section.

Duration of Supportive Services

Supportive services may be provided for as long as you are in a VIEW activity and your TANF case is open, or if the TANF case is closed and the required number of job follow-ups have not been completed. Participants who enter full or part-time employment and continue to receive TANF or TANF- UP are eligible for supportive services.

Authority and Signature

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

By signing my name below, I, Larry Lindsey, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- i) three (3) years from effective date or June 30, 2022
- j) Upon modified termination, whichever occurs earlier.

 10/22/19
Signature Date

Larry Lindsey Director
Print Name and Title

Department of Social Services Locality: Montgomery Co.
Agency Name

Attachment B: Partner Program Services

Partner Program: Montgomery County Department of Socials Services	
Website: montva.com	
Partner Program - Signatory Authority (Name, Job Title, email): Kesha Taylor, Benefit Program Supervisor, kesha.taylor@dss.virginia.gov Partner Program Local Area Contact (Name, Job Title, email and telephone number): Keith Kauhane, Self-Sufficiency Specialist, keith,kauhane@dss.virginia.gov; 540-382-6990 x 53457	
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	Referrals to and from the Radford Center
List services to be made available below (add additional pages if needed): The Virginia Initiative for Education and Work program (VIEW) is a program of education, training, and employment opportunities to assist individuals in attaining the goal of self-sufficiency. The program goals are to offer Virginians living in poverty the opportunity to: - Achieve economic independence by removing barriers and disincentives to work and by providing positive incentives to work; - Provide work skills necessary for self-sufficiency; - Allow families living in poverty to contribute materially to their own self-sufficiency; - Set out the responsibilities of and expectations for recipients of public assistance; and - Obtain work experience and/or training through the Virginia Initiative for Education and Work (VIEW) program. Candidates must be eligible for the Temporary Assistance for Needy Families (TANF) to participate in the VIEW program. All adults receiving TANF are mandatory participants in the VIEW program unless he or she meets a VIEW exemption. <u>VIEW Supportive Services:</u> Social/supportive services are provided to you as a VIEW participant to remove barriers to your participation and to stabilize employment. Supportive services are provided as needed and available to support your participation in: - Orientation; or - Assessment; or - Approved self-initiated education, training and employment activities; or - Accepting and/or maintaining employment. <u>Available VIEW Supportive Services Include, but are not limited to:</u> - Child care - Transportation including but not limited to: - Gas vouchers - Public transit passes	

- A contracted transportation provider
- Vehicle repairs
- Medical and Dental Services
 - Examples of such medical/dental services are:
 - Medical statements or other necessary medical verifications;
 - Dentures, glasses, orthopedic shoes, and other items required prior to entry into jobs, work-sites, or education/training components; and
 - Medical and mental health evaluations not covered by Medicaid but needed by participants to determine whether they have a verified disability that affects program participation.
 - Emergency Intervention: This service provides assistance during crisis situations that may affect your employment or participation in a VIEW activity. Examples are emergency provisions of food/utilities, or other items necessary for you to gain or keep employment or participate in other VIEW activities. Automobile expenses are not covered under this section.

Duration of Supportive Services

Supportive services may be provided for as long as you are in a VIEW activity and your TANF case is open, or if the TANF case is closed and the required number of job follow-ups have not been completed. Participants who enter full or part-time employment and continue to receive TANF or TANF- UP are eligible for supportive services.

Authority and Signature

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

By signing my name below, I, Sherri Nipper-Williams, certify that I have
~~read~~ the information contained in this MOU VCW New River/Mount Rogers Region
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 New River/Mount Rogers Region MOU dated 7/1/19

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 New River/Mount Rogers Region MOU dated 7/1/19

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

10/17/19
Date

Sherri Nipper-Williams Director
Print Name and Title

Giles County Dept of Social Services
Agency Name

Attachment B: Partner Program Services

Partner Program: <i>Giles County Dept of Social Services.</i>	
Website: <i>virginiasmtnplayground.com</i> <i>For Residents</i> <i>(Social Services)</i>	
Partner Program - Signatory Authority (Name, Job Title, email): <i>Sherri Nipper-Williams, Director</i> <i>Sherri.nipper@dss.virginia.gov</i>	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): <i>Beverly Amburgey Self-Sufficiency Specialist</i> <i>beverly.amburgey@dss.virginia.gov</i> <i>540-726-8515 ext 132</i>	
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	<i>In the Narrows office building</i>
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): <i>SNAP, Medicaid, Shelter, VJEW, TANF, Community Referrals, Child Care, Emergency Food Resources, other services referrals.</i>	

Authority and Signature

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

By signing my name below, I, Kimberly Ayers, certify that I have read the information contained in this Virginia Career Works New River/Mount Rogers Region. 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 New River/Mount Rogers Region effective 7/1/19

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 New River/Mount Rogers Region effective 7/1/19

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

- i) three (3) years from effective date or June 30, 2022
- j) Upon modified termination, whichever occurs earlier.

Kimberly Ayers 10/31/19
Signature Date

Kimberly Ayers, WCSS Director
Print Name and Title

Department of Social Services Locality: Wythe
Agency Name

Attachment B: Partner Program Services

Partner Program: Department of Social Services - Wythe Website: http://www.wythedss.org/	
Partner Program - Signatory Authority (Name, Job Title, email): Ellen Marie Hess, Commissioner Partner Program Local Area Contact (Name, Job Title, email and telephone number): Kimberly Ayers, Director (Wythe) kimberly.ayers@dss.virginia.gov , 1(276)-223-4647	
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	One View/DSS program staff in the Wytheville Center - scheduled hrs each month
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Provide assistance to Job Seekers — Provide basic career services and individualized career services for job seekers — Referral to necessary training services or partners — Provide information on the availability of supportive services and referral to such as appropriate Provide Assistance to View program clients and potential DSS clients The Employment Services/VIEW Program offers guidance to welfare recipients in transitioning from welfare to work by providing training in job seeking and job retention skills. Employment Self-Sufficiency Specialists ensure that customers comply with the work requirements of Welfare Reform (VIEW). Sanctions (loss of benefits) are imposed for those who do not comply. Supportive services are arranged, such as transportation and child care for a limited time when necessary to enable an individual to work. In addition customers who may be experiencing domestic violence, substance abuse, or mental health issues in their lives are offered additional assessment and	

supportive services.

VIEW

- **VIEW is the Virginia Initiative for Employment Not Welfare, also known as Welfare Reform. The VIEW program, which contains work requirements, allows TANF recipients to earn more money and keep their TANF benefits. VIEW limits TANF to twenty-four months in a sixty month period.**

Authority and Signature

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

By signing my name below, I, Mary Ann Gilmer, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- k) three (3) years from effective date or June 30, 2022
- l) Upon modified termination, whichever occurs earlier.

Mary Ann Gilmer
Signature

10/29/19
Date

Mary A. Gilmer, Vice President of Mission Services
Print Name and Title

Goodwill Industries of the Valleys, Inc.
Agency Name

Attachment B: Partner Program Services

Partner:	Goodwill Industries of the Valleys		
Programs:	Senior Community Service Employment Program (SCSEP) GoodCare WIOA Title I Adult and Youth		
Website:	http://www.goodwillvalleys.com		
Partner Signatory Authority (Name, Job Title, email):			
Mary Ann Gilmer Vice President, Mission Services mgilmer@goodwillvalleys.com			
Partner Local Area Contact (Name, Job Title, email and telephone number):			
Mary Ann Gilmer Vice President, Mission Services mgilmer@goodwillvalleys.com (540) 581-0620 x 1183			
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	Virginia Career Works – Radford Center Virginia Career Works – Galax Virginia Career Works – Narrows Virginia Career Works - Pulaski		
2. Itinerant Presence and Service Provision			
3. Service Provision Only	Virginia Career Works – Wytheville Center		

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

SCSEP – SCSEP staff are on site on an itinerant basis in centers to provide information about the Title V Older Worker program available through Goodwill Industries of the Valleys. Staff can also do on-site eligibility screening and enrollment of individuals into the SCSEP program. This program is funded through the Federal Department of Labor Senior Community Service Employment Program grant.

GoodCare – A GoodCare staff member is on permanently at the Radford and Galax Centers and on an itinerant basis at all other sites to conduct informational sessions about health care training available through the GoodCare program at Goodwill Industries of the Valleys. The staff member can also see individuals who are interested to conduct, eligibility screening, assessment, and enrollment into the GoodCare program. This program is funded through the Federal Department of Health and Human Services Health Professions Opportunity Grant (HPOG). HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.

Title I Adult – Staff are permanently on site at the Radford, Narrows and Pulaski Centers. Career services are offered to all adults. These services include:

- Job search and placement assistance, including career counseling
- Labor market information identifying job vacancies, skills necessary for occupations in demand, and relevant employment trends in the local, regional, and national economies
- Initial assessment of skills and needs
- Information on available services and programs
- Follow up services to assist in job retention

Individuals who qualify based on eligibility criteria can also receive training services that provide industry recognized credentials in demand occupations in the area.

Title I Youth - Staff are permanently on site at the Radford, Narrows and Pulaski Centers.

Staff provide a comprehensive youth employment program for serving eligible youth, ages 14-24, who face barriers to education, training, and employment.

The program includes 14 program elements that are required to be made available to youth participants. WIOA prioritizes work experience through a 20% minimum expenditure rate for the work experience program element.

Authority and Signature

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

By signing my name below, I, Angie Graseclose, certify that I have read the information contained in this One Stop System, MOU New River/MT Rogers. 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 VCW New River/Mount Rogers Region dated 7/1/19

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 VCW New River/Mount Rogers Region dated 7/1/19

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.

Angie Graseclose 9-16-19
Signature Date

Angie Graseclose, VP/COO
Print Name and Title

People Incorporated of Virginia
Agency Name

Attachment B: Partner Program Services

Partner Program: People Incorporated of Virginia Website: www.peopleinc.net	
Partner Program - Signatory Authority (Name, Job Title, email): Angie Groseclose Vice President – C.O.O. agroseclose@peopleinc.net Partner Program Local Area Contact (Name, Job Title, email and telephone number): Beth Carico Director of Workforce Development ecarico@peopleinc.net 276-619-2212	
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	Abingdon – Adult/Youth/DLW Individualized Career Services and Training Services Chilhowie – Adult/Youth/DLW Individualized Career Services and Training Services Wytheville – Adult/Youth/DLW Individualized Career Services and Training Services Galax – Adult/Youth/DLW Individualized Career Services and Training Services Radford – DLW Individualized Career Services and Training Services
2. Itinerant Presence and Service Provision	Bristol – By appointment Adult/Youth/DLW Individualized Career Services and Training Services
3. Service Provision Only	
List services to be made available below (add additional pages if needed): - Outreach and Intake - Referrals - Basic Career Services, Individualized Career Services, Training Services - Eligibility Determination - Assessments - Provision of Labor Market Information - Development of Individual Service Strategy - Training - Supportive service assistance - Career Guidance - Work Readiness	

Attachment B: Partner Program Services

Partner Program: People Incorporated of Virginia Website: www.peopleinc.net	
Partner Program - Signatory Authority (Name, Job Title, email): Angie Groseclose Vice President, C.O.O. agroseclose@peopleinc.net	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Beth Carico Director of Workforce Development ecarico@peopleinc.net 276-619-2212	
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	Bristol – One Stop Operator Abingdon – One Stop Operator Chilhowie – One Stop Operator Wytheville – One Stop Operator Galax – One Stop Operator Narrows – One Stop Operator Pulaski – One Stop Operator Radford – One Stop Operator
3. Service Provision Only	
List services to be made available below (add additional pages if needed): - Coordinate Partner Responsibilities - Oversee daily operations through center managers - Assist with maintaining structure - Business services - Partner meetings - Adhere to LWDBII Policies - Participate in and facilitate training opportunities - Ensure seamless service delivery - Review customer satisfaction surveys - Complete monthly one-stop system report - Collaborate with LWDB and partners to ensure system is meeting program performance measures	

Authority and Signature

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

By signing my name below, I, Charles Michael Williams, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- m) three (3) years from effective date or June 30, 2022
- n) Upon modified termination, whichever occurs earlier.

Charles Michael Williams
Signature

10-22-2019
Date

Charles Michael Williams, Executive Director

Print Name and Title

Mountain Community Action Program
Agency Name

Attachment B: Partner Program Services

Partner Program: Mountain Community Action Program, Inc. Website: www.mountaincap.org	
Partner Program - Signatory Authority (Name, Job Title, email): Charles Michael Williams, Executive Director mwilliams@mountaincap.org Partner Program Local Area Contact (Name, Job Title, email and telephone number): Charles Michael Williams, Executive Director mwilliams@mountaincap.org 276-783-7337 ext. 222	
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	Referral to & for Wytheville and Chilhowie
List services to be made available below (add additional pages if needed): TANF and local assistance for employment barriers, and work training barriers; computer lab for public and training use; training room/conference room	

Authority and Signature

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

By signing my name below, I, Shirley Carlson, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- o) three (3) years from effective date or June 30, 2022
- p) Upon modified termination, whichever occurs earlier.

Shirley Carlson
Signature

10/30/2019
Date

Shirley Carlson, Program Manager
Print Name and Title

Mount Rogers Regional Adult Education Program
Agency Name

Attachment B: Partner Program Services

Partner Program: Mt. Rogers Regional Adult Education Program	
Website:	
Partner Program - Signatory Authority (Name, Job Title, email): Shirley Carlson, Program Manager scarlson@swcenter.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Shirley Carlson, Program Manager 276-619-4399	
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	Adult Education classes in the Wytheville and Galax Centers
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Free classes and testing Variety of class times and days of the week	

Authority and Signature

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

By signing my name below, I, Mark Rowh, certify that I have read the information contained in this Memorandum of Understanding New River/Mount Rogers Regional. 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 VCW New River/Mount Rogers Region dated 7/1/19

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 VCW New River/Mount Rogers Region dated 7/1/19

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.

Mark Rowh
Signature

10/1/2019

Date

Mark Rowh, Vice President for Workforce Development and External Relations
Print Name and Title

New River Community College
Agency Name

Attachment B: Partner Program Services

Partner Program: New River Community College	
Website: www.nr.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Mark Rowh, Vice President for Workforce Development and External Relations, mrowh@nr.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Diane Gray, Director of Transitional Programs, dgray@nr.edu	
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	referrals to and from Narrows, Pulaski and Radford Centers
List services to be made available below (add additional pages if needed):	
• Adult Education • Post-Secondary Education (credit & non-credit) • Staff support for New River Valley Job Fair Expo • Facilities for NRV Job Fair Expo • Other business services	

Authority and Signature

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

By signing my name below, I, Ellen Marie Hess, certify that I have read the information contained in this Virginia Career Works New River/Mount Rogers Region. 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 New River/Mount Rogers Region effective 7/1/19

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 New River/Mount Rogers Region effective 7/1/19

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

- u) three (3) years from effective date or June 30, 2022
- v) Upon modified termination, whichever occurs earlier.

Ellen Marie Hess
Signature

11/22/2019
Date

Ellen Marie Hess, Commissioner
Print Name and Title

Virginia Employment Commission
Agency Name

Attachment B: Partner Program Services

Partner Program: Virginia Employment Commission Website: http://www.vec.virginia.gov/	
Partner Program - Signatory Authority (Name, Job Title, email): Ellen Marie Hess, Commissioner Partner Program Local Area Contact (Name, Job Title, email and telephone number): Christina Lowe, Manager (Wytheville and Marion) Christina.Lowe@vec.virginia.gov , (276) 228-4051 Vincent Ringrose, Manager (Bristol) Vincent.Ringrose@vec.virginia.gov , (276) 642-7350 Rebecca Haynes, Manager (Galax) Rebecca.Haynes@vec.virginia.gov , (276)236-5105 Karen Akers, Manager (Radford) Karen.Akers@vec.virginia.gov , (540) 831-5980	
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 (Wytheville, Bristol, Marion, Galax, and Radford)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Wagner-Peyser Act — Provide basic career services and individualized career services for job seekers and workers — Initial assessment of skill levels, aptitudes, abilities, and supportive service needs	

- Conduct outreach regarding local workforce system’s services and products
- Provide access to labor market information and assist with the interpretation of this information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and their earnings, skill requirements, and opportunities for advancement for such occupations
- Conduct outreach and assist employers fill their workforce needs with qualified job seekers
- Provide customized recruitment and job applicant screening and referral services
- Conduct job fairs, use one-stop centers for recruiting and interviewing job applicants
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding workforce development initiatives and programs
- Develop, convene, or implement industry or sector partnerships
- Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system
- Referral to training services
- Information on the availability of supportive services and referral to such as appropriate

Unemployment Insurance

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

Jobs for Veterans State Grant (JVSG)

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

Rapid Response

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

Trade Adjustment Assistance (TAA)

- The TAA Program is a federal program established under the Trade Act that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The program develops On-the-Job Training (OJT) contracts
- Provide occupation skills training through Individual Training Accounts (ITAs)

- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals

Reemployment Services and Eligibility Assessments (RESEA)

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

Foreign Labor Certification

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

Migrant Seasonal Farmworker Services

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

Authority and Signature

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

By signing my name below, I, Robert Phillips, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- w) three (3) years from effective date or June 30, 2022
- x) Upon modified termination, whichever occurs earlier.

Robert Phillips
Signature

11-13-19
Date

Robert Phillips Dean, Workforce Training Division
Print Name and Title

Virginia Highlands Community College
Agency Name

Attachment B: Partner Program Services

Partner Program: Post-secondary Education Virginia Highlands Community College	
Website: vhcc.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Robert Phillips, Dean of Workforce Training Division, rphillips@vhcc.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): same	
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	referrals to and from Bristol and Abingdon Centers
List services to be made available below (add additional pages if needed): Post-secondary Education: Credit and non-credit Support the Business Services efforts in the region with staff support Partner as possible with meeting workforce needs with training program development	

Authority and Signature

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

By signing my name below, I, Dean Sprinkle, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

- y) three (3) years from effective date or June 30, 2022
- z) Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Wytheville Community College
Agency Name

Attachment B: Partner Program Services

Partner Program: Post-secondary Education Wytheville Community College	
Website: wcc.vccs.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Dr. Dean Sprinkle, President, dsprinkle@wcc.vccs.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Perry Hughes, VP Workforce Development & Occupational Programs, phughes@wcc.vccs.edu	
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	referrals to and from Wytheville & Galax Centers
List services to be made available below (add additional pages if needed): Post-secondary Education: Credit and non-credit Support the Business Services efforts in the region with staff support Partner as possible with meeting workforce needs with training program development	

Authority and Signature

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

By signing my name below, I, Chris Stone, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19

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 New River/Mount Rogers Region effective 7/1/19

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

- aa) three (3) years from effective date or June 30, 2022
- bb) Upon modified termination, whichever occurs earlier.

Chris Stone, MSW
Signature

11/19/2019
Date

Chris Stone, MSW Director Aging Disability Services
Print Name and Title

District Three Governmental Co-op
Agency Name

Attachment B: Partner Program Services

Partner Program: District Three Governmental Cooperative 4453 Lee Highway Marion, VA 24354 Website: www.district-three.org	
Partner Program - Signatory Authority (Name, Job Title, email): Chris Stone, Director of Aging and Disability Services, cstone@district-three.org Partner Program Local Area Contact (Name, Job Title, email and telephone number): Brenda Jones, SCSEP Coordinator, bjones@district-three.org 276-783-8157	
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	Crossroads Institute 1117 E Stuart Dr. Galax, VA 24333 and VEC Wytheville 800 East Main St. #200 Wytheville, VA 24362
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Recruit participants and implement services 	

Authority and Signature

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

By signing my name below, I, Annette Lewis, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. 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 New River/Mount Rogers Region effective 7/1/19**

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 New River/Mount Rogers Region effective 7/1/19**

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

cc) three (3) years from effective date or June 30, 2022

dd) Upon modified termination, whichever occurs earlier.

Annette Lewis
Signature

10/30/19
Date

Annette Lewis, President & CEO
Print Name and Title

Total Action for Progress
Agency Name

Attachment B: Partner Program Services

Partner Program: Total Action Against Poverty Website: tapintohope.org	
Partner Program - Signatory Authority (Name, Job Title, email): Annette Lewis, President, Annette.lewis@tapintohope.org	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jo Nelson, Director TAP This Valley Works, jo.nelson@tapintohope.org , 540-598-4219	
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	Radford Virginia Career Works
3. Service Provision Only	
List services to be made available below (add additional pages if needed): SwiftStart RESTORE	

Attachment I

Public Service Announcement

The Roanoke Times

Roanoke, Virginia
Affidavit of Publication

Account Number

6029929

Date

January 25, 2021

NR/MR WORKFACE INVESTMENT BOARD
Attn: MARTY HOLLIDAY
6580 VALLEY CENTER DRIVE
SUITE 119
RADFORD, VA 24141

Date	Category	Description	Ad Size	Total Cost
02/01/2021	Legal Notices	PUBLIC NOTICE The New River/Mount Rogers Workforce D	1 x 31 L	494.08

PUBLIC NOTICE

The New River/Mount Rogers Workforce Development Area Consortium Board and the New River/Mount Rogers Workforce Development Board are soliciting public comments on their updated Strategic Plan for Program Years 20-24. The plan update can be found at <https://vcwnrivermtrogers.com/about-us/strategic-plan/> or by requesting a copy at 540-633-6764. Comments need to be directed to Marty Holliday at marty.holliday@vcwnrnr.com or by mail to 6580 Valley Center Drive, Suite 119, Radford, VA 24141. All comments must be received by February 21, 2021 in order to be considered.

The Workforce Investment Area Consortium Board is an Affirmative Action, Equal Opportunity Employer.

(1178703)

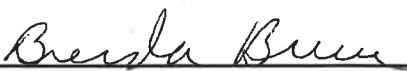
Publisher of the Roanoke Times

I, (the undersigned) an authorized representative of the Roanoke Times, a daily newspaper published in Roanoke, in the State of Virginia, do certify that the annexed notice PUBLIC NOTICE The New was published in said newspapers on the following dates:

01/21, 01/23, 01/22/2021

The First insertion being given ... 01/21/2021

Newspaper reference: 0001178703



Billing Representative

Sworn to and subscribed before me this Monday, January 25, 2021



Notary Public

Sharon R. Carsten

NOTARY PUBLIC

Commonwealth of Virginia

Notary Registration Number 329549

Commission Expires July 31 2021

State of Virginia

County of Hanover

My Commission expires

RECEIVED

JAN 26 2021

Per _____

THIS IS NOT A BILL. PLEASE PAY FROM INVOICE. THANK YOU

Tri-Cities/Southwest Virginia
Regional Group

Advertising Affidavit

P.O Box 609
Bristol, VA 24203
(276) 669-2181

Account Number

2159121

Date

January 25, 2021

NEW RIVER MT ROGERS WORKFORCE
6580 VALLEY CTR DR STE 119
RADFORD, VA 24141

Date	Category	Description	Ad Size	Total Cost
01/29/2021	Any Main BHC	NOTICE FOR PUBLIC COMMENTS	2 x 3.00 IN	818.60

**Publisher of the
Bristol Herald Courier**

**This is to certify that the attached NOTICE FOR PUBLIC COMMENT
was published in the Bristol Herald Courier in the
Commonwealth**

01/21, 01/22, 01/23/2021

The First insertion being given ... 01/21/2021

Newspaper reference: 0001178676

Sworn to and subscribed before me this

Monday, January 25, 2021


Notary Public


Accounting Clerk

RECEIVED

JAN 26 2021

Per _____

**State of Virginia-County of Hanover
My Commission expires _____**

Sharon R Carsten
NOTARY PUBLIC
Commonwealth of Virginia
Notary Registration Number 329549
Commission Expires July 31 2021

THIS IS NOT A BILL. PLEASE PAY FROM INVOICE. THANK YOU

License Required, some PLC knowledge and AC/DC drive experience preferred, rotating shifts, must have own tools; health, dental and vision benefits, 401k, and paid vacation available

Please send resume to -
P.O. Box 196, Low Moor, VA 24457
or email david.nicelyii@westrock.com
or denise.meggins@westrock.com



MARKETPLACE

FARM MART

Meat, Fish, Poultry

FRESH HAMS & PORK BELLIES
@EtzlerHams 1/29/21. 540-992-2297.



Follow us on

GRASS-FED/GRASS-FINISHED USDA INSPECTED BEEF SHARES AVAILABLE

Our farm offers: Quarter, Half, and Whole Beef Shares.

We currently have availability in our Spring and Summer Beef Share Programs.

Stock your home freezer, meet the farmer, and know where your food comes from.

OurCiderBarn@gmail.com
5405299527

PETS

Dogs

COTON DE TULEAR

8 week old coton de tulear. 3 males, 1 female. Very cute and adorable. Buy your furry friend now for a lifetime of memories. Call or text 2767240608 for more info.

2767240608

LABRADOODLE PUPPIES F1

Ready to go. Call for details,
937-818-5721.

POODLES-Toy, 2 Litters, ready Jan. 27.
3 pups, 3 boys, tan. 540-588-9011

PROBLEMS WITH YOUR NEWSPAPER DELIVERY?

Call 1-800-346-1234 or go to roanoke.com and click on Customer Care.

THE ROANOKE TIMES

Know now.

LEGAL ADS

Legal Notices

PUBLIC NOTICE

The New River/Mount Rogers Workforce Development Area Consortium Board and the New River/Mount Rogers Workforce Development Board are soliciting public comments on their updated Strategic Plan for Program Years 20-24. The plan update can be found at <https://vcwnrivermtrogers.com/about-us/strategic-plan/> or by requesting a copy at 540-633-6764. Comments need to be directed to Marty Holliday at marty.holliday@vcwnr.com or by mail to 6580 Valley Center Drive, Suite 119, Radford, VA 24141. All comments must be received by February 21, 2021 in order to be considered.

The Workforce Investment Area Consortium Board is an Affirmative Action, Equal Opportunity Employer.

(1178703)

Trustee Sales

TRUSTEE'S SALE OF 427 Store Hill Road, Austinville, VA 24312

In execution of a Deed of Trust in the original principal amount of \$57,023.46 dated September 27, 2002 recorded among the land records of the Circuit Court for Wythe County on September 30, 2002 as Instrument Number: 20004464, the undersigned appointed Substitute Trustee will offer for sale at public auction, at the Main entrance of the courthouse for the Circuit Court of Wythe County, 225 South 4th St, Wytheville, VA 24382 on February 10, 2021 at 11:00 AM the property described in said deed of trust, located at the above address and briefly described as: All that certain parcel of land in Lead Mines Magisterial District, near Austinville, Wythe County, Commonwealth of Virginia, as more fully described in Deed Book 350, Page 622, ID# 75-3-41, being known and designated as Lot 203, on a map or Plat of the property of Newtown, Inc. filed in Plat Book 6, Page 294 Tax ID: 075-003-0000-0203.

TERMS OF SALE: A bidder's deposit of \$3,600.00 or 10% of the sale price, whichever is lower, will be required in the form of a certified or cashier's check. Cash will not be accepted as a deposit. Settlement within fifteen (15) days of sale, otherwise Trustee may forfeit deposit. Additional terms to be announced at sale. This is a communication from a debt collector. This notice is an attempt to collect on a debt and any information obtained will be used for that purpose.

(Trustee # 20-006267)

Substitute Trustee: ALG Trustee, LLC
C/O Orlans PC PO Box 2548, Leesburg, VA 20177 (703) 777-7101 website: www.Orlans.com

The Roanoke Times and roanoke.com connects you to local news, sports and events in your region. News so you can know what's going on in your area.

mortgage deposit. Additional terms announced at sale. Loan Conventional. Reference Number 286126.

PROFESSIONAL FORECLOSURE CORPORATION OF VIRGINIA, SU
Trustees, C/O LOGS LEGAL GROUP
10021 Balls Ford Road, Suite
Manassas, Virginia 20109 (703) 5800.

Publication Dates:

January 18, January 19, January 21 and January 22, 2021

(1176520)

ANNOUNCEMENTS

Special Notices

PUBLIC NOTICE

NRVCS is requesting FTA 5310 funds from DRPT to purchase on-chassis, nineteen passenger replacement vehicle with wheelchair lift at an estimated cost of \$70,000. In addition we are requesting hardware and software equipment the amount of \$96,000 from FTA Operating and Mobility Management program. We invite any interested party within the NRV to comment on the proposed requests by submitting a written notice by February 1st, 2021 to Ms. Brittany Voll, MPA, DRPT, Main St., Ste. 2102, Richmond, VA 23219 and to Mr. Trevor Sakry, NRVCS, 2-B Corporate Center, Radford, VA 24141.

Personals

All Wanted to Meet addresses envelopes must have the Box #1 with the address.

CONFIDENTIAL REPLY SERVICE

You may purchase confidential box reply service and remain anonymous as you screen responses to your ad. We will either forward responses to you, or you may delete them up.

The Blind Box service fee is \$6.

ADJUSTMENTS AND CREDIT

Please Read Your Ad to Avoid Errors. The first day your ad appears, please read it carefully. We are not responsible for errors reported after the first day of publication. The publisher assumes no responsibility for errors, nor for omissions. All claims for statement adjustments must be made within seven days after expiration of ad. Liability for errors in excess of the cost of that portion of the ad occupied by such an error.

EQUAL HOUSING OPPORTUNITY

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and assist an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, religion, sex, handicap, familial status, or age. This policy, and the Equal Housing Opportunity Act, will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this paper are available on an equal opportunity basis. To complain of discrimination call HUD toll-free at 1-800-669-7772. The toll-free telephone for the handicapped is 1-800-543-8294. Complaints may also be filed with the Virginia Housing Office at 888-551-3247.