

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT AREA
CONSORTIUM AND WORKFORCE BOARDS JOINT MEETING

MEETING AGENDA

May 15, 2024

- I. Call to Order – Chair Biggs and Chair Miller
- II. Moment of Reflection – Chair Biggs
- III. Pledge of Allegiance
- IV. Roll Call
- V. Consent Agenda -
 - Approval Meeting Minutes – February 28, 2024 (WDB) and March 20, 2024 (CB)
 - July 1, 2024 WDB Reappointments (CB)
 - Operational Summary (both)
 - Financials (both)
- VI. Public Comment Period
- VII. Review/Action of Draft PY24 Budget* (WDB then CB)
- VIII. Review/Action of PY24 Contract Award and Funding Allocation Recommendations* (WDB then CB)
- IX. Review/Action of PY24 Fiscal Agent Agreement* (CB only)
- X. Review/Action PY24-26 MOU* (WDB only)
- XI. Review/Action PY24 Wytheville IFA* (WDB only)
- XII. Action on having Chair Biggs sign the MOU & IFA* (CB only)
- XIII. Executive Summary – Marty Holliday
 - A. Workforce Reorganization
 - B. Federal Update on Reauthorization
 - C. Foundation Update
- XIV. Break for Lunch
- XV. Updates
 - A. One-Stop and Program Operator Report – Beth Carico
 - B. Grants Updates – Jenny Bolte, Angi Chandler and Kathy Pickel
- XVI. Complete Travel Reimbursements
- XVII. Next Meeting at the Wytheville Meeting Center –
 - A. Workforce Board – August 28, 2024 beginning at 10am
 - B. Consortium Board: September 18, 2024 beginning at 10am
- XVIII. Adjournment

*Items needing a vote

New River/Mount Rogers Workforce Development Board

MEETING MINUTES

February 28, 2024 – All Virtual

CALL TO ORDER

Chair Miller called to order the regular meeting of the NRMW Workforce Development Board at 10:05 am on February 28, 2024.

ROLL CALL

Ms. Holliday conducted a roll call. The following persons were present and Online:

Board Members

Mike Miller, Chair
Jay Williams, Vice-Chair
Christi Altizer
Thad Austin

Carla Pauley
Chris Pfohl
Bryan Phipps
Jimmy Smith
Martha Smith

Joy Butler
Vicky Collins
Jeff Dunnack
Nicole Hair
Mary Anne Holbrook
Perry Hughes
Jordan Loupe
Shannon Mutter

Staff

Marty Holliday
Jenny Bolte
Della Wheeler
Renee Sturgill

Guests

Mary Biggs, CLEO Chair
Beth Carico

A quorum was present.

CONSENT AGENDA

Mr. Dunnack made the motion to approve the Consent Agenda as presented with a second from Ms. Holbrook. The motion was passed unanimously.

PUBLIC COMMENT PERIOD

Hearing none, Chair Miller moved on with the agenda.

COMMITTEE REPORTS

- **Marketing Committee:**

Ms. Holliday gave an overview of the State and Board brands going back to WIA in 2000. She then reviewed Board brand options as discussed and approved by the Marketing Committee. After a brief discussion and an on-line voting a brand was selected.



**NEW RIVER/MOUNT ROGERS
WORKFORCE DEVELOPMENT BOARD**

CULTIVATING TALENT FOR THE REGION

CONSORTIUM BOARD UPDATE

Ms. Biggs, Consortium Board Chair, informed the Board that since both boards met in December and the Consortium Board would not meet until March, there was no update to give, but that she was looking forward to working with everyone.

EXECUTIVE DIRECTOR SUMMARY

- Ms. Holliday gave updates to the board on: Regional Initiatives (two GoVA funded Talent Pipeline projects, NRV Tech Hub and VT's multi state Industrialized off site Construction project); Workforce System Reorganization; State laws regarding workforce and Federal WIOA Reauthorization.

PARTNER REPORTS

Reports for the following partner agencies were given Reports for the following partner agencies were given: Ms. Mutter; Institute of Higher Education, Mr. Hughes;; Job Corp, Mr. Loupe; TANF Programs, Ms. Collins; Title 1 Rehabilitation Act of 1973, Ms. Altizer; Virginia's Employment Services, Ms. Lowe; WIOA Title 1 OSO Report and programs, Ms. Carico; Special Grants, Ms. Bolte.

ADJOURNMENT

Chair Miller stated that the next meeting would be an in-person Joint Meeting with the Consortium Board at the Wytheville Meeting Center beginning at 10:00 am. With no further business to discuss, the meeting was adjourned at 11:45.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Marty Holliday". The signature is fluid and cursive, with the first name "Marty" and last name "Holliday" clearly distinguishable.

Marty Holliday
Executive Director

New River/Mount Rogers Workforce Development Area Consortium Board

INFORMATIONAL MINUTES

March 20, 2024

CALL TO ORDER

Chair Biggs called to order the regular meeting of the NRMR Workforce Development Area Consortium Board at 10:06 am on March 20, 2024 at Wytheville Community College.

MOMENT OF REFLECTION

Chair Biggs lead the Board in the pledge of allegiance and a moment of reflection. She then asked the members to introduce themselves as there were a few new members.

ROLL CALL

Ms. Holliday conducted a roll call. The following persons were present. A quorum was present.

Board Members In Person

Staff

Montgomery County – Mary Biggs, Chair

Marty Holliday

Bland County – Cameron Burton

Floyd County – Linda Millsap

Guests

Grayson County – Michael Hash

Pulaski County – Laura Walters

Smith County – Jason Parris

Beth – People Inc.

Washington County – Charlie Hargis

PUBLIC COMMENTS

Ms. Biggs opened the floor to public comment. Hearing none, she proceeded with the next item on the agenda.

CONSENT AGENDA

Ms. Walters made the motion to approve the Consent Agenda items. Mr. Hash seconded the motion and the motion was passed unanimously.

ELECTION OF OFFICERS

Chair Biggs turned the meeting over to Ms. Holliday. Ms. Holliday presented the slate of officers brought by the Nomination Committee: Chair – Mary Biggs (PDC 4) and Vice Chair – Charlie Hargis (PDC 3). Ms. Holliday reminded the members that the chair and vice chair had to be from different planning districts. She asked for any nominations from the floor. Hearing none, she called for a vote. It was a unanimous decision. Ms. Holliday returned the meeting to Chair Biggs.

APPROVAL TO MOVE TICKET FUNDS TO THE FOUNDATION

Ms. Holliday brought a request from the NR/MR Workforce Development Foundation to move \$10,000 from Ticket to Work funds to the Foundation so they can open a bank account. Ms. Burton made the motion to approve the transfer of funds. Ms. Walters seconded the motion and the motion passed unanimously.

WORKFORCE DEVELOPMENT BOARD UPDATE

In the absence of Mr. Miller, Ms Holliday updated the WDB's activities around branding.

EXECUTIVE DIRECTOR SUMMARY

Ms. Holliday gave updates to the board on: Regional Initiatives (two GoVA funded Talent Pipeline projects, NRV Tech Hub and VT's multi state Industrialized off site Construction project); Workforce System Reorganization; State laws regarding workforce and Federal WIOA Reauthorization. Then she led the group through the same branding process as the WDB. The following was selected.



NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT AREA CONSORTIUM BOARD

CULTIVATING TALENT FOR THE REGION

INFORMATIONAL ITEMS

Ms. Carico provided the One-Stop Operator report and People Inc's program updates. Ms. Holliday provided updates on the Board's discretionary grants.

NEXT MEETING

Chair Biggs reviewed the travel reimbursement and meeting schedule. The next meeting would be the Joint Board Meeting on May 15, 2024 at 10 am at the Wytheville Meeting Center.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 11:55am.

Respectfully Submitted,

Marty Holliday
Executive Director

WDB Member Term Expiration Dates As of 7/1/24

6/30/25

6/30/26

6/30/27

Perry Hughes

John Overton

Jimmy Smith

Phil Hull

Kelly DeBusk

Thad Austin

Christy Lowe

Jeff Carter

Larry Wyatt

Mary Ann
Gilmer

Carla Pauley

Michael Miller

Joy Butler

Christi Altizer

Bryan Phipps

Aaron Vaughan

Shannon
Mutter

Mark Tapp

Nichole Hair

Jordan Loupe

Jay Williams

Bradley
Rodriguez

Jayme Brewer

Vicki Collins

Chris Pfolh

Jeff Dunnack

Martha Rasnake

Mary Anne
Holbrook

Operational Summary- May 15, 2024

Service Levels:

Thru April 30, 2024, our Program Operator has served the following:

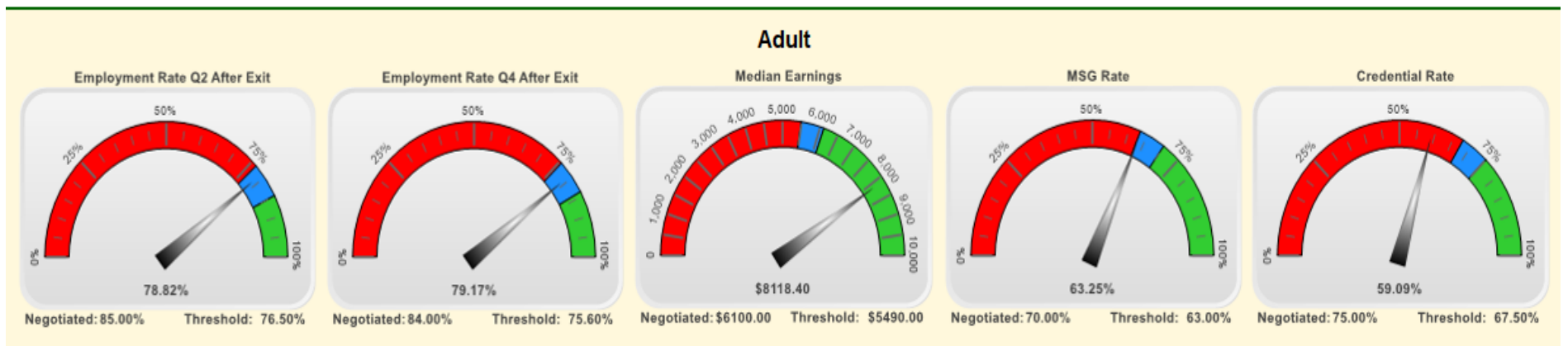
DLW- 81	In-Training- 34
Adults- 194	In-Training- 142
Youth- 164	In-Training- 108

These service levels are the following percentage of planned PY'24 enrollments for the 4th quarter of the program year:

	<u>Plan</u>	<u>Actual</u>
DLW – 59.6% of plan	136	81
Adult – 109.0% of plan	178	194
Youth – 102.5% of plan	160	164

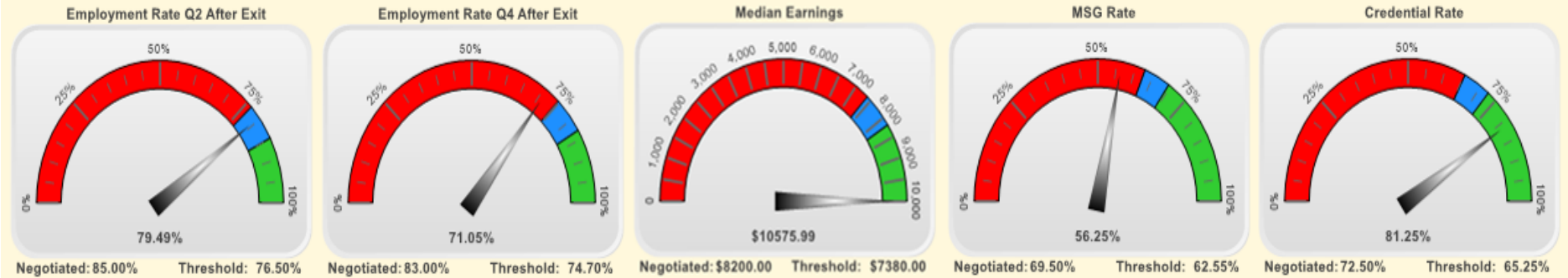
Performance:

Thru April 30, 2024, the Program Operator have achieved the following performance levels:



Performance: Thru April 30, 2024

Dislocated Worker



Youth



New River/Mount Rogers Workforce Development Area
Consortium Board and Workforce Board
Financial Report
Report Period: March 31, 2024

WIOA Administration Funds

PY22 Year 2

Available Funds	\$	191,493.40
Board Expenditures	\$	191,493.40
Total PY22 Administrative Funds Available	\$	0.00

PY23 Year 1

Available Funds		
Board Expenditures	\$	166,645.10
Total PY23 Administrative Funds Available	\$	8,132.31
	\$	158,512.79

WIOA Adult Program Funds

PY22 Year 2

Available Funds		
Board Expenditures	\$	597,734.10
Total PY22 Adult Funds Available	\$	521,192.45
	\$	76,541.65

PY23 Year 1

Available Funds		
Board Expenditures	\$	524,268.00
Total PY23 Adult Funds Available	\$	0
	\$	524,268.00

WIOA DLW Program Funds

PY22 Year 2

Available Funds		
Board Expenditures	\$	401,905.80
Total PY22 DLW Funds Available	\$	383,015.08
	\$	18,890.72

PY23 Year 1

Available Funds		
Board Expenditures	\$	343,936.80
Total PY23 DLW Funds Available	\$	0
	\$	343,936.80

WIOA Youth Program Funds

PY22 Year 2

Available Funds	\$	723,800.70
Board Expenditures - OSY	\$	361,013.40
Board Expenditures - ISY	\$	56,486.13
Total PY22 Youth Funds Available	\$	306,301.17

PY23 Year 1

Available Funds	\$	631,601.10
Board Expenditures - OSY Board	\$	0
Expenditures - ISY	\$	0
Total PY23 Youth Funds Available	\$	631,601.10

Ticket To Work

Available Funds to Date	\$	-
Board Expenditures to Date	\$	-
Remaining Balance	\$	23,782.74

Covid Recovery-Mount Rogers & New River Valley

Available Funds to Date	\$	-
Board Expenditures to Date	\$	-
Remaining Balance	\$	1,057.20

Local Support

Available Funds to Date	\$	-
Board Expenditures to Date	\$	-
Remaining Balance	\$	7,285.01

PY24 BUDGET

PY'23 Carryover Funds

Formula

Administration	\$ 100,000
<u>Program</u>	
DLW	\$ 290,000
Adult	\$ 490,000
Youth	\$ 500,000
Totals	<u>\$1,280,000</u>
Carryover Funds	<u>\$1,380,000</u>

PY '24 WIOA Allocations

	Admin	Program	Projected PY'24 Allocation	PY23 Allocation	% Difference
DLW	\$32,483	\$292,346	\$324,829	\$382,152	-15.0%
Adult	\$52,427	\$471,841	\$524,268	\$582,520	-10.0%
Youth	\$61,757	\$555,809	\$617,566	\$701,779	-12.0%
Totals	<u>\$146,666</u>	<u>\$1,319,996</u>	<u>\$1,466,663</u>	<u>\$1,666,451</u>	<u>-12.0%</u>

Total Available Funding Summary

	Admin	Program	Total
WIOA Funding	\$146,666	\$1,319,996	\$1,466,663
Carryover	\$100,000	\$1,280,000	\$1,380,000
POWER		\$229,057	\$229,057
Youthbuild		\$213,973	\$213,973
Local Support		\$17,768	\$17,768
Ticket to Work		\$14,352	\$14,352
WORC		\$494,393	\$494,393
Ready SWVA		\$464,422	\$464,422
Soft Skills		\$39,766	\$39,766
Technical		\$84,722	\$84,722
Supplimental		\$34,340	\$34,340
Trades Gap		\$398,959	\$398,959
Total	<u>\$246,666</u>	<u>\$4,591,748</u>	<u>\$4,838,415</u>

PY24 BUDGET

Expenses

Staff Salaries	\$792,275
Fringe Benefits	\$265,217
Travel	\$35,000
Office Space	\$26,000
Communication/Phones	\$16,000
Supplies	\$30,000
Postage	\$250
Printing	\$2,000
Copies & Copier Maint.	\$5,500
Outreach/Media Adv.	\$82,000
Equipment Rent	\$1,700
Dues/Pubs	\$5,000
Training/Professional Development	\$12,000
Meeting Expense	\$63,000
Contractual Ser.	\$1,018,493
Professional Services	\$14,200
Liability Insurance	\$4,000
Miscellaneous	\$2,000
Expenses	\$2,374,635
Fiscal Agent Services	75,000
Board Reserved Funds	25,000
WIOA Program Operators	2,330,000
Undesignated	26,428
Total Budget	\$4,831,063

PY 24 Board Expenditures by Program

Formula Administration	\$161,592
Formula Adult Program	82,680
Formula DLW Program	71,227
Formula Youth Program	74,736
WIOA Formula Total	\$390,235

Local Support	\$17,768
Ticket to Work	\$14,352
POWER	\$229,057
WORC	\$494,393
Youthbuild	\$213,973
Trades Gap	\$398,959
Ready SWVA	\$464,422
Soft Skills	\$39,766
Technical	\$84,722
Supplimental	\$34,340

Non-Formula Total	\$1,991,752
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Grand Total	\$2,381,987
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<u>Fiscal Agent Services</u>	75,000
<u>WIOA Program Operators</u>	2,330,000
<u>Reserve Funds</u>	25,000

**New River/Mount Rogers Workforce Development Area
Summary of Funding Allocations and Board Expenses
Program Year 24**

Funding Source	Projected Funding	% of Funds
Formula Administration	246,666	5.1%
Formula Adult Program	961,841	19.9%
Formula DLW Program	582,346	12.0%
Formula Youth Program	1,055,809	21.8%
POWER	229,057	4.7%
Youthbuild	213,973	4.4%
Local Support	17,768	0.4%
Ticket to Work	14,352	0.3%
WORC	494,393	10.2%
Trades Gap	398,959	8.2%
Ready	464,422	9.6%
Softskills	39,766	0.8%
Technical	84,722	1.8%
Supplimental	34,340	0.7%
Projected Totals	4,838,415	100.0%

Board Expenses

Formula Administration	161,592
Formula Programs	228,643
POWER	145,794
Youthbuild	100,379
Local Support	12,768
WORC	321,980
Ticket	14,352
Trades Gap	274,939
Ready	63,717
Soft Skills	19,768
Technical	22,722
Supplimental	14,342
Total	1,380,996

Fiscal Agent Services **\$75,000**

Board Reserved **\$25,000**

**New River/Mount Rogers Workforce Development Area
Summary of Funding Distributions
Program Year 24**

Distribution to Program Operators

Program Costs:		
One-Stop Operator	50,000	
Formula Adult	840,000	
Formula DLW	490,000	
Formula Youth	950,000	
Total to Program Operators		\$2,330,000

Distribution to Contractors

POWER	83,263	
Youthbuild	113,594	
WORC	172,413	
Local	5,000	
Trades Gap	124,020	
Ready	400,705	
Soft Skills	19,998	
Technical	62,000	
Supplimental	19,998	
Total to Contractors		1,000,991

Non Designated/Distributed Funds

Formula Administration	10,075	
Formula Adult Program	7,495	
Formula DLW Program	4,452	
Formula Youth Program	4,406	
Total Non Designated/Distrubuted		\$26,428

Grand Totals

		<u>% of Funds</u>
Board Expenses	1,380,996	23.5%
Fiscal Agent	75,000	2.4%
Board Reserved	25,000	0.9%
Program Operators	2,330,000	51.5%
Sub-recipients	-	4.6%
Contractors	1,000,991	16.2%
Non Designated	26,428	0.8%
Total	\$ 4,838,415	100%

PY'24 Recommended Contract Funding
As of July 1, 2024

One Stop Operator

People Inc. of Virginia	\$50,000
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Adult

People Inc. of Virginia	\$840,000
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DLW Program

People Inc. of Virginia	\$490,000
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Youth Program

People Inc. of Virginia	\$950,000
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New River Mount Rogers Workforce Development Area Consortium

Fiscal Agent Service Agreement

This Agreement entered into this 1st day of July, 2024 by and between the Pulaski County Board of Supervisors (the Grant Recipient of Workforce Innovation and Opportunity Act funds for the New River/Mount Rogers Workforce Development Area Consortium), hereinafter called the “Grant Recipient”, the New River/Mount Rogers Local Workforce Development Area Consortium, hereinafter called the “Consortium” and the New River Valley Regional Commission, hereinafter called the “Fiscal Agent”. The Agreement is being entered into pursuant to section 107 (d) (12) (B) (II) of the Workforce Innovation and Opportunity Act of 2014 and pursuant to Article V, Section 2 of the Joint Powers Agreement entered into by the thirteen (13) member jurisdictions forming the New River/Mount Rogers Workforce Development Area Consortium under the Workforce Innovation and Opportunity Act (P.L.113-128)(“WIOA”).

WITNESSETH that in consideration of the mutual covenants, promises and Agreements herein contained the parties agree as follow:

SCOPE OF SERVICE AND RESPONSIBILITIES:

The Fiscal Agent will receive and manage all formula WIOA funds for the area including Adult, Dislocated Worker, and Youth, as well as state reserve WIOA, and other federal funds allocated to the local workforce area, and Grants and Agreements. The Fiscal Agent shall be generally responsible for the acceptance and maintenance, disbursement, accounting and reporting WIOA and all other grant funds for the Consortium during the period.

The Fiscal Agent duties and responsibilities shall be performed for the direct benefit of the Consortium and performed in accordance with, and governed by, applicable WIOA, Federal and State regulations. The Fiscal Agent’s work shall be performed in accordance with the policies and procedures of the Workforce Services Division of the Virginia Community College System (“VCCS”). In addition, the Fiscal Agent will provide services related to grants management, general accounting and financial services, oversight for fund integrity, staff support and technical assistance on fiscal matters.

The Fiscal Agent shall cooperate with and assist the Consortium Board and the New River Mount Rogers Workforce Development Board (“WDB”) with their workforce objectives in conformity with WIOA regulations.

The Fiscal Agent has no duties or responsibilities for the oversight, management or results of any program for which funds are disbursed. The Fiscal Agent does not make decisions about who receives the money or approve budgets. The Fiscal Agent will serve as an accounts payable and receivable operation. The Fiscal Agent disburses the funds at the direction of the Consortium Board as long as those directives do not violate any provision of WIOA or OMB Circulars or Federal Acquisition Regulations (FAR). The federal funds will pass through the operation on a reimbursement basis. The Fiscal Agent, its employees, or its subcontractors,

may not provide WIOA career service, training service or other direct job seeker workforce services in the area where the entity is the Fiscal Agent.

The Fiscal Agent will exercise the degree of skill and care expected by the financial reporting and accounting profession. The Fiscal Agent accepts responsibility for the quality, accuracy and timeliness of the work performed by the Fiscal Agent and its employees, subcontractors and agents. The Fiscal Agent accepts financial responsibility for any errors and omissions attributed to employees of the Fiscal Agent that cause harm to the Consortium and for the faithful performance of its employees, including employee theft.

The Consortium accepts financial responsibility for any errors and omissions attributed to information prepared by Consortium employees.

The detailed scope of work is attached as Exhibit A and hereby is incorporated into and made a part of this Agreement.

PERIOD OF PERFORMANCE:

The term of this Agreement shall be for one (1) year commencing on July 1, 2024 and continuing through June 30, 2025. This Agreement may be extended for one (1) or more additional years if agreed to in writing by all parties.

COMPENSATION AND METHOD OF PAYMENT:

The Fiscal Agent shall be compensated for services rendered under this Agreement during the term a total amount of Sixty Thousand Dollars and No Cents (\$75,000.00) to be invoiced in four (4) installments. Upon receipt of an invoice from the Fiscal Agent, and as approved by the Consortium's Executive Director, payment will be made to the Fiscal Agent within thirty (30) days in the following increments.

\$18,750 to be paid by September 15

\$18,750 to be paid by December 15

\$18,750 to be paid by March 15

\$18,750 to be paid by June 15

It is recognized that such payments are being made in advance of services being performed. Should this Agreement terminate for any reason during the term, the Fiscal Agent shall reimburse the Consortium as provided in the Paragraph "TERMINATION".

FUNDING OF SERVICES:

Only Workforce Innovation and Opportunity Act funds allocated to the New River/Mount Rogers Workforce Development Area Grant Recipient will be used to pay for services contained in this Agreement. The Fiscal Agent will be immediately notified in writing should the Grant Recipient or the Consortium Board receive insufficient funds from the funding sources previously identified to pay for the requested services. All services contained in this Agreement will cease upon Fiscal Agent receipt of written notification and the Grant Recipient will ensure that the Fiscal Agent receives payment for all services delivered prior to the cessation of this Agreement.

EMPLOYEES:

The Fiscal Agent will continue to serve as the payroll and benefits administrator for the employees of the Consortium. The Fiscal Agent will handle all payroll processing, wage reporting, payment for benefits including retirement, health care, workers' compensation and unemployment compensation for the term of this Agreement. It is recognized that for all employment purposes, the NRVRC is not the statutory or common law employer of the Consortium employees. The Executive Director of the Consortium is responsible for maintaining all time records required under the Fair Labor Standards Act, all leave records, and personnel records. In order for the processing of payroll, the Consortium Executive Director shall provide the Fiscal Agent time and leave records of Consortium employees on a schedule established by the Fiscal Agent.

OWNERSHIP OF DOCUMENTS:

All records of the Fiscal Agent relating to this Agreement and performance there under (the "Consortium Records") are official records of the Consortium and shall be subject to the Virginia Freedom of Information Act and/or the Government Data Collection and Dissemination Act (VA Code §§ 2.2-3700 et. seq. and 2.2-3800 et. seq.). The Consortium Records shall be made available to the Grant Recipient, Consortium Board members and its staff, and agents upon their request. At the termination of this Agreement, the Consortium Records shall be returned to the Consortium within in ten (10) business days.

TERMINATION:

This Agreement may be terminated by either party provided that sixty (60) days written notice of intent to terminate be provided. Should this Agreement terminate prior to June 30, 2025, or during any subsequent term, the cost to the Grant Recipient will be based on the rate of 1/12 of the agreed upon price (\$6,250 for FY2024) for each month that the Fiscal Agent provided the requested services. If payments have been made to the Fiscal Agent prior to notice of terminate this Agreement, the Fiscal Agent agrees to reimburse the Grant Recipient for all remaining months on this Agreement for which services have not been provided at the aforementioned rate.

BONDING/INDEMNIFICATION:

The Fiscal Agent shall obtain a fidelity bond in an amount sufficient to protect all Consortium funds handled by the Fiscal Agent. The Fiscal Agent shall provide upon executing this Agreement a copy of the fidelity bond. The bond shall provide that should the bond be cancelled for any reason, notice of cancellation shall be sent to the Grant Recipient and the Consortium Executive Director.

The Fiscal Agent agrees to indemnify, defend and hold harmless the Consortium and its officers, agents and employees from any claims, damages and actions of any kind of nature, whether at law or in equity, arising from or caused by the Fiscal Agent including any services of any kind or

nature provided by the Fiscal Agent, provided that such liability is not attributable to the sole negligence on the part of the Consortium.

LIABILITY INSURANCE:

The Fiscal Agent shall arrange for appropriate insurance during the life of the Agreement to cover bodily injury, and property damage liability in order to protect it and the Consortium from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from its activities under this Agreement. Such insurance must be issued by a company admitted within the Commonwealth of Virginia and with at least a Best's Key Rating of A:V1. The Fiscal Agent shall provide the Consortium with a certificate of insurance showing such insurance to be in force and providing that the insurer shall give the Consortium at least 30 days notice prior to cancellation or other termination of such insurance.

CERTIFICATION:

The Fiscal Agent in executing this Agreement hereby certifies to the obligations and responsibilities placed on it in Exhibit A.

MISCELLANEOUS:

No delay or omission by any party hereto to exercise any right or power accruing upon any non-compliance or default by any party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof except as otherwise may be herein provided. A waiver by either party of any covenant, condition of the Agreement to be performed by the other party shall be in writing and shall not be construed to be a waiver of any succeeding breach of any covenant, condition or Agreement herein contained.

This Agreement and all of the provisions hereof shall be binding upon, and shall inure to the benefit of, the parties hereto and their permitted assigns, but neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by either of the parties hereto without the prior written consent of the other.

This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia. Jurisdiction and venue for any legal action or suit in connection with or arising out of this Agreement shall lie in Pulaski County, Virginia. The parties hereto hereby covenant and agree that any such action or suit shall be brought only in the Circuit Court of Pulaski County, Virginia, and in no other court.

This Agreement represents the entire Agreement between the parties, and shall not be modified except in writing signed by all parties. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed to be original, and all of which together shall constitute one and the same instruments.

IN WITNESS WHEREOF, the above parties have caused this Agreement to be duly executed intending to be bound thereby.

New River Valley Regional Commission

Pulaski County, Virginia

BY: _____
Kevin Byrd

By: _____
Laura Walters

TITLE: Executive Director

TITLE: Chairman, Pulaski County
Board of Supervisors
(Grant Recipient)

ADDRESS:
New River Valley Regional Commission
6580 Valley Center, Suite 124
Radford, VA 24141

ADDRESS:
Pulaski County Board of Supervisors
143 Third Street NW, Suite 1
Pulaski, VA 24301

New River/Mount Rogers Workforce Development Area Consortium Board

BY: _____
Mary Biggs

TITLE: Chair

ADDRESS:
6580 Valley Center Drive, Suite 119
Radford, VA 24141

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.



**VIRGINIA
CAREER WORKS**

One Stop SYSTEM MOU

July 1, 2024-June 30, 2027

Virginia Career Works New River/Mount Rogers Region

New River/Mount Rogers Workforce Development Board

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

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Legal Authority

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

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

Memorandum of Understanding

This MOU is executed between the Local Workforce Development Board 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.

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
1000 East Main Street, Carroll Hall 2 nd Floor, Wytheville, VA 24382	Email Address: Christina.lowe@vec.virginia.gov
Operating Hours: M, T, Th 8:30 am – 4:30 pm, Wednesday 9:30-4:30, Friday 8:30am-3:30pm	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: M, T, Th 8:30 am – 4:30 pm, Wednesday 9:30-4:30, Friday 8:30am-3:30pm	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: M, T, Th 8:30 am – 4:30 pm, Wednesday 9:30-4:30, Friday 8:30am-3:30pm	Website https://vcwnewrivermtrogers.com/

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

Beth Carico, Director of WFD Programs 211 Main Street, Narrows, VA 24124	Phone 540-726-8201 Email Address Email Address: ecarico@peopleinc.net
Operating Hours 8:00am - 4:30pm Tu/Wed/Thur	Website https://vcwnewrivermtrogers.com/

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

Karen Akers, Manager 51A West Main Street, Radford, VA 24141	Phone: 540-831-5980 Email Address: karen.akers@vec.virginia.gov
Operating Hours: M, T, Th 8:30 am – 4:30 pm, Wednesday 9:30-4:30, Friday 8:30am-3:30pm	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	Postsecondary Career and Technical Education (CTE) Programs under Carl D. Perkins CTE Act of 2006

	Wytheville Community College	
Community Services Block Grant	Mountain Community Action People, Inc.	Special Block Grants
Job Corps	Blue Ridge Job Corps	DOL WIOA Title 1
Jobs for Veterans State Grants (JVSG)	Virginia Department of Workforce and Advancement	JVSG, authorized under chapter 41 of Title 39, U.S.C.
Migrant Seasonal Farmworkers	Virginia Department of Workforce and Advancement	National Farmworker Jobs Program
Pathways to a Strong and Healthy Region	New River/Mount Rogers Workforce Development Area Consortium Board	Appalachian Regional Commission – POWER Grant
Senior Community Service Employment Program (SCSEP)	Goodwill Industries of the Valleys, Inc. Goodwill Industries TENVA	WIOA Title V Program
Supplemental Nutrition Assistance Program (SNAP) And possibly SNAP Employment and Training Program	Department for Social Services Localities: Bland, Bristol, Carroll, Floyd, Galax, Giles, Grayson, Montgomery, Pulaski, Smyth, Radford, Washington, Wythe	USDA Food and Nutrition Services
Temporary Assistance for Needy Families (TANF) and Virginia Initiative for Employment and Work (VIEW)	Department for Social Services Localities: Bland, Bristol, Carroll, Floyd, Galax, Giles, Grayson, Montgomery, Pulaski, Smyth, Radford, Washington, Wythe	TANF, authorized under Part A of Title IV of the Social Security Act
Ticket to Work	NR/MR WDA CB	Social Security Administration
Trade Adjustment Assistance (TAA)	Virginia Department of Workforce and Advancement	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
Vocational Rehabilitative Services	Department for Aging and Rehabilitative Services Department for the Blind and Visually Impaired	WIOA Title IV Program
Wagner-Peyser Employment Services (ES)	Virginia Department of Workforce and Advancement	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	People Inc.	WIOA Title I Program
WIOA DLW Program	People Inc.	WIOA Title I Program
WIOA Youth Program	People Inc.	WIOA Title I Program
YouthBuild	New River/Mount Rogers WDA CB	US DOL - WIOA
Native American program	N/A – no regional providers	US DOL - WIOA
Second Chance Act	N/A – no regional providers	Justice Department
HUD Training Programs	N/A – no regional providers	

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 NR/MR WDA 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, found after each signature page.

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.
- ❖ In the case of a natural or manmade disaster will work with the LWDB, the One-Stop Operator and One-Stop System partners to ensure that services continue for job seekers and business through virtual and/or temporary centers 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, where applicable, local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and, where applicable, local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect the confidentiality policies and legal requirements of all of the other Parties.

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

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

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

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

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

Referrals

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

- ❖ Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the 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 to partners on this MOU to ensure that customers who are eligible for supplemental and complementary services and benefits under partner programs have the opportunity to receive those services and benefits and participate in Integrated Resource Teams (IRTs) to support those individuals as appropriate,
- ❖ 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

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>.

disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

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

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

any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

Outreach

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

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

Non-Discrimination and Equal Opportunity

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

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

Responsibilities of the Parties

All parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The parties acknowledge the _____ 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 parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the parties, the One-Stop Operator will negotiate a resolution with the parties. The One-Stop Operator shall determine the process to mediate and resolve the matter.

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

- ❖ All parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all parties to the MOU regarding the conflict within five business days.
- ❖ The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present. This decision shall not be binding on any partner that is an agency of the Commonwealth.
- ❖ The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- ❖ The LWDB Chair (or designee) will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.
- ❖ This MOU shall not affect the right of any party to seek all available remedies provided to it by law.

Modification Process

1. *Notification of Partners*

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

2. *Discussion/Negotiation*

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

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

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

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

3. *Signatures*

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

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

Effective Period

This MOU is entered into as of July 1, 2024 and shall expire no later than June 30, 2027, unless any of the reasons in the Termination section apply.

Termination

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

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

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

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

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

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

RESOURCE SHARING AGREEMENT

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

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

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

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

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

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

RSA Timeline

Cost Allocation Methodology

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

Cost Reconciliation and Allocation Base Update

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

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

INFRASTRUCTURE FUNDING

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

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

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

All Parties to this MOU and separate RSAs for the Center(s) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the center or not.^[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.

Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this **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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

New River/Mount Rogers Workforce Development Area Consortium 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, _____, 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.

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- Upon modified termination, whichever occurs earlier.

Signature

Date

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, _____, 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.

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- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Blue Ridge Job Corp

Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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.

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- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Department for Blind and Visually Impaired

Agency Name

Authority and Signature

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

By signing my name below, I _____, certify that I have read the information contained in this **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:

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- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Department for Aging and Rehabilitative Services

Agency Name

Authority and Signature

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

By signing my name below, I _____, 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:

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- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Department of Social Services

Locality:

Agency Name

Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. All of my questions have been discussed and answered satisfactorily.

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- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Goodwill Industries of the Valleys, Inc.

Agency Name

Authority and Signature

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

By signing my name below, I _____, 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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Mountain Community Action Program

Agency Name

Authority and Signature

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

By signing my name below, I _____, certify that I have read the information contained in this **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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Mount Rogers Regional Adult Education Program
Agency Name

Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this **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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

New River Community College

Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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 7/1/24**

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

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- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

People Inc.

Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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 7/1/24**

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 7/1/24**

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- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Virginia Department for Workforce and Advancement

Agency Name

Authority and Signature

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

By signing my name below, I, _____, certify that I have read the information contained in this **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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Virginia Employment Commission

Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Virginia Highlands Community College
Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Wytheville Community College

Agency Name

Authority and Signature

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

By signing my name below, I, _____, 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 7/1/24**

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 7/1/24**

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

- Three (3) years from effective date or June 30, 2027.
- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Agency Name

Attachment A: Definitions

One-Stop Delivery System

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

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

Infrastructure Costs

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

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

Additional Costs

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

[WIOA sec. 121(i)(2); 20 CFR 678.760(b); 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]

Attachment B: Partner Program Services

Executive Summary – May 15, 2024

- System Building/Backbone Organization Support
 - Accountable Care Community (SWVA and NE TN) <https://www.strongacc.org/>
 - ACC Leadership Council
 - ACC Evaluation Committee Co-Chair
 - Go Virginia
 - Region 1 Talent Pipeline Initiative - Appalachian Council for Innovation
 - Region 2 Talent Pipeline Initiative - VT
 - Other
 - Tech Hub Collaborative Steering Committee (EDA Grant through NRV RC & VT)
 - Construction Coalition on Modular Construction (ARC Grant to VT [Virginia Tech-led coalition wins grant for modular construction in Appalachia - Cardinal News](#))
 - Ongoing:
 - POWER Recovery Ready Eco-system lead
 - NRV Recover Ecosystem Leadership Team
 - Continued support of all four, and leadership of one, Business Solution Units
 - Member NRV Regional Commission and MR Planning District CEDS committee
 - Career & Technical Education Advisory Board member: Carroll, Floyd, Giles, Montgomery, Pulaski, Washington and Wythe Counties and Cities of Bristol and Radford, WCC and Blue Ridge Job Corp
- State
 - No meeting in Jan. or February
- Community Outreach
 - Various Facebook Postings
 - NRV Livability Regional Exchange March 21
 - Floyd County High School Reality Fair April 4
 - PEP Meeting May 2
 - Bland Correctional HBI PACT Graduation May 10
- Business Engagement/Outreach
 - Sector Partnership Meetings (April 1 & 5 and May 3 & 6)
 - Presentation at the Business Engagement Committee State Board March 27
 - Region 1 TPI Project Business Roundtable April 10
 - Region 2 TPI Project Business Roundtable April 12
- Professional Development
 - NAWB Forum March 24-26
- Other – National Governor’s Association Meeting - Invite only – April 24-26
 - Learning & Employment Records/Skills based Hiring

ONE-STOP COST CENTER BUDGET (JULY 1, 2024 - September 2025)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME: Virginia Career Works: Wytheville

	YES or NO
Is this a Comprehensive Center?	Yes

COSTS	TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:			
Salaries	\$1,062,523	\$0	\$1,062,523
Benefits	\$432,856	\$0	\$432,856
INFRASTRUCTURE COSTS			
Facility Costs:			
Rent	\$180,074	\$180,074	\$0
Utilities	\$3,142	\$3,142	\$0
Maintenance Contracts	\$9,850	\$9,850	\$0
Repairs	\$0	\$0	\$0
Security	\$0	\$0	\$0
Property Tax	\$0	\$0	\$0
Furniture & Fixtures	\$11,288	\$0	\$11,288
Other (itemize below)	\$0	\$0	\$0
Equipment/Communication Costs:	\$50,168	\$0	\$50,168
Computer Hardware	\$9,368	\$0	\$9,368
Computer Software	\$864	\$0	\$864
Data Plan	\$0	\$0	\$0
Telephone Equipment	\$85,308	\$0	\$85,308
Telephone Service Fees	\$3,065	\$0	\$3,065
Cell Phones	\$3,471	\$0	\$3,471
Copier Equipment	\$0	\$0	\$0
Fax Equipment	\$0	\$0	\$0
Fax Service Fees	\$0	\$0	\$0
Other Operations:		\$0	\$0
Contract: One-Stop Operator	\$0	\$0	\$0
General Supplies	\$8,523	\$0	\$8,523
Freight & Messenger	\$100	\$0	\$100
Printing (Outreach, Community Awareness, Signage)	\$718	\$0	\$718
Other Outside Services(itemize below)	\$0	\$0	\$0
Recruiting/Outreach	\$3,498	\$0	\$3,498
Marketing/Community Awareness	\$850	\$0	\$850
Staff Training	\$1,500	\$0	\$1,500
Staff Travel	\$24,851	\$0	\$24,851
Interpereter	\$0	\$0	\$0
Miscellaneous			
Aquity Scheduler	\$0	\$0	\$0
Gmail - Business	\$455	\$0	\$455
Security	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
TOTAL COSTS	\$1,892,472	\$193,066	\$1,699,406

\$1,892,472

*Workshops & Accessibility Survey

One-Stop Center Name:

VCW - Wytheville

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total
VEC - Employment Services	8.50	32.69%	1004	18.61%
WIOA Title I Adult	0.6	2.31%	73	1.35%
WIOA Title I Dislocated Worker	0.8	3.08%	97	1.80%
WIOA Title I Youth	0.6	3.85%	73	1.35%
VEC - Unemployment Insurance	1	3.85%	0	0.00%
Trade Act (VEC)	1	3.85%	200	3.71%
DARS Title IV	7	26.92%	502	9.31%
DOE - Adult Ed	0.5	1.92%	420	7.79%
WCC-Post Secondary Education	0.1	0.38%	2425	44.96%
VEC-RESEA	0.5	1.92%	58	1.08%
VEC - JVSG	2	7.69%	299	5.54%
NRMR WDB	2.5	9.62%	170	3.15%
Job Corp	0.1	0.38%	0	0.00%
District 3 Government Coop-SCSEP	0.1	0.38%	0	0.00%
DSS Wytheville	0.1	0.38%	0	0.00%
Community Block Grant	0.1	0.38%	0	0.00%
YouthBuild	0.5	1.92%	73	1.35%
TOTALS:	26.00	66.15%	5394.00	100%

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

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

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

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME: VCW - Wytheville

		BUDGET/ EXPENSE	Employment Services (Wagner- Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemploymen t Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	WCC Post- Secondary	VEC- RESEA	VEC - JVSG	NRMR WDB	Job Corp	Dist. 3 Gov. Coop	DSS- Wytheville	CBG	YouthBuild								
COSTS																											
Staff Costs:																											
	Salaries	\$1,062,523	\$386,217	\$29,133	\$21,279	\$31,417		\$43,155	\$272,595	\$12,320	\$5,539		\$102,730	\$102,721	\$4,000	\$920	\$1,892	\$1,530	\$47,075								
	Benefits	\$432,856	\$163,569	\$13,975	\$10,175	\$15,199		\$18,891	\$130,900	\$0			\$24,236	\$36,979	\$1,200	\$250		\$535	\$16,947								
INFRASTRUCTURE COSTS																											
Facility Costs:																											
	Rent	\$0																									
	Utilities	\$0																									
	Maintenance Contracts	\$0																									
	Repairs	\$0																									
	Security	\$0																									
	Property Tax	\$0																									
	Furniture & Fixtures	\$11,288	\$831	\$100	\$100	\$150		\$38			\$10,000		\$69														
	Other (itemize below)			\$3,249	\$4,334	\$3,250																					
Equipment/Communication Costs:																											
	Computer Hardware	\$50,168	\$28,254	\$1,320	\$1,320	\$1,320		\$1,292	\$7,524	\$2,792			\$2,346	\$3,000					\$1,000								
	Computer Software	\$9,368		\$116	\$116	\$116			\$7,524	\$296				\$1,000					\$200								
	Data Plan	\$864												\$648					\$216								
	Telephone Equipment	\$0																									
	Telephone Service Fees	\$85,308	\$39,888					\$1,824	\$40,284				\$3,312														
	Cell Phones	\$3,065		\$414	\$414	\$414								\$1,512					\$312								
	Copier Equipment	\$3,471	\$3,075					\$141					\$255														
	Fax Equipment	\$0																									
	Fax Service Fees	\$0																									
Other Operations:																											
	Contract: One-Stop Operator	\$0																									
	General Supplies	\$8,523	\$2,784	\$500	\$500	\$500		\$127	\$327	\$200			\$231	\$2,500					\$854								
	Freight & Messenger	\$100	\$100																								
	Printing (Outreach, Community Awareness, Signage)	\$718		\$100	\$100	\$150				\$368																	
	Other Outside Services(itemize below)	\$0																									
	Recruiting/Outreach	\$3,498		\$75	\$75	\$150								\$3,000					\$198								
	Marketing/Community Awareness	\$850								\$850																	
	Staff Training	\$1,500		\$500	\$500	\$500																					
	Staff Travel	\$24,851	\$1,000	\$500	\$500	\$1,500			\$13,093				\$2,000	\$6,000					\$258								
	Interpreter	\$0																									
	Miscellaneous																										
	Aquity Scheduler	\$0												\$0													
	Gmail - Business	\$455												\$379					\$76								
	Security	\$0												\$0													
	0	\$0																									
	0	\$0																									
	0	\$0																									
	0	\$0																									
	0	\$0																									
TOTAL COSTS			\$1,699,406	\$625,718	\$49,982	\$39,413	\$54,666	\$0	\$65,468	\$472,247	\$16,826	\$15,539		\$141,736	\$157,739	\$5,200	\$1,170	\$1,892	\$2,065	\$67,136	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OK

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertains specifically and only to the program listed and billed directly to the partner administering the program. These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared (Indirect Costs).

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME: VCW - Wytheville

COSTS		BUDGET/ EXPENSE	Employment Services (Wagner- Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployme nt Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	WCC Post- Secondary	VEC- RESEA	VEC - JVSG	NRMR WDB	Job Corp	Dist. 3 Gov. Coop	DSS- Wytheville	CBG	YouthBuild								
Staff Costs:																											
	Salaries	\$0																									
	Benefits	\$0																									
INFRASTRUCTURE COSTS																											
Facility Costs:																											
	Rent	\$180,074	\$67,458	\$1,487.08	\$1,487.08	\$1,487.08		\$3,085	\$15,661	\$3,996	\$75,660		\$5,601	\$3,054					\$1,098								
	Utilities	\$3,142	\$2,784					\$127					\$231														
	Maintenance Contracts	\$9,850	\$8,726					\$399					\$725														
	Repairs	\$0																									
	Security	\$0																									
	Property Tax	\$0																									
	Furniture & Fixtures	\$0																									
	Other (itemize below)																										
Equipment/Communication Costs:																											
	Computer Hardware	\$0																									
	Computer Software	\$0																									
	Data Plan	\$0																									
	Telephone Equipment	\$0																									
	Telephone Service Fees	\$0																									
	Cell Phones	\$0																									
	Copier Equipment	\$0																									
	Fax Equipment	\$0																									
	Fax Service Fees	\$0																									
Other Operations:																											
	Contract: One-Stop Operator	\$0																									
	General Supplies	\$0																									
	Freight & Messenger	\$0																									
	Printing (Outreach, Community Awareness, Signage)	\$0																									
	Other Outside Services(itemize below)	\$0																									
	Recruiting/Outreach	\$0																									
	Marketing/Community Awareness	\$0																									
	Staff Training	\$0																									
	Staff Travel	\$0																									
	Interpereter	\$0																									
	Miscellaneous	\$0																									
	Aquity Scheduler	\$0																									
	Gmail - Business	\$0																									
	Security	\$0																									
	0	\$0																									
	0	\$0																									
	0	\$0																									
	0	\$0																									
TOTAL COSTS		\$193,066	\$78,968	\$1,487	\$1,487	\$1,487	\$0	\$3,611	\$15,661	\$3,996	\$75,660			\$3,054	\$0	\$0	\$0	\$0	\$1,098	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		OK																									

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertains specifically and only to the program listed and billed directly to the partner administering the program.
These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared (Indirect Costs).

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME: Virginia Career Works: Wytheville

			VEC - Employment Services (Wagner- Peyser)	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	VEC - Unemployment Insurance	Trade Act (VEC)	DARS Title IV	DOE - Adult Ed	WCC Post- Secondary	VEC- RESEA	VEC - JVSG	NRMR WDB	Job Corp	Dist. 3 Gov. Coop	DSS- Wytheville	CBG	YouthBuild									TOTALS:
COSTS		BUDGET/ EXPENSE																										
Staff Costs:																												
	Salaries	\$1,062,523	\$386,217	\$29,133	\$21,279	\$31,417	\$0	\$43,155	\$272,595	\$12,320	\$5,539	\$0	\$102,730	\$102,721	\$4,000	\$920	\$1,892	\$1,530	\$47,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,062,523
	Benefits	\$432,856	\$163,569	\$13,975	\$10,175	\$15,199	\$0	\$18,891	\$130,900	\$0	\$0	\$0	\$24,236	\$36,979	\$1,200	\$250	\$0	\$535	\$16,947	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$432,856
INFRASTRUCTURE COSTS																												
Facility Costs:																												
	Rent	\$180,074	\$67,458	\$1,487	\$1,487	\$1,487	\$0	\$3,085	\$15,661	\$3,996	\$75,660	\$0	\$5,601	\$3,054	\$0	\$0	\$0	\$0	\$1,098	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180,074
	Utilities	\$3,142	\$2,784	\$0	\$0	\$0	\$0	\$127	\$0	\$0	\$0	\$0	\$231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,142
	Maintenance Contracts	\$9,850	\$8,726	\$0	\$0	\$0	\$0	\$399	\$0	\$0	\$0	\$0	\$725	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,850
	Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Furniture & Fixtures	\$11,288	\$831	\$100	\$100	\$150	\$0	\$38	\$0	\$0	\$10,000	\$0	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,288
	Other (itemize below)	\$0	\$0	\$3,249	\$4,334	\$3,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,833
Equipment/Communication Costs:																												
	Computer Hardware	\$50,168	\$28,254	\$1,320	\$1,320	\$1,320	\$0	\$1,292	\$7,524	\$2,792	\$0	\$0	\$2,346	\$3,000	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,168
	Computer Software	\$9,368	\$0	\$116	\$116	\$116	\$0	\$0	\$7,524	\$296	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,368
	Data Plan	\$864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$648	\$0	\$0	\$0	\$0	\$216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$864
	Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Telephone Service Fees	\$85,308	\$39,888	\$0	\$0	\$0	\$0	\$1,824	\$40,284	\$0	\$0	\$0	\$3,312	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,308
	Cell Phones	\$3,065	\$0	\$414	\$414	\$414	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,512	\$0	\$0	\$0	\$0	\$312	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,065
	Copier Equipment	\$3,471	\$3,075	\$0	\$0	\$0	\$0	\$141	\$0	\$0	\$0	\$0	\$255	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,471
	Fax Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fax Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operations:																												
	Contract: One-Stop Operator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	General Supplies	\$8,523	\$2,784	\$500	\$500	\$500	\$0	\$127	\$327	\$200	\$0	\$0	\$231	\$2,500	\$0	\$0	\$0	\$0	\$854	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,523
	Freight & Messenger	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
	Printing (Outreach, Community Awareness, Signage)	\$718	\$0	\$100	\$100	\$150	\$0	\$0	\$0	\$368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$718
	Other Outside Services(itemize below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Recruiting/Outreach	\$3,498	\$0	\$75	\$75	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,498
	Marketing/Community Awareness	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850
	Staff Training	\$1,500	\$0	\$500	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
	Staff Travel	\$24,851	\$1,000	\$500	\$500	\$1,500	\$0	\$0	\$13,093	\$0	\$0	\$0	\$2,000	\$6,000	\$0	\$0	\$0	\$0	\$258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,851
	Interpreter	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Aquity Scheduler	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Gmail - Business	\$455	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$379	\$0	\$0	\$0	\$0	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$455
	Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
#REF!		\$1,892,472	\$704,686	\$51,469	\$40,900	\$56,153	\$0	\$69,079	\$487,908	\$20,822	\$91,199	\$0	\$141,736	\$160,793	\$5,200	\$1,170	\$1,892	\$2,065	\$68,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,903,305
TOTAL COSTS		\$3,784,944	\$1,409,372	\$102,937	\$81,799	\$112,305	\$0	\$138,158	\$975,816	\$41,644	\$182,398			\$321,586	\$10,400	\$2,340	\$3,784	\$4,130	\$136,468	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,806,610
PARTNER RATIO			37.2%	2.7%	2.2%	3.0%	0.0%	3.7%	25.8%	1.1%	4.8%			8.5%	0.3%	0.1%	0.1%	0.1%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	93.1%

OK

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

Virginia Career Works One-Stop Center Wytheville – IFA

IFA Authority and Signature

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

By signing my name below, I , _____ certify that I have read the information contained in this Infastructure Funding Agreement (IFA) VA Career Works Wytheville Center for July 1, 2024 to June 30, 2025

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

- I understand that this that this IFA expires either:
- a) June 30, 2025 .
 - b) Upon modified termination, whichever occurs earlier.

Signature

Print Name and Title

Virginia Employment Commission

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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Signature

Print Name and Title

People Inc.

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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Signature

Print Name and Title

Department for Aging and Rehabilitative Services

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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Signature

Print Name and Title

Wytheville Community College

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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Signature
Marty Holliday, Executive Director

Print Name and Title

New River/Mount Rogers Workforce Development Area Consortium Board

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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Signature

Print Name and Title

Mount Rogers Regional Adult Education Program

Agency Name

Virginia Career Works One-Stop Center Wytheville – IFA

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- b) Upon modified termination, whichever occurs earlier.

Signature

Print Name and Title

Wythe County DSS

Agency Name

Agency Notes:

Due to COVID restrictions and closures, the Wytheville DSS has not sent staff into the center to assist in the resource room. Once the offices return to regular hours and staffing, this activity will resume on a monthly basis.

Virginia Career Works One-Stop Center Wytheville – IFA

IFA Authority and Signature

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Signature

Print Name and Title

Blue Ridge Job Corp

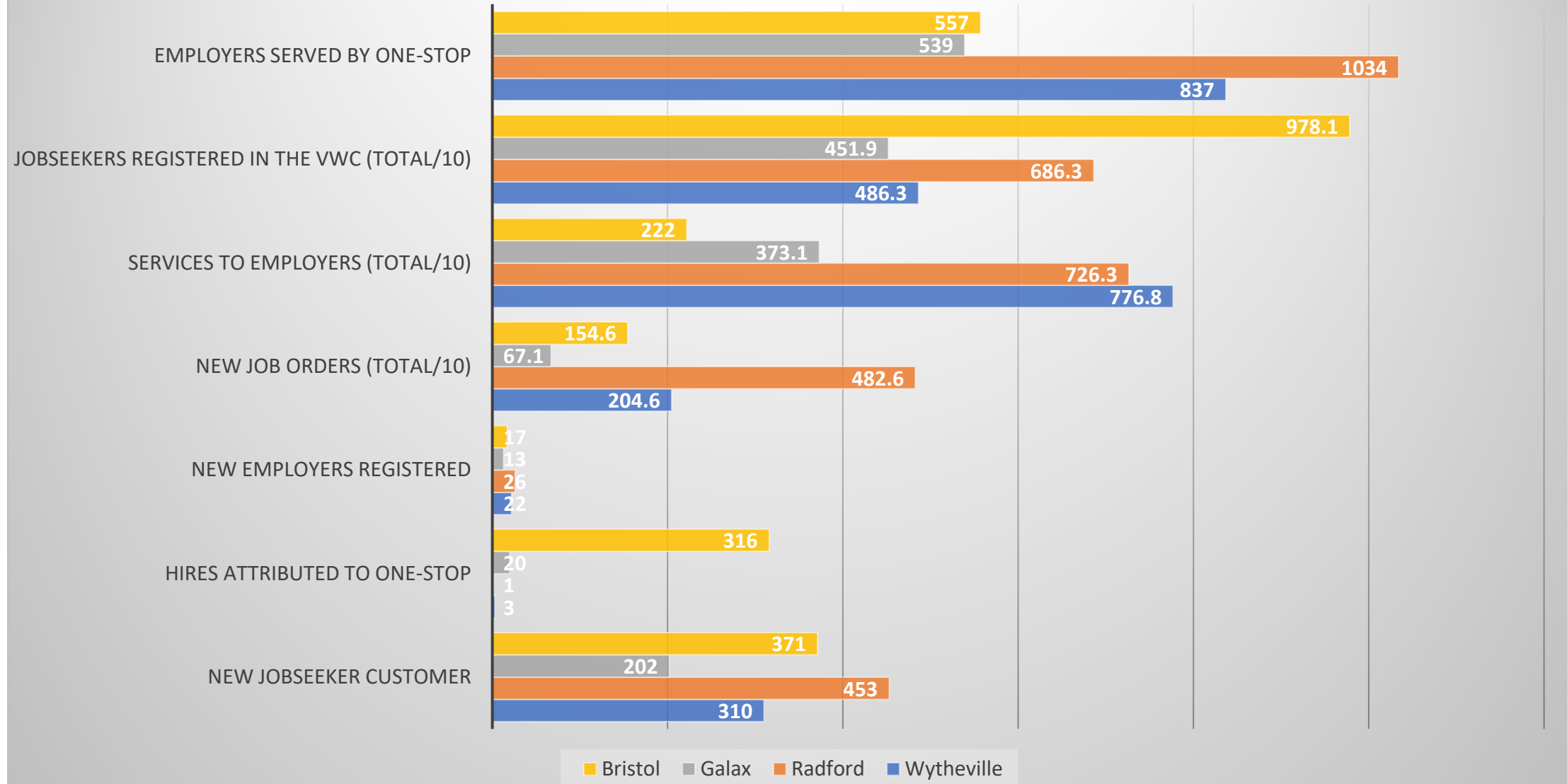
Agency Name

Agency Notes:

Due to COVID restrictions and closures, the Blue Ridge Job Corp has not sent staff into the center to assist in the resource room. Once the campus and offices return to regular hours and staffing, this activity will resume on a monthly basis.

One Stop Operations

July 1, 2023 – Apr. 30, 2024





Partner Meetings

Continue in Radford, Galax, and Wytheville on a regular basis

Regional Business Service Team Activity

- Incumbent Worker Training Projects:
 - RPM, Town of Abingdon, Me Mine and Us, Itty Bitties
- Upcoming Career Fairs
 - March 21 - Crossroads Career Fair - 226 Attendees
 - April 3 - New River Career Expo - 118 Attendees
 - April 10 - Wythe/Bland Career Fair - 263 Attendees
 - April 24 - VHCC Get Hired - 147 Attendees
 - April 26 - Smyth County Opportunity Fair

Customer Satisfaction Survey Results

Job Seekers - 100% Very Satisfied

"Great workshop on resumes and other stuff for employment"

Businesses - No Customer Satisfaction Surveys Completed

Company	Event	Affected Employees	Announcement/ Effective Date	Status	Rapid Response
Parkdale Mills Hillsville, VA	Closure	326	10/09/2023	Ongoing	9/12/2023 9/13/2023 9/14/2023 – Job Fair
ZF-TRW Atkins, VA	Closure	45	08/18/2023	Ongoing	Yes 44 in attendance (1 from Tazewell did not attend)
Utility Trailer Glade Springs, VA	Closure	26	10/06/2023	Layoff	10/5/2023 10/6/2023
Hoover Color Corporation	Closure	19	05/31/2024	Closure	Rapid Response 2/12/24
Korona Candle	Closure	54	4/6/2024 5/31/2024	Closure	Rapid Response 2/22/2024
Jensen Promotional	Closure	20	unknown	Closure	Rapid Response 3/06/2024
Moog – Radford	Closure	130	05/2024 – 12/2024	Closure	Rapid Response 4/17/24
Utility	Layoff	40	02/2024	Layoff	04/04/2024
Applebees – Radford	Closure	Unknown	04/2024	Closure	TBD
Titan Wheel	Layoff	5	03/29/2024	Layoff	Conducted during prior Trade petition

Professional Development and Center Activities

- Skillful - Skills based hiring and interviewing training
- Windmills Training - Disability Etiquette
- Customer Relationship Management Training
- Workforce Services Training
- Maintaining Respect and Civility in the Workplace



Number of frontline staff trained and certified in compliance with
State policy: 20



People inc.

Building Futures, Realizing Dreams™

July 1, 2023—April 30, 2024

Total Participants: 493

New Enrollments: 239

New Adult Enrollments: 75

New Youth Enrollments: 66

New Dislocated Workers: 98

Enrolled in Training: 129

Enrolled in Work Exp: 26

Credentials Attained: 118

Placed in Employment: 183

Average Wage: \$17.88



Area Layoffs and Closures – July 1, 2023 – Current

Company	Event	Affected Employees	Announcement/ Effective Date	Status	Rapid Response
Parkdale Mills Hillsville, VA	Closure	326	10/09/2023	Ongoing	9/12/2023 9/13/2023 9/14/2023 – Job Fair
ZF-TRW Atkins, VA	Closure	45	08/18/2023	Ongoing	Yes 44 in attendance (1 from Tazewell did not attend)
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Korona Candle	Closure	54	4/6/2024 5/31/2024	Closure	Rapid Response 2/22/2024
Jensen Promotional	Closure	20	Unknown	Closure	Rapid Response 3/6/2024
Moog- Radford	Closure	130	05/2024 – 12/2024	Closure	Rapid Response 4/17/2024
Utility	Layoff	40	02/2024	Layoff	04/04/2024
Applebees – Radford	Closure	Unknown	04/2024	Closure	TBD
Titan Wheel	Layoff	5	03/29/2024	Layoff	Conducted at an earlier date w/Trade petition



NEW RIVER | MOUNT ROGERS REGION

DISCRETIONARY GRANTS

April 2024

	ENROLLED		COMPLETE TRAINING		EARN INDUSTRY RECOGNIZED CREDENTIAL		OBTAIN EMPLOYMENT	
	Goal	Status	Goal	Status	Goal	Status	Goal	Status
ARC POWER January 2020-December 2024								
Peer Recovery Specialists	170	144	136	141	136	141	128	104
H/HS Practitioners	30	42	30	42	30	42	30	42
Occupational Training	80	151	64	130	64	104	60	87
Jobseekers	100	173					50	92
YouthBuild July 2021-October 2025	90	88	77	59	77	52	72	56
WORC October 2022-September 2025	180	133	144	93	144	93	135	70
Innovations November 2022-March 2024	30	55	25	44	24	44	24	28
HRSA August 2022-August 2025	60	115	48	45	48	45	42	11
Soft Skills July 2023-September 2024	50	44	45	24	45	24	30	8
Supplemental July 2023-September 2024	40	18	32	13	30	11	28	8
Technical July 2023-September 2024	40	41	32	25	30	21	28	12
Trades Gap December 2023 – November 2025	100	68	85	5	85	5	75	2

Virginia Career Works
New River | Mount Rogers Region
Business Engagement – 4th Quarter PY 2024
April

Recruitment Assistance

Job Fairs and Recruiting Events

- Worked with Speyside Bourbon Cooperage to plan and host an on-site Job Fair/interviewing event. 48 individuals participated – 20 were hired.
- Worked with partners to host the 2024 New River Valley Job Fair Expo in Dublin, VA on 4/3. 50 businesses participated, as well as 8 resource providers. 118 jobseekers (students and general public) attended.
- Worked with partners to host the 2024 Wythe/Bland Career Fair in Wytheville, VA on 4/10. 28 businesses participated, as well as 9 resource providers. 263 (students and general public) attended.
- Partnered with VHCC to host the GET HIRED Career Fair in Abingdon, VA on 4/24. 40 businesses participated, as well as 5 resource providers. 147 (students and general public) attended.
- Participated in the Smyth County Opportunity Fair in Chilhowie, VA on 4/26.
- Shared job listings through the Workforce Wednesday Social Media campaign: Helix Electric, Inc., AWP Safety, Granite Student Living, Darco Southern/Davlyn /Group and New River Heart Clinic.
- Shared job listing with partners: LaJewells Loving Touch, LLC.

Workforce Information/Consulting

Workforce Services Conversations

- Camrett Logistics: Met with HR staff to talk about Work-based learning. They are very interested and hope to be able to do OJTs with us.
- AQ Transformer Solutions: Talked with HR Manager about doing a Workforce Exchange event.
- SIG (Scholle IPN): Talked with HR Manager about work-based learning projects.
- MEC: Talked with HR Manager about work-based learning projects and training needs.
- Columbus McKinnon: Talked with Production Manager about work-based learning projects and training needs.
- MXI: Talked with HR Manager about work-based learning projects and how they might work for their warehouse positions.
- Virginia Department of Health-Mt Rogers Region: Talked with Community Engagement Specialist about need for Peer Recovery Specialists.
- Moog: Worked with Training Coordinator and HR Staff to find resources for a Drug Awareness training for their supervisory staff.
- Referrals: Camrett Logistics (Ticket client)

Training

Incumbent Worker Training

- Current Projects with:
 - Town of Abingdon
 - Me, Mine and Us
 - Real Performance Machinery
 - Little Eyes Daycare
- Tentative Projects with:
 - W&W AFCCO Steel

Business Workshops

- Working with OpX Solutions on a possible de-escalation training, both for businesses and partners.

Other

- Participated in the “Get Down to Business” Workshop with the Joint IDA of Wythe County.
- Participated in Crossroads BSU meeting.
- Participated in 2 ‘Staffing’ meetings to assist case managers/grant coordinators with finding work-based learning and/or employment opportunities for grant participants.
- Met with 4 Ticket to Work Clients:
 - 1 is celebrating 2 years without cash benefits and “life is good!”
 - 1 has completed Trial Work and has chosen to continue to work at SGA level and leave cash benefits
 - 1 has returned to work PT
 - 1 has completed an interview and waiting for drug test



New River/Mount Rogers
Workforce Development Board

2024 Workforce Development Board Meeting Schedule

February 28, 2024: Virtual

May 15, 2024 (Joint with CB): In-person at Wytheville Meeting Center

August 28, 2024: In-person at the Wytheville Meeting Center

October 23, 2024: Virtual

December 11, 2024 (Joint with CB): In-Person at the Wytheville Meeting Center



New River/Mount Rogers
Workforce Development Area
Consortium Board

2024 Consortium Board Meeting Schedule

March 20, 2024: In-person at the Wytheville Meeting Center

May 15, 2024 (Joint with WDB): In-person at Wytheville Meeting Center

September 18, 2024: In-person at Wytheville Meeting Center

December 11, 2024 (Joint with WDB): In-person at Wytheville Meeting Center

All meetings will begin at **10:00 a.m.**

TRAVEL REIMBURSEMENT REQUEST

I hereby certify that on _____ I travelled to attend the
date
following meeting which was held on the above date:

- ☐ Consortium Board
- ☐ Workforce Development Board
- ☐ Joint Consortium Board & Workforce Development Board
- ☐ _____ Committee

I am requesting the following travel reimbursement:

_____ X \$.625 per mile = \$ _____
total miles amount requested

Printed Name

Signature

Date

If you are a new member, please provide your mailing address: