



**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, Mary Biggs, 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.

Mary W. Biggs
Signature

7/1/2024
Date

Mary Biggs Chair New River/Mount Rodgers Workforce Development Area Consortium Board
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, Michael Miller, certify that I have read the information contained in this **Virginia Career Works New River/Mount Rogers Region**. All of my questions have been discussed and answered satisfactorily.

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

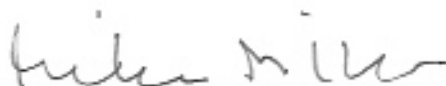
- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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

6/28/24

Date

Michael Miller

Print Name and Title

New River/Mount Rogers Workforce Development Board

Agency Name

Attachment B: Partner Program Services

Partner Program: Regional Business Services Coordination and other discretionary grants	
Website: vcwNewRiverMtRogers.com	
Partner Program - Signatory Authority (Name, Job Title, email): Mary Biggs, Chair New River/Mount Rogers WDA Consortium Board Mike Miller, Chair New River/Mount Rogers WDB	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Marty Holliday Director, marty.holliday@nrmrworks.org, 540-633-6764	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Business Services throughout the region Staff in Bristol, Radford and Wytheville Centers
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Abingdon-PI, Galax, and Narrows
List services to be made available below (add additional pages if needed): Business Services: Overseeing the region's four Business Solution Units (BSUs) and other partners to provide services to businesses in the New River/Mount Rogers Workforce Development Area. Services to businesses may include recruitment, screening, and referral to targeted jobs; presentations to business associations regarding regional workforce system services and labor market resources; coordination of special events for businesses; and providing	

Provide oversight and funding through Federal and other grants as needed by the region

- Developing referral and case management processes for effective/efficient co-enrollments through Integrated Resource Teams (IRTs) to leverage all workforce funds to serve special populations targeted by these discretionary grants.

Systems building to create and effective/efficient workforce system to more seamlessly serve businesses and job seekers.

Oversee WIOA Title 1 Programs throughout the region.

Attachment B: Partner Program Services

Partner Program: YouthBuild

Website: <https://vcwnewrivermtrogers.com/job-seeker-tools/programs-of-interest/>

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

Mary Biggs, New River/Mount Rogers Workforce Development Area Consortium Board Chair,
biggsmw@montgomerycountyva.gov

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

Angi Chandler, WIOA and YouthBuild Coordinator, angi.chandler@nrmrworks.org
540-320-1908

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

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

1. Permanent Presence and Service Provision	VCW Wytheville and VCW Radford
2. Itinerant Presence and Service Provision	VCW Galax
3. Service Provision Only	VCW Bristol, VCW Abingdon, VCW Narrows

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

• Eligible to Work in the United States
• High School Dropouts or low skilled, Between the ages of 16 and 24
• At least one of the following: ○ Low-income ○ Current Former/Current Foster Care ○ Offender ○ Disability ○ Child of incarcerated parent ○ Migrant Farm worker
• Interested in a career in Construction, Healthcare, or Manufacturing

Will provide opportunities for career exploration, getting a secondary diploma (if needed), access to on-line Personal Effectiveness/Work Readiness curriculum, mentoring, occupational skills training & work-based learning.

Authority and Signature

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

By signing my name below, I, Mark C. Row, 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.

Mark C. Row
Signature

6/27/24
Date

MARK C. ROWE, Vice President for Workforce Development and External Relations
Print Name and Title

New River Community College
Agency Name

Attachment B: Partner Program Services

Partner Program: New River Community College	
Website: www.nr.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Mark Rowh, Vice President for Workforce Development and External Relations, mrowh@nr.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Diane Gray, Director of Transitional Programs, dgray@nr.edu	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	referrals to and from Narrows, Pulaski and Radford Centers
List services to be made available below (add additional pages if needed): • Adult Education • Post-Secondary Education (credit & non-credit) • Staff support for New River Valley Job Fair Expo • Other business services as appropriate	

Authority and Signature

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

By signing my name below, I, Shannon Mutter, 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

5/14/2024

Date

Shannon Mutter, Program Manager

Print Name and Title

Mount Rogers Regional Adult Education Program

Agency Name

Attachment B: Partner Program Services

Partner Program: Mt. Rogers Regional Adult Education Program Website: https://mountrogersregionaladulthoodeducat.godaddysites.com/2024-class-schedules	
Partner Program - Signatory Authority (Name, Job Title, email): Shannon Mutter, Program Manager shannonm@wcs.k12.va.us Partner Program Local Area Contact (Name, Job Title, email and telephone number): Shannon Mutter, Program Manager shannonm@wcs.k12.va.us 276-619-4343	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	Adult Education classes in the Wytheville and Galax Centers
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Free GED, basic literacy and digital literacy classes and testing Variety of class times and days of the week throughout the Mount Rogers Region	

Authority and Signature

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

By signing my name below, I, Carrie Roth, certify that I have read the information contained in this **Virginia Career Works 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.

Carrie Roth
Signature

7.19.2024
Date

Carrie Roth, Commissioner

Print Name and Title

Virginia Works
Agency Name

Attachment B: Partner Program Services

Partner Program: Virginia Department for Workforce and Advancement Website: http://www.vdwa.virginia.gov/	
Partner Program - Signatory Authority (Name, Job Title, email): Carrie Roth, Commissioner Partner Program Local Area Contact (Name, Job Title, email and telephone number): Christina Lowe, Manager (Wytheville) Christina.Lowe@vec.virginia.gov , (276) 228-4051 Vincent Ringrose, Manager (Bristol) Vincent.Ringrose@vec.virginia.gov , (276) 642-7350 Rebecca Haynes, Manager (Galax) Rebecca.Haynes@vec.virginia.gov , (276)236-5105 Karen Akers, Manager (Radford) Karen.Akers@vec.virginia.gov , (540) 831-5980	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Permanent Presence (Wytheville, Bristol, Galax, and Radford)
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Wagner-Peyser Act – Provide basic career services and individualized career services for job seekers and workers – Initial assessment of skill levels, aptitudes, abilities, and supportive service needs	

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

Jobs for Veterans State Grant (JVSG)

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

Rapid Response

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

Trade Adjustment Assistance (TAA)

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

Authority and Signature

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

By signing my name below, I, Demetrios Melis, 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:

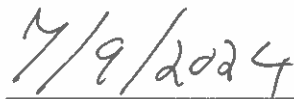
- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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

Demetrios Melis, Commissioner

Print Name and Title

Virginia Employment Commission

Agency Name

Attachment B: Partner Program Services

Partner Program: Virginia Employment Commission

Website: <http://www.vec.virginia.gov/>

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

Demetrios “Mitch” Melis Commissioner

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

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

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

1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	VCW Centers: Bristol, Galax, Radford & Wytheville

List services to be made available below : Unemployment Services

Provide information and services related to Unemployment Insurance taxes and claims

Authority and Signature

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

By signing my name below, I, **Kathy Malone**, 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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- Upon modified termination, whichever occurs earlier.


Signature

6/20/24

Date

Kathy Malone, Senior Manager

Print Name and Title

Department for Blind and Visually Impaired
Agency Name

Attachment B: Partner Program Services

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

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

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

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

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

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

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

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

1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Referrals to and from other regional programs

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

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

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

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

Authority and Signature

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

By signing my name below, I, Lisa A. Martinez, 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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- Upon modified termination, whichever occurs earlier.

Lisa A. Martinez
Signature

7/9/2024
Date

Lisa A. Martinez, Senior Procurement Officer
Print Name and Title

Department for Aging and Rehabilitative Services
Agency Name

Attachment B: Partner Program Services

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

Authority and Signature

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

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- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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Michael Blankenship

Signature

Date

Print Name and Title

Blue Ridge Job Corp

Agency Name

Attachment B: Partner Program Services

Partner Program: Blue Ridge Job Corps Center Website: jobcorps.gov	
Partner Program - Signatory Authority (Name, Job Title, email): Neal Randol, Center Director (randol.neal@jobcorps.org) 	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Referrals in and out of the Wytheville & Bristol Centers
List services to be made available below (add additional pages if needed): Blue Ridge Job Corps Center will offer free-of-charge education and vocational training to men and women ages 16 to 24. We offer a high school diploma, and training in Clinical Medical Assistant, Certified Nursing Assistant, Medical Office Support, Patient Care Technician, Licensed Practical Nursing, Certificate and Degree Programs through local community colleges.	

Authority and Signature

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

By signing my name below, I, _____, 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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- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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- Upon modified termination, whichever occurs earlier.

Brenda Moore

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.

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- ❖ This MOU **Virginia Career Works New River/Mount Rogers Region effective 7/1/24**

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- Upon modified termination, whichever occurs earlier.

Signature

Date

Print Name and Title

Mountain Community Action Program

Agency Name

Attachment B: Partner Program Services

Partner Program: Mountain Community Action Program, Inc. Website: www.mountaincap.org	
Partner Program - Signatory Authority (Name, Job Title, email): Charles Michael Williams, Executive Director mwilliams@mountaincap.org Partner Program Local Area Contact (Name, Job Title, email and telephone number): Charles Michael Williams, Executive Director mwilliams@mountaincap.org 276-783-7337 ext. 222	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	Referral to & for Wytheville and Chilhowie
List services to be made available below (add additional pages if needed): TANF and local assistance for employment barriers, and work training barriers; computer lab for public and training use; training room/conference room	

Authority and Signature

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

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

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

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- Upon modified termination, whichever occurs earlier.



Signature

8/2/24

Date

Dean E. Sprinkle, President

Print Name and Title

Wytheville Community College

Agency Name

Attachment B: Partner Program Services

Partner Program: Post-secondary Education Wytheville Community College	
Website: wcc.vccs.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Dr. Dean Sprinkle, President, dsprinkle@wcc.vccs.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Perry Hughes, VP Workforce Development & Occupational Programs, phughes@wcc.vccs.edu	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	Wytheville Center is on WCC Campus and WCC is in the Same facility in Galax
2. Itinerant Presence and Service Provision	
3. Service Provision Only	
List services to be made available below (add additional pages if needed): Post-secondary Education: Credit and non-credit Support the Business Services efforts in the region with staff support Partner as possible with meeting workforce needs with training program development	

Authority and Signature

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

By signing my name below, I, _____, 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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Signature

Date

Print Name and Title

People Inc.

Agency Name

Attachment B: Partner Program Services

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

Attachment B: Partner Program Services

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

Authority and Signature

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

By signing my name below, I, Robert L. Phillips, Jr., 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.

Robert L. Phillips, Jr.
Signature

1 July 2024
Date

Robert L. Phillips, Jr., Dean, Workforce Training

Print Name and Title

Virginia Highlands Community College
Agency Name

Attachment B: Partner Program Services

Partner Program: Post-secondary Education Virginia Highlands Community College	
Website: vhcc.edu	
Partner Program - Signatory Authority (Name, Job Title, email): Robert Phillips, Dean of Workforce Training Division, rphillips@vhcc.edu	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): same	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	
3. Service Provision Only	referrals to and from Bristol and Abingdon Centers
List services to be made available below (add additional pages if needed): Post-secondary Education: Credit and non-credit Support the Business Services efforts in the region with staff support Partner as possible with meeting workforce needs with training program development	

Authority and Signature

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

By signing my name below, I, Kimberly Dyers, 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 7/1/22**

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 7/1/22**

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

Kimberly Dyers
Signature

6/8/2022
Date

Kimberly Dyers, Director, WCDSS
Print Name and Title

Department of Social Services Locality: Wytro
Agency Name

Attachment B: Partner Program Services

Partner Program: Department of Socials Services:	
Website:	
Partner Program - Signatory Authority (Name, Job Title, email): Kimberly Ayers, Director, Kimberly.ayers@dss.virginia.gov	
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Robin Richardson, Self-Sufficiency Specialist 876-223-4655 robin.richardson@dss.virginia.gov	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	Wythe Center - Itinerant Presence to be Determined
3. Service Provision Only	
List services to be made available below (add additional pages if needed): The Virginia Initiative for Education and Work program (VIEW) is a program of education, training, and employment opportunities to assist individuals in attaining the goal of self-sufficiency. The program goals are to offer Virginians living in poverty the opportunity to: - Achieve economic independence by removing barriers and disincentives to work and by providing positive incentives to work; - Provide work skills necessary for self-sufficiency; - Allow families living in poverty to contribute materially to their own self-sufficiency; - Set out the responsibilities of and expectations for recipients of public assistance; and - Obtain work experience and/or training through the Virginia Initiative for Education and Work (VIEW) program. Candidates must be eligible for the Temporary Assistance for Needy Families (TANF) to participate in the VIEW program. All adults receiving TANF are mandatory participants in the VIEW program unless he or she meets a VIEW exemption.	
VIEW Supportive Services: Social/supportive services are provided to you as a VIEW participant to remove barriers to your participation and to stabilize employment. Supportive services are provided as needed and available to support your participation in: - Orientation; or - Assessment; or - Approved self-initiated education, training and employment activities; or - Accepting and/or maintaining employment.	
Available VIEW Supportive Services Include, but are not limited to: - Child care - Transportation including but not limited to: - Gas vouchers - Public transit passes	

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

Duration of Supportive Services

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

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

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertain 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).

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

YES or NO

Is this a
Comprehensive
Center?

Yes

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works: Wytheville

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
	Interpreter	\$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
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.

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

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertain 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).

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works: Wytheville

OK

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

Authority and Signature

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

By signing my name below, I, Carrie Roth, certify that I have read the information contained in this Infrastructure Funding Agreement (Wytheville) which begins July 1, 2024. All questions have been discussed and answered satisfactorily.

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

❖ Infrastructure Funding Agreement (Wytheville) _____ (Initial).

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

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

Carrie Roth
Signature

7.19.2024
Date

Carrie Roth, Commissioner
Print Name and Title

Virginia Works
Agency Name

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, Kimberly Ayers certify that I have read the information contained in this Infrastructure 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

Kimberly Ayers, WCDCS Director

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

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

By signing my name below, I , Lisa A. Martinez certify that I have read the information contained in this Infrastructure Funding Agreement (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.

Lisa A. Martinez

Signature

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Department for Aging and Rehabilitative Services

Agency Name

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, Demetrios Melis, certify that I have read the information contained in this Infrastructure Funding Agreement (IFA) VA Career Works Wytheville Center for July 1, 2024 to June 30, 2025.

All questions have been discussed and answered satisfactorily. This IFA covers 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 IFA expires either:

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



Signature

7/16/2024

Date

Demetrios Melis, Commissioner

Print Name and Title

Virginia Employment Commission

Agency Name

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, Kimberly Ayers certify that I have read the information contained in this Infrastructure 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

Kimberly Ayers, WCDCS Director

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

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

By signing my name below, I, Michael Blankenship certify that I have read the information contained in this Infrastructure 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.

Michael Blankenship

Signature

Michael Blankenship Center Director

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.

Virginia Career Works One-Stop Center Wytheville – IFA

IFA Authority and Signature

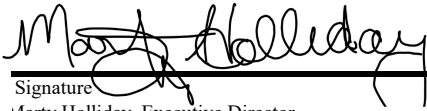
One completed, signed, and dated Authority and Signature page is required for each signatory official.

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

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

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, Angie Groseclose certify that I have read the information contained in this Infrastructure 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

Angie Groseclose, VP/COO

Print Name and Title

People Inc.

Agency Name

Cost allocation for Affiliate sites PY24:

Radford:

The Commonwealth of Virginia holds the lease on behalf of the VDWD. NR/MR WDB, People Inc, Goodwill and any other partners pay rent to the VEC for the office space and for their pro-rated share of the common area.

People Inc (using Title 1 funds) purchased equipment for the resource room and pays for the internet in the resource room.

Galax:

All partners have their own suites with their own lease with the landlord (Crossroads Institute) that includes their office space and their pro-rated share of common area. Suites are not next to each other (they could be down the hall and around the corner).

The NR/MR WDA Consortium Board holds the lease for the resource room. PI (with Title 1 funds) purchased equipment for the resource room and pays for the internet in the resource room.

Partners in the center: VEC/VDWD, Goodwill Industries of the Valleys (Goodcare Program and SCSEP), People Inc. (Title 1 Adult, Youth and DLW), Mount Rogers Regional Adult Education Program and Wytheville Community College. DARS comes into the center by appointment.

Bristol:

The Commonwealth of Virginia holds the lease on behalf of the VEC/VDWD. NR/MR WDB pays rent to the VEC for the office space and for their pro-rated share of the common area.

People Inc (with Title 1 funds) purchased equipment for the resource room and the NR/MR WDB pays for the internet in the resource room.

DARS (Vocational Rehab) and People Inc (Title 1 Adult) come into the center as scheduled.

Abingdon:

This is the main office for People Inc. Services for Title 1 (Adult, Youth and DLW) are offered as well as Wagner-Peyser (as needed). Other programs that are offered through People Inc. are available.

Narrows:

People Inc rents an office from Giles County, in the same building as Giles DSS, to provide Title 1 (Adult and Youth) services as well as Wagner—Peyser (as needed).