Hampton Roads Workforce Council (HRWC) – LWDA 14
Hampton Roads Workforce Council Board of Directors (HRWCBOD)
Effective: July 1, 2022 to June 30, 2025

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

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

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

This MOU is executed between the Hampton Roads Workforce Council Board of Directors (HRWCBO), also referred to throughout this MOU as the “LWDB”, the VA Career Works system Partners (Partners), and the Chief Elected Official (CEO), of Local Workforce Development Area (LWDA) 14. 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 LWDA 14. The HRWCBO provides local oversight of workforce programming for LWDA 14.

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

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

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

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

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

VISION

We are committed to the development and implementation of a system that will equip the existing and emerging workforce in Hampton Roads to meet the needs of the current business community; attract high-quality employment to the region; and support new, high-growth, innovative enterprises.

MISSION

The HRWCBO, through its staff organization, the Hampton Roads Workforce Council (HRWC), serves as the regional leader of workforce development, ensuring the strategic alignment of efforts that facilitate meaningful employment and economic growth in Hampton Roads, while excelling at the delivery of business, workforce, and youth funded services.

See Attachment A: Definitions for definitions pertaining to this MOU (Page 28)
System Structure

Virginia Career Works Centers

LWDA 14 has two (2) Comprehensive and four (4) Affiliate VA Career Works centers, also known as America’s Job Centers, that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (WIA) and continued by the WIOA, the centers offer a comprehensive array of services designed to match talent with opportunities.

The following is a Map showing the fifteen (15) jurisdictions that comprise LWDA 14.
The following is a list of the LWDA 14 VCW Centers.

<table>
<thead>
<tr>
<th>Location</th>
<th>Manager/Title/Address/Hours/Phone/Email/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Norfolk VA Career Works Center (Comprehensive)</strong></td>
<td>Center Manager: Latonya English; VCW WIOA Title I Senior Director - Southside; Mailing Address: Suite 100, Circle East Office Building, 861 Glenrock Road, Norfolk, VA 23502; Operating Hours: 9:00 am to 4:30 pm (M-F)</td>
</tr>
<tr>
<td><strong>Hampton VA Career Works Center (Comprehensive)</strong></td>
<td>Center Manager: Angela Sullivan-Harris; VCW WIOA Title I Senior Director - Peninsula; Mailing Address: Room 1015, 600 Butler Farm Road, Hampton, VA 23666; Operating Hours: 9:00 am to 4:30 pm (M-F Except Wednesday); Wednesday 9:30 am – 4:30 pm</td>
</tr>
<tr>
<td><strong>Portsmouth VA Career Works Center (Affiliate)</strong></td>
<td>Center Manager: Paul Hughes; VCW WIOA Title I Career Planner; Mailing Address: 4824 George Washington Highway, Portsmouth, VA 23702; Operating Hours: 9:00 am to 4:30 pm (M-F)</td>
</tr>
<tr>
<td><strong>Franklin VA Career Works Center (Affiliate)</strong></td>
<td>Center Manager: Kandi Turner; VCW WIOA Title I Career Planner; Mailing Address: 100 North College Drive, Franklin, VA 23851; Operating Hours: 9:00 am to 4:30 pm (M-F)</td>
</tr>
<tr>
<td><strong>Suffolk VA Career Works Center (Affiliate)</strong></td>
<td>Center Manager: Asia Stephens; VCW WIOA Title I Career Planner; Mailing Address: 157 North Main Street, Suffolk, VA 23434; Operating Hours: 9:00 am to 4:30 pm (M and Tues)</td>
</tr>
<tr>
<td><strong>Williamsburg VA Career Works Center (Affiliate)</strong></td>
<td>Center Manager: Champagne Hill; VCW WIOA Title I Career Services Specialist; Mailing Address: Room 118, 4601 Opportunity Way, Williamsburg, VA 23188; Operating Hours: 9:00 am to 4:30 pm</td>
</tr>
</tbody>
</table>
One-Stop Operator(s)

The HRWCBOO in consultation with the CEOs selected the one-stop operator, The WorkPlace, 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 HRWC website at: www.theworkforcecouncil.org. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

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

### Partners

<table>
<thead>
<tr>
<th>Program</th>
<th>Partner Organization</th>
<th>Authorization/Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>Region 20 Adult Education Consortium Peninsula Regional Education Program</td>
<td>WIOA Title II Program</td>
</tr>
<tr>
<td>Community College</td>
<td>Tidewater Community College Camp Community College VA Peninsula Community College New Horizons Regional Education Centers</td>
<td>Postsecondary Career and Technical Education (CTE) under the Carl D. Perkins CTE Act of 2006</td>
</tr>
<tr>
<td>Migrant and Seasonal Farmworkers</td>
<td>No Grantee in LWDA 14, at this time</td>
<td>National Farmworker Jobs Program</td>
</tr>
<tr>
<td>Job Corps Center</td>
<td>No Job Corps Center in LWDA 14, at this time</td>
<td>Job Corps</td>
</tr>
<tr>
<td>YouthBuild Grant</td>
<td>Volunteers of America-Chesapeake &amp; Carolinas – City of Newport News</td>
<td>YouthBuild</td>
</tr>
<tr>
<td>Native American Programs</td>
<td>No Grantee in LWDA 14, at this time</td>
<td>Native American Programs</td>
</tr>
<tr>
<td>Rehabilitative Services</td>
<td>Virginia Department for Aging and Rehabilitative Services (DARS)</td>
<td>WIOA Title IV Program</td>
</tr>
<tr>
<td>Senior Community Service Employment Program (SCSEP)</td>
<td>AARP Foundation</td>
<td>WIOA Title V Program</td>
</tr>
<tr>
<td>Jobs for Veterans State Grant (JVSG)</td>
<td>Virginia Employment Commission (VEC)</td>
<td>JVSG, authorized under Chapter 41 of Title 39, U.S.C.</td>
</tr>
<tr>
<td>Trade Adjustment Assistance (TA)</td>
<td>VEC</td>
<td>Trade Act of 1974</td>
</tr>
<tr>
<td>Unemployment Insurance (UI)</td>
<td>VEC</td>
<td>UI Programs under Virginia Unemployment Compensation Laws</td>
</tr>
<tr>
<td>Wagner-Peyser Act Employment Services (ES)</td>
<td>VEC</td>
<td>ES Program, authorized under the Wagner-Peyser Act, As Amended by Title III of WIOA, also providing the States Labor Exchange</td>
</tr>
<tr>
<td>Temporary Assistance to Needy Families (TANF)</td>
<td>Local Departments of Social and Human Services</td>
<td>TANF, authorized under Part A of Title IV of the Social Security Act</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>WIOA Adult and Dislocated Worker Programs</td>
<td>Hampton Roads Workforce Council (HRWC)</td>
<td>WIOA Title I Program</td>
</tr>
<tr>
<td>WIOA Youth Program</td>
<td>HRWC</td>
<td>WIOA Title I Program</td>
</tr>
<tr>
<td>Employment and Training under the Community Service Block Grant (CSBG)</td>
<td>STOP, Inc.</td>
<td>CSBG</td>
</tr>
<tr>
<td>Employment and Training under the Department of Housing and Urban Development (HUD)</td>
<td>Local Public Housing Authorities</td>
<td>HUD</td>
</tr>
<tr>
<td>Section 212 Programs</td>
<td>No Grantee in LWDA 14, at this time</td>
<td>Second Chance Act of 2007</td>
</tr>
<tr>
<td>United Way of South Hampton Roads (UWSHR) Programs and Services</td>
<td>UWSHR</td>
<td>Additional Non-Mandatory Partner Organization (Not included in the IFA)</td>
</tr>
</tbody>
</table>

**TERMS AND CONDITIONS**

**Partner Services**

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

**BASIC CAREER SERVICES**

Outreach, intake and orientation to the information, services, programs, tools and resources available through the LWDA 14 workforce system.

Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.

In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).

Access to employment opportunity and labor market information.

Performance information and programs costs for eligible providers of training, education and workforce services.

Information on performance of the local Workforce system.

Information on the availability of supportive services and referral to such, as appropriate.

Information and meaningful assistance on UI claim filing.

Determination of potential eligibility for workforce Partner services, programs, referrals.

Information and assistance in applying for financial aid for training and education program not provided under WIOA.
INDIVIDUALIZED CAREER SERVICES

Comprehensive and specialized assessments of skill levels and service needs.

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

Referral to training services.

Group counseling.

Literacy activities related to work readiness.

Individual counseling and career planning

Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.

Work experience, transitional jobs, registered apprenticeships and internships.

Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.

Post-employment follow-up services and support (is not an individualized career service but listed here for completeness).

TRAINING SERVICES

Occupational skills training through Individual Training Accounts (ITAs)

Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.

On the Job Training (OJT)

Incumbent Worker Training

Programs that combine workplace training with related instruction which may include cooperative education.

Training programs operated by the private sector

Skill upgrading and retraining

Entrepreneurial training

Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Other training services as determined by the workforce partner’s governing rules

See Attachment B: Partner Program Services for details of local services provided by partner agencies. (Page 26)

Roles and Responsibilities of Parties

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

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),

- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),

- Section 504 of the Rehabilitation Act of 1973, as amended,
The Americans with Disabilities Act of 1990 (Public Law 101-336),

The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,

Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),

Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),

The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),

All amendments to each, and

All requirements imposed by the regulations issued pursuant to these acts.

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

Additionally, all Parties shall:

Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,

Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and

Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Elected Official

The CEO for the Local Workforce Development Area (LWDA) is Mayor Robert M. Dyer of the City of Virginia Beach. The CEO will, at a minimum:

Approve the Local Workforce Development Board (LWDB) budget and workforce center cost allocation plan

Approve the selection of the one-stop operator following the competitive procurement process, and

Coordinate with the LWDB to oversee the operations of the LWDA VA Career Works system.
Local Workforce Development Board

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

- In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,

- In cooperation with the Local CEO, design and approve the VA Career Works system structure. This includes, but is not limited to:

- Adequate, sufficient, and accessible one-stop center locations and facilities,

- Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),

- A holistic system of supporting services, and

- One or more competitively procured one-stop operators.

- In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),

- Determine the role and day-to-day duties of the one-stop operator,

- Approve annual budget allocations for operation of the VA Career Works system,

- Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,

- Leverage additional funding for the VA Career Works system to operate and expand one-stop customer activities and resources, and

- Review and evaluate performance of the LWDA and one-stop operator.

Local Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- Assist the CEO and the LWDB with the development and submission of a LWDA plan,

- Support the LWDB with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies, including all duties outlined above,

- Provide operational and grant-specific guidance to the one-stop operator,

- Investigate and resolve elevated customer complaints and grievance issues,

- Prepare regular reports and recommendations to the LWDB, and

- Oversee negotiations and maintenance of MOUs with one-stop Partners.
One-Stop Operator(s)

The WorkPlace, Inc. will employ one (1) staff person to serve as the functional leader for the OSO services provided under their LWDA 14 Contract. The Hampton Roads Workforce Council has a Waiver from the Governor of the Commonwealth of Virginia to serve as the direct provider of WIOA Title 1 Adult and Dislocated Worker Individualized and Follow-up Career Services in the VCW Centers and therefore the OSO will not directly provide customer services or directly supervise any VCW staff. Formal leadership, supervision and performance evaluation responsibilities will remain with each staff person’s employer of record. The OSO in LWDA 14 will serve as the Convener of Partners in order to provide for effective and efficient practices and processes to underpin a high level of customer service and performance provided through the Centers. The OSO will, at a minimum, provide the following:

- Establish and regularly convene a Partner Leadership Team.
- Coordinate Partner responsibilities and commitments, as defined in the MOU.
- Assist the Local WDB in establishing and maintaining the VA Career Works system structure. This includes but is not limited to:
  - Ensure that State requirements for center certification are met and maintained,
  - Ensure that career services such the ones outlined in WIOA sec. 134(c)(2) are available and accessible,
  - Ensure that LWDB policies are implemented and adhered to,
  - Adhere to the provisions outlined in the LWDA 14 OSO contract with HRWC and the VCW Business Plan,
  - Reinforce strategic objectives of the LWDB to Partners, and
  - Ensure staff are properly trained by their formal leadership organizations and provided technical assistance, as needed.
  - Ensure integration of systems and services coordination for the center and its partners, placing priority on customer service.
  - Provide for 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.
  - Ensure 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.
  - Ensure 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.
  - Ensure 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:
  - Provide and/or contribute to reports of Center activities, as requested by the LWDB,
Provide input to the formal leader (partner program official) on the work performance of staff under their purview,

Identify and facilitate the timely resolution of complaints, problems, and other issues,

Collaborate 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),

Ensure open communication with the formal leader(s) in order to facilitate efficient and effective center operations,

Evaluate customer satisfaction data and propose service strategy changes to the LWDB based on findings.

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 LWDA 14 VA Career Works system,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- Provide substantive referrals – in accordance with the LWDA 14 Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.
Accessibility

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

Physical Accessibility

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

Virtual Accessibility

The LWDB will work with the VA Workforce Development Board (VA WDB) to ensure that job seekers, workers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use “clear Government communication that the public can understand and use” and all information kept virtually will be updated regularly to ensure dissemination of correct information.

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

Communication Accessibility

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

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

All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all VA Career Works programs, services, technology, and materials are physically and programmatic accessibility 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 HRWCBOD, HRWC 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 where applicable and to the extent that they are not in conflict with State or Federal requirements.

Dispute Resolution

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

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

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

1. Notification of Partners

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

2. Discussion/Negotiation

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

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

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

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

3. Signatures

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

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

This MOU is entered into on July 1, 2022. This MOU will become effective as of the date of signing by the final signatory below and must terminate no later than June 30, 2025, 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) days 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.

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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.
RESOURCESHARINGAGREEMENT

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) days\(^3\) after the end of each quarter, as applicable:
  - Quarterly cost information and documentation of the actual costs,
  - Updated staffing information (per the 1\(^{st}\) day of a new program year and the 1\(^{st}\) 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. 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.

See the attached Infrastructure Funding Agreement (IFA) for the Norfolk and Hampton VCW Centers for the Period 7/1/22 TO 6/30/23

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

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

By signing my name below, I, ________________________________, certify that I have read the information contained in this LWDA 14 VCW MOU, for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from effective date or

b) Upon modified termination, whichever occurs earlier.

_________________________________________   _______________________
Signature                                       Date

_________________________________________
Print Name and Title

_________________________________________
Agency Name

See the attached signed Authority and Signature Forms for the LWDA 14 VCW One-Stop Center MOU (7/1/22 TO 6/30/25)
Attachment A: Definitions

One-Stop Delivery System

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

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

Infrastructure Costs

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

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

Additional Costs

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

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

Resource Sharing Agreement (RSA)

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

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services
and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner’s use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

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

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

Funding Types

Cash

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

Non-Cash\(^5\)

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

Third-Party In-Kind

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

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

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

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

[2 CFR 200.4]

Cost Objectives

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

[2 CFR 200.28]

Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>See the attached Partner Program Services Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Partner Program - Signatory Authority (Name, Job Title, email):</td>
<td></td>
</tr>
<tr>
<td>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</td>
<td></td>
</tr>
<tr>
<td>List of Services to be Made Available Through the Virginia Career Works Center(s)</td>
<td></td>
</tr>
<tr>
<td>Partner will participate in the following manner (indicate Center Name and type of contact):</td>
<td></td>
</tr>
<tr>
<td>1. Permanent Presence and Service Provision</td>
<td></td>
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<tr>
<td>2. Itinerant Presence and Service Provision</td>
<td></td>
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<tr>
<td>3. Service Provision Only</td>
<td></td>
</tr>
<tr>
<td>List services to be made available below (add additional pages if needed):</td>
<td></td>
</tr>
</tbody>
</table>
Modification Authority and Signature

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

By signing my name below, I, ____________________________________________, certify that I have read the information contained in this ____________________________________________, ____________.

All of my questions have been discussed and answered satisfactorily.
My signature certifies my understanding of the terms outlined herein and in agreement with:

❖ This MOU Modification as outlined/described below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

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

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

________________________  __________________________
Signature                     Date

________________________
Print Name and Title

________________________
Agency Name
Additional Attachments:

- Partner Program Services Forms
- Signed Partner Authority and Signature Forms
- 7/1/22 TO 6/30/23 IFA for the Norfolk and Hampton VCW Comprehensive Centers
**Attachment B: Partner Program Services**

**Partner Program:** WIOA Title I Programs and Services (Hampton Roads Workforce Council)

**Website:** www.theworkforcecouncil.org

**Partner Program - Signatory Authority (Name, Job Title, email):** Shawn Avery, HRWC President and CEO, savvy@theworkforcecouncil.org, (757) 314-2370

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):** Bill Coley, HRWC Operations Officer, bcoley@theworkforcecouncil.org (757) 314-2370

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**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 Comprehensive Centers-Norfolk and Hampton, Hampton Roads Veterans Employment Centers (HRVEC) Norfolk and Newport News (HRVEC is a component of the Comprehensive Center), VCW Affiliate Center-Portsmouth, VCW Affiliate Center-Williamsburg, VCW Affiliate Center-Franklin-Full Services as shown below |
| 2. Itinerant Presence and Service Provision | VCW Affiliate Center-Suffolk (2 days each week) Full Services as shown below |
| 3. Service Provision Only | Other Community Partner site locations based on need, specific services to be determined in consultation with the Partner |

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

WIOA Basic Career Services to include the following, delivered in coordination with the VEC and other partner organizations:

- Customer Intake and Orientation to the VCW System-Hampton Roads Region
- Initial Needs Assessments
- Virginia Workforce Connection Registration
- Labor Exchange Services, Job Search/Job Placement Assistance
- Basic Job Search Assistance, including resume writing and interview skills
- Labor Market Information (LMI)
- Information about Supportive Services available in the local community
- Assistance with UI Claim filling in coordination with the VEC
- Resource Room staff assistance
- Referral to other programs
WIOA Individualized Career Services to include the following:

- Comprehensive and Specialized Skill Level and Needs Assessments
- Individual Employment Plan (IEP) development
- Information regarding available Training and Training Providers
- Non-WIOA Financial Aid Eligibility Assistance
- Group and Individual Counseling
- Career Planning
- Short-term Pre-vocational Services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for training or unsubsidized employment
- Internships and Work Experiences linked to careers, as applicable and appropriate
- Financial Literacy Services
- English Language Acquisition and integrated education and training programs
- Case Management

WIOA Follow-up Services for customers who obtain unsubsidized employment through participation in WIOA Individualized and/or Training Services:

- Staff contact for a period of twelve (12) months after employment start date
- VaWC Data Entry and participant file maintenance
- Proactive engagement with participants who are no longer employed at Follow-up

Access to WIOA Training Services to include:

- ETPL Programs and related Individual Training Account (ITA) voucher issuance
- On-the-Job Training (OJT)
- Customized Training (CT)
- Incumbent Worker Training (IWT)

WIOA Business Services to include:

- Employer Job Orders and Pre-Screened Customer Referrals
- Employer Hiring Events
- Targeted Candidate Recruitment and Referral
- Employer LMI
- Layoff Aversion Strategies
- Rapid Response Services
- Information on Tax Incentives and Tax Credits
- OJT, CT and IWT Contracts with Employers
- Registered Apprenticeships
- Consulting and other services that may be specifically tailored to the needs of an Employer
- Sector Strategies and Career Pathways
 ➢ **Coordination of the VCW-Hampton Roads Region Business Services Team**

Note: HRWC directly provides WIOA Individualized and Follow-up Career Services with a Waiver from the Governor of the Commonwealth of Virginia. Also, the LWDA #14 One-Stop Operator delivers services under a contract executed by the HRWC, on behalf or the HRWC Board of Directors and CLEOs of the Region. In addition, the HRWC serves as the fiscal agent for the VCW System-Hampton Roads Region.
Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>Peninsula Regional Education Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
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<table>
<thead>
<tr>
<th>Partner Program - Signatory Authority:</th>
<th>Name: Dr. George Parker</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title: Superintendent</td>
</tr>
<tr>
<td></td>
<td>Newport News Public Schools</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner Program Local Area Contact</th>
<th>Name: Rachel Ambrose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title: Regional Program Manager</td>
</tr>
<tr>
<td></td>
<td>Denbigh Learning Center</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>757-283-7830 ex. 38658</td>
</tr>
</tbody>
</table>

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

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

1. **Permanent Presence and Service Provision**
   - Virginia Career Works – Hampton Center
   - 600 Butler Farm Road, Room 1015
   - Hampton, VA 23666

2. **Itinerant Presence and Service Provision**

3. **Service Provision Only**

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

Title II of WIOA reauthorizes the Adult Education and Family Literacy Act (AEFLA). AEFLA, administered by the U.S. Department of Education, is designed to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy activities. These activities are designed to:

- Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
- Assist adults who are parents or family members to obtain the education and skills that are necessary to becoming full partners in the educational development of their children and lead to sustainable improvements in the economic opportunities for their family;
- Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
- Assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, and comprehension skills in English, as well as mathematics skills; and acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship. 29 WIOA Core Programs WIOA provides new opportunities for the title I Adult and Dislocated Worker programs and the Employment Service to partner with title II AEFLA providers. WIOA sec. 134(c)(2) authorizes career services to be provided with title I adult and dislocated worker funds. Some of these services are activities that are also allowable under AEFLA, including workforce preparation activities, English language acquisition programs, and integrated education and training programs. In order to ensure consistency across the services for the benefit of participants and service providers, ETA is aligning the definitions for these services with those used by the AEFLA program. This allows title I programs and the AEFLA...
program to coordinate in the development of career pathways and to co-enroll participants, so they receive the full spectrum of services for their education and employment needs. For example, an individual could receive adult education services while at the same time receiving services from the OJT program funded by title I. If individuals are unable to receive services from the AEFLA program but are determined to be in need of those services by the career planner, then title I may provide those services the program is authorized to provide.

Region 21 Adult Education (PREP) is required to be present at the local comprehensive one-stop career center on a regular, basis (not full-time) and provide access to program resources when staff is not on site. As such, the LWDB recognizes the in-kind value of Adult Education staff time in its workforce center, assessment testing and classes offered as contributions to the operating costs of the one stop system. Region 21 Adult Education agrees to operate in spaces as approved by the LWDB. Any such space in the workforce comprehensive center will not be for the exclusive use of Adult Education staff. Region 21 Adult Education further agrees to make known to the one stop operator the office hours and days of week that its staff will be present and the schedule for classes and activities in the workforce center.

- Basic skills assessment
- Adult Basic Education (ABE) classes-literacy and numeracy skill development
- GED Preparation to include subject areas of Science, Social Studies, Math and Language Arts
- National External Diploma Program (NEDP) preparation and instruction
- Remediation of basic academic skills for successful college acceptance
- Workforce preparation activities to include digital literacy and soft skills instruction
- English Language Acquisition (ELA)- reading, writing, speaking and listening in English, basic academic skills, basic life skills to include financial literacy, navigating government systems and accessing community/public resources

*All services are made available either onsite or at the local adult education program sites through referral.

Greater Peninsula Specific Items of Understanding:

- Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. PREP will contribute an annual $5,000 proportionate contribution along with nine other partner/program to cover the support costs of the OSO position/function. This position will encourage and support further collaboration and active integration and participation of all One-Stop System partnerships for the benefit of all participating programs/agency and their mutual customers
- Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.
- Itinerant staffing support (Front-desk) at the Comprehensive One-Stop Center per IFA documents.
- Associated cash-contribution to offset the shared costs of operating the shared Career Center space per IFA documents.
- Exchange and posting of marketing materials, brochures, contact information, etc.
- Written cross-referral agreement (affirmative referrals) between agencies
- Clear evidence of joint activities and special projects, where appropriate
- Mutual involvement in joint grant applications, where appropriate
- Coordinated case management of dual enrollments between the respective programs/agency.
- Common goal setting and individual employability plan development
- Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open)
- Evidence of informational cross-training exchanges between agencies
# Attachment B: Partner Program Services

## Partner Program: Region 20 Adult & Continuing Education Programs

**Website:** [https://www.region20ace.com/](https://www.region20ace.com/)

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

- **Portsmouth Public Schools - State Lead Agency**
  - Dr. Elie Bracy, III, Superintendent
  - elie.bracy@portsk12.com

- **Chesapeake Public Schools**
  - Dr. Jared Cotton, Superintendent
  - jared.cotton@cpschools.com

- **Franklin City Public Schools**
  - Dr. Tamara Sterling, Superintendent
  - tsterling@fcpsva.org

- **Isle of Wight County Schools**
  - Dr. James Thornton, Superintendent
  - jithornton@iwcs.k12.va.us

- **Norfolk Public Schools**
  - Dr. Sharon I. Byrdson, Superintendent
  - sbyrdson@nps.k12.va.us

- **Southampton County Public Schools**
  - Dr. Gwendolyn Shannon, Superintendent
  - gshannon@southampton.k12.va.us

- **Suffolk Public Schools**
  - Dr. John B. Gordon, III, Superintendent
  - dgramwhitney@spsk12.net

- **Virginia Beach City Public Schools**
  - Dr. Aaron C. Spence, Superintendent
  - Aaron.Spence@vbschools.com

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

**Region 20 Adult & Continuing Education Consortium**

Portsmouth Public Schools – State Lead/Fiscal Agency

S.H. Clarke Academy

Adult Learning Center

2801 Turnpike Road

Portsmouth, VA 23707

Phone: (757) 393-8822

Fax: (757) 393-5246

Region 20 Program Manager: Alice Graham, alice.graham@portsk12.com
Chesapeake Public Schools (CPS)
Adult & Continuing Education Center
369 S Battlefield Blvd.
Chesapeake, VA 23322
Phone: 757-482-5680
Fax: 757-482-5474

Franklin City Public Schools (FCPS)
FCPS Adult & Continuing Education Program
Franklin High School
310 Crescent Drive
Franklin, Va. 23851
Phone: 757-562-5187 x1198
Fax: 757-562-3656

Isle of Wight County Schools (IWCS)
Smithfield High School
14171 Turner Drive
Smithfield, VA 23430
Phone: 757-542-3481

Norfolk Public Schools (NPS)
Career and Technical Education and Adult Education Services
1330 N. Military Highway
Norfolk, VA 23502
Phone: 757-628-3883

Southampton County Public Schools (SCPS)
Southampton Technical Career Center
23450 Southampton Pkwy.
Courtland, VA 23837
Phone: 757-653-9170
Fax: 757-653-9404

Suffolk Public Schools (SPS)
Adult and Continuing Education
The College & Career Academy at Pruden
4169 Pruden Boulevard
Suffolk, VA 23434
Phone: 757-928-5254

Virginia Beach City Public Schools (VBCPS)
Adult Learning Center
5100 Cleveland Street
Virginia Beach, VA 23462
Phone: 757-648-6050
Fax: 757 - 648-6078

Region 20: Adult Education Consortium
April 26, 2022
### 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):

<table>
<thead>
<tr>
<th>1.</th>
<th>Permanent Presence and Service Provision</th>
<th>VA Career Works Center, Norfolk, VA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Itinerant Presence and Service Provision</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Service Provision Only</td>
<td></td>
</tr>
</tbody>
</table>

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

- Adult Basic Education (ABE), General Equivalency Development (GED®), English Language Learner (ELL) classes
- BASIC MICROSOFT WORD – NORTHSTAR DIGITAL LITERACY
- WORKPLACE & COLLEGE READINESS SKILLS
- ADULT FAMILY LITERACY
- SETTING UP EMAIL ACCOUNTS
- COMPLETING ONLINE JOB APPLICATIONS
- ADULT LITERACY SKILLS

**INDIVIDUALIZED TRAINING IN THE AREAS OF:**

- CERTIFIED NURSE AIDE (CPS, SPS), CERTIFIED PHARMACY TECHNICIAN (CPS, PPS) AND WELDING (IWCS)
**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/](https://www.vadars.org/drs/)

**Partner Program - Signatory Authority (Name, Job Title, email):**  
Kathryn Hayfield, DARS Commissioner  
kathryn.hayfield@dars.virginia.gov

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**  
Kimberly Shepard, DRS District Manager  
kimberly.shepard@dars.virginia.gov  
757-570-6737

**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):**

<table>
<thead>
<tr>
<th>Service Provision Type</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Presence and Service Provision</td>
<td>Norfolk 1 office / 3 days a week. Other access provided via referral, email, telephone and website.</td>
<td></td>
</tr>
<tr>
<td>Itinerant Presence and Service Provision</td>
<td>Franklin - PDCC / 2 days a week. Other access provided via referral, email, telephone and website. Suffolk / 2 days a week. Other access provided via referral, email, telephone and website.</td>
<td></td>
</tr>
<tr>
<td>Service Provision Only</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**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.
Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>Virginia Department for Aging and Rehabilitative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
<td><a href="http://www.vadars.org">www.vadars.org</a></td>
</tr>
<tr>
<td>Partner Program - Signatory Authority:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>DARS Commissioner</td>
</tr>
<tr>
<td>Title:</td>
<td><a href="mailto:kathyhayfield@dasr.virginia.gov">kathyhayfield@dasr.virginia.gov</a></td>
</tr>
<tr>
<td>Partner Program Local Area Contact</td>
<td>Kimberly Shepard</td>
</tr>
<tr>
<td>Name:</td>
<td>DRS District Manager</td>
</tr>
<tr>
<td>Title:</td>
<td><a href="mailto:kimberly.shepard@dasr.virginia.gov">kimberly.shepard@dasr.virginia.gov</a></td>
</tr>
<tr>
<td>Email:</td>
<td>757-570-6737</td>
</tr>
</tbody>
</table>

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 Virginia Career Works – Hampton Center 600 Butler Farm Road, Room 1015 Hampton, VA 23666
3. Service Provision Only

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/Counselling
- 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.
Greater Peninsula Specific Items of Understanding:

Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. DARS will contribute a proportionate contribution along with other partner/program to cover the support costs of the OSO position/function. This position will encourage and support further collaboration and active integration and participation of all One-Stop System partnerships for the benefit of all participating programs/ agencies and their mutual customers.

Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.

Exchange and Posting of marketing materials, brochures, contact information, etc.

Itinerant staffing support at the Comprehensive One-Stop Center per IFA documents.

Proportionate reimbursement for space (plus supporting overhead) utilized by assigned, itinerant DARS staff support.

Cost contribution (cost reimbursement) for shared office space for co-located, itinerant staffing support per IFA documents.

On-going agency training support and subject-matter expert support for Accessibility Equipment and Workstations.

Active coordination of Career Pathways for Individuals with a Disability grant.

Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.

Exchange and Posting of marketing materials, brochures, contact information, etc.

Written cross-referral agreement (affirmative referrals) between agencies.

Clear evidence of joint activities and special projects, where appropriate.

Mutual involvement in joint grant applications, where appropriate.

Coordinated case management of dual enrollments between the respective programs/agencies.

Common goal setting and individual employability plan development.

Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open).

Evidence of informational cross-training exchanges between agencies.
Attachment B: Partner Program Services

Partner Program: Newport News Youthbuild

Website: https://www.voachesapeake.org/youthbuild

Partner Program - Signatory Authority (Name, Job Title, email):
Daniel S. Carrera
Program Director
dcarrera@voaches.org
757.771.9457

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
- Newport News city leaders
- Newport News Sheriff Department
- Four Oaks Day Training Center
- Department of Human Services Housing Broker Team (HBT)
- Newport News Probation and Parole
- Peninsula Regional Educational Program (PREP)
- Newport News Public Schools
- Ferguson Enterprises
- Habitat for Humanity
- Centura College
- Associated General Contractors of Virginia (AGCVA)
- Old Dominion University (ODU)
- Brooks Cross Innovation Center

<table>
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<tr>
<th>List of Services to be Made Available Through the Virginia Career Works Center(s)</th>
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<tbody>
<tr>
<td>Partner will participate in the following manner (indicate Center Name and type of contact):</td>
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<tr>
<td>1. Permanent Presence and Service Provision</td>
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<tr>
<td>2. Itinerant Presence and Service Provision</td>
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<tr>
<td>3. Service Provision Only</td>
</tr>
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</table>

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

1. For those eligible, but have not graduated from high school, the opportunity to earn a high school diploma or a state-recognized equivalent qualification, e.g., GED;

2. Student attend courses that provide comprehensive skills training over 6 months in carpentry, electrician, HVAC, and plumbing, with a focus on increasing the supply of low-income housing in local communities in Newport News, predominantly in the 23607 and have recently extended the service area.
3. Providing young adults with education and training in construction trades will lead to industry-recognized certifications. YouthBuild programs are intended for young adults to become successful with fulfilling and sustainable careers. The educational requirements in NNYB will be addressed local GED instructors. Construction trades training will be achieved using curricula developed by the National Center for Construction Education and Research, NCCER, and delivered at the Four Oaks Day Training Center, 7401 Warwick Boulevard, Newport News, 23607 by local, seasoned and experienced trainers and facilitators.

4. A critical part of the program is to provide candidates comprehensive opportunities to obtain meaningful work experience in the offered trades. Initially, this will be achieved through intensive skills training at the Four Oaks Day Training Center.

5. The most meaningful experience, however, comes from a strong, supportive partnership with construction contractors and employers who are willing to provide support for the training either in-kind, in person, but more importantly, extensive support on construction sites.
Attachment B: Partner Program Services

Partner Program: Virginia Peninsula Community College

Website: www.vpcc.edu

Partner Program - Signatory Authority (Name, Job Title, email):
Dr. Towuanna Porter Brannon
President
brannonp@vpcc.edu

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
Steven Felker
Interim Vice President for Academic Affairs
felkers@vpcc.edu

Franz Albertini
Interim Dean of Workforce Development
albertinif@vpcc.edu

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

<table>
<thead>
<tr>
<th>Partner will participate in the following manner (indicate Center Name and type of contact):</th>
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<tbody>
<tr>
<td>1. Permanent Presence and Service Provision</td>
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<tr>
<td>2. Itinerant Presence and Service Provision</td>
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<tr>
<td>3. Service Provision Only</td>
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</table>

List services to be made available below (add additional pages if needed):
Attachment B: Partner Program Services

Partner Program: Camp Community College

Website: www.pdc.edu

Partner Program - Signatory Authority (Name, Job Title, email):
Dr. Corey L. McCray, President
cmccray@pdc.edu

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
Dr. Antoinette Johnson, Director of Workforce Development
ajohnson@pdc.edu
757-569-6064

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

<table>
<thead>
<tr>
<th>Partner will participate in the following manner (indicate Center Name and type of contact):</th>
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<tbody>
<tr>
<td>1. Permanent Presence and Service Provision</td>
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<tr>
<td>PDCCC - Career Services</td>
</tr>
<tr>
<td>2. Itinerant Presence and Service Provision</td>
</tr>
<tr>
<td>3. Service Provision Only</td>
</tr>
</tbody>
</table>

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

Paul D. Camp Community College shall provide the following:
- Individualized career services, including job search and placement assistance, career counseling, career coaching, Virginia Wizard for career advising
- Provide information about in-demand industry sectors and occupations and related credentials
- Assistance with job referrals
- Coordinate and/or assist with job fairs and other employment networking events
- Provide internship and work experience opportunities
- Information about workforce services and resources
- Information about and referrals to supportive services
- Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs
- Referrals to the VA Department of Veteran Services that are on-site monthly
- Information about workforce funding services and assistance with applying
**Attachment B: Partner Program Services**

**Partner Program:** United Way of South Hampton Roads

**Website:** www.unitedwayshr.org

**Partner Program - Signatory Authority (Name, Job Title, email):**
Michele Anderson, President & CEO
manderson@unitedwayshr.org

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**
Carey Yates, AVP Community Impact
cyates@unitedwayshr.org
(757) 853-8500 x130

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

<table>
<thead>
<tr>
<th>Partner will participate in the following manner (indicate Center Name and type of contact):</th>
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<td>1. Permanent Presence and Service Provision</td>
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<tr>
<td>2. Itinerant Presence and Service Provision</td>
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<tr>
<td>3. Service Provision Only</td>
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<tr>
<td>Norfolk Center</td>
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<tr>
<td>Suffolk Center</td>
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<tr>
<td>Franklin Center</td>
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<tr>
<td>Portsmouth Center</td>
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**List services to be made available below (add additional pages if needed):**

**United Way of South Hampton Roads shall provide the following:**
- Support the development and execution of common metrics, data and outcomes
- Provide access to and staff support for Greater Hampton Roads Community Indicators Dashboard ([www.GHRconnects.org](http://www.GHRconnects.org)) to create a workforce development tile for our region that tracks common metrics and data for the region
- Provide limited funding for Emergency Services such as housing, utilities and meals through the Emergency Food and Shelter Program (EFSP), partners and other designated funding
- Work towards including workforce MOU partners into the Unite Us platform as the common technology portal, tracking system, and coordinated case management network
- Better leverage UWSHR’s partner agencies in order to increase wrap-around support services for Virginia Career Works Center(s) and Hampton Roads Workforce System clients
**Attachment B: Partner Program Services**

**Partner Program:** STOP Inc.

**Website:** [www.stopinc.org](http://www.stopinc.org)

**Partner Program - Signatory Authority (Name, Job Title, email):**
Regina P. Lawrence, President and CEO, [Lawrence@stopinc.org](mailto:Lawrence@stopinc.org)

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**
Madgie McRae, Executive Assistant to the President and CEO/Board Liaison, [mmerae@stopinc.org](mailto:mmrae@stopinc.org)  
(757) 858-1364

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<table>
<thead>
<tr>
<th>List of Services to be Made Available Through the Virginia Career Works Center(s)</th>
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<td>Partner will participate in the following manner (indicate Center Name and type of contact):</td>
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<tbody>
<tr>
<td>1.</td>
<td>Permanent Presence and Service Provision</td>
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</tbody>
</table>
| 2. | Itinerant Presence and Service Provision  
Virginia Career Works Center, Norfolk |
| 3. | Service Provision Only |

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

**Basic Career Services for Job Seekers and Workers**

1. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency, educational levels), aptitudes, abilities (including skills gaps), self-reflection (including social/emotional skills), and supportive service needs (includes a "go to" person for basic needs resources).

2. Labor exchange services, including job search and placement assistance, career counseling, provision of information on in-demand industry sectors and occupations, provision of information on nontraditional employment

3. Workforce and labor market employment statistics information, including accurate information relating to local, regional, and national labor market areas, including job vacancy listings in labor market areas; information on job skills necessary to obtain the jobs; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations

4. Information, in formats that are usable by & understandable to one-stop customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance benefits under the Supplemental Nutrition Assistance Program (SNAP), assistance through the earned income tax credit, assistance under State program for Temporary Assistance for Needy Families, (TANF), and other supportive services and transportation provided through funds made available in the local area

5. Outreach, intake and orientation to the information and other services available through the one-stop delivery system

6. Appropriate recruitment and other business services on behalf of employers,
including small employers, which may include providing information and referral to specialized business services not traditionally offered through the one-stop delivery system
7. Performance information and program cost information on eligible providers of training services, providers of adult education, providers of career and technical education activities at the postsecondary level, and career and technical education activities available to individuals who did not complete high school, and providers of vocational rehabilitation
8. Eligibility determination
9. Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs
10. Information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area
11. Assistance in establishing eligibility for programs of financial aid assistance for education and training programs

**Individualized Career Services for Job Seekers and Workers**
12. Comprehensive and specialized evaluation to identify barriers to employment and employment goals
13. Development of Individualized Employment Plan (IEP)
14. Group Counseling
15. Individual Counseling
16. Career/ Vocational Planning
17. Short-Term Pre-employment/ Vocational Services
18. Internships and work experiences
19. Workforce preparation activities
20. Financial literacy services
21. Out-of-Area Job Search and relocation assistance
22. English language acquisition and integrated education and training programs
23. Follow up services – includes support services
**Attachment B: Partner Program Services**

**Partner Program:** New Horizons Regional Education Centers  
**Website:** www.nhrec.org

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

Casey M. Roberts  
Executive Director  
[casey.roberts@nhrec.org](mailto:casey.roberts@nhrec.org)

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

Nikiesha Virgil  
Program Coordinator  
Youth Workforce Center  
[nikiesha.virgil@nhrec.org](mailto:nikiesha.virgil@nhrec.org)  
757.766.1100 ext. 3385

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<th>List of Services to be Made Available Through the Virginia Career Works Center(s)</th>
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<td>2. Itinerant Presence and Service Provision</td>
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<tr>
<td>3. Service Provision Only</td>
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</tbody>
</table>
| Virginia Career Works - Hampton Center  
600 Butler Farm Road, Hampton, Virginia  |
| Virginia Career Works - Historic Triangle Center  
4601 Opportunity Way, Williamsburg, VA 23188  |

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

**New Horizons Regional Education Centers (NHREC)** is operated by the Virginia Greater Peninsula’s school divisions as the Commonwealth's oldest and largest multi-campus regional education organization.

**Youth Workforce Center:**  
Grant program providing work experience, quality training, and support services for In-School Youth and Out-of-School Youth (17-24).

**Career & Technical Education Center**  
Technical programs designed for juniors and seniors committed to training, to enter the workforce or post-secondary education.
Center for Apprenticeship & Adult Training
Apprenticeship and adult skills training that is connected to workforce employment opportunities on the Greater Peninsula.

Newport Academy
Elementary, middle, and high school educational services providing structured and positive support systems for students with emotional disabilities.

The Governor’s School for Science and Technology
Engineering, Computational Science, and Biological strands for high ability students pursuing a STEM education at top tier universities.

Center for Autism
Elementary, middle, and high school educational services providing high-quality instruction and support services in a structured and supportive educational environment.

Family Counseling Center
A University-based family counseling clinic offering free services to families and students referred by schools on the Greater Peninsula.

Virginia Career Works - Specific Items of Understanding:
- Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. NHREC will contribute an annual $5,000 proportionate contribution along with nine other partner/programs to cover the support costs of the OSO position/function. This position will encourage and support further collaboration and active integration and participation of all One-Stop System partnerships for the benefit of all participating programs/agencies and their mutual customers.
- Shared, cross-agency representation, support, and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-HRWC region.
- Exchange and Posting of marketing materials, brochures, contact information, etc.
- Written cross-referral agreement (affirmative referrals) between agencies.
- Clear evidence of joint activities and special projects, where appropriate.
- Mutual involvement in joint grant applications, where appropriate.
- Coordinated case management of dual enrollments between the respective programs/agencies.
- Common goal setting and individual employability plan development for dually served customers.
- Evidence of informational cross-training exchanges between agencies.
Attachment B: Partner Program Services

Partner Program: TCC
Website: www.tcc.edu

Partner Program - Signatory Authority (Name, Job Title, email): Corey McGray, VP Workforce Solutions, coreymcgray@tcc.edu

Tamara Williams

Partner Program Local Area Contact (Name, Job Title, email and telephone number): Alejandra Diaz-Rangel, Fastforward Career Coach, adiaz-rangel@tcc.edu, 757-822-1543

| 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 | Industry recognized credentials |
| | workshop/Career Coaching |
| 3. Service Provision Only |

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

1. Workshop on Industry Recognized Workforce Credentials
2. Career Coaching
3. Provide information about workforce resources and services
4. Inform on workforce funding sources
5. Inform on navigating o*net, BLS, and the Virginia Wizard for career advising
Attachment B: Partner Program Services

| Partner Program: AARP Foundation, Senior Community Service Employment Program |
| Website: Aarp.org/aarp-foundation |

| Partner Program - Signatory Authority (Name, Job Title, email): |
| Demetri Antzoulatos |
| Vice President, Finance, Grants, Operations |

| Partner Program Local Area Contact (Name, Job Title, email and telephone number): |
| Jocelyn Harrison |
| Assistant Project Director |
| 11834 Cannon Blvd., Suite H-1 |
| Newport News, VA 23606 |
| jharrison@aarp.org |
| 757.595.8726 |

| 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 Senior Community Service Employment Program (SCSEP)

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

Authorized by the Older Americans Act SCSEP is a community service and work-based job training program for unemployed people 55 years of age and older who are within 125% of poverty level. Participants gain work experience in a variety of community service activities at local non-profit and public facilities, including schools, hospitals, day-care centers and senior centers. They work an average of 20 hours at minimum wage and this training serves as a bridge to unsubsidized employment opportunities. Enrollment priority is given to veterans and qualified spouses, then to individuals who are over 65, have a disability, have low literacy skills or limited English proficiency, are homeless or at risk of homelessness, have low employment prospects.

Individual Employment Plans are done on each participant which outlines their permanent employment goals and the skills needed.

Other services offered:
- Help with setting up email accounts
- Help with online application forms
- Referral to classes to upgrade skills
- One-on-one and Remote Training on resume writing, cover letter interviewing skills
- Refer to other community-based services as needed
- Practice interview skills
- Refer to in person or virtual job fairs
- Coordinate with Virginia Workforce Centers
Attachment B: Partner Program Services

Partner Program: AARP Foundation, Senior Community Service Employment Program

Website:  
Aarp.org/aarp-foundation

Partner Program - Signatory Authority (Name, Job Title, email):  
Demetri Antzoulatos  
Vice President, Finance, Grants, Operations

Partner Program Local Area Contact (Name, Job Title, email and telephone number):  
Barbara Z. Murphy  
Project Director  
500 Plume St., Suite 501  
Norfolk, VA 23510  
bmurphy@aarp.org  
757.625.7001

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

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- Help with online application forms
- Referral to classes to upgrade skills
- One-on-one and Remote Training on resume writing, cover letter interviewing skills
- Refer to other community-based services as needed
- Practice interview skills
- Refer to in person or virtual job fairs
- Coordinate with Virginia Workforce Centers
Attachment B: Partner Program Services

Partner Program: Virginia Employment Commission


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

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Roth</td>
<td>Commissioner</td>
<td><a href="mailto:carrie.roth@vec.virginia.gov">carrie.roth@vec.virginia.gov</a></td>
</tr>
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</table>

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

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<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Phyllis Clemens</td>
<td>Manager (Norfolk)</td>
<td><a href="mailto:Phyllis.Clemens@vec.virginia.gov">Phyllis.Clemens@vec.virginia.gov</a></td>
<td>(757) 629-4702</td>
</tr>
<tr>
<td>Shirley Upton</td>
<td>Manager (Portsmouth)</td>
<td><a href="mailto:Shirley.Upton@vec.virginia.gov">Shirley.Upton@vec.virginia.gov</a></td>
<td>(757) 558-4458</td>
</tr>
<tr>
<td>Hosey Burgess</td>
<td>District Manager</td>
<td><a href="mailto:Hosey.Burgess@vec.virginia.gov">Hosey.Burgess@vec.virginia.gov</a></td>
<td>(757) 629-4703</td>
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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 (Norfolk and Portsmouth) |
| 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 center facilities for recruiting and interviewing job applicants
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding workforce development initiatives and programs
- Develop, convene, or implement industry or sector partnerships
- Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system
- Referral to training services
- Information on the availability of supportive services and referral to such as appropriate

Unemployment Insurance

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

Jobs for Veterans State Grant (JVSG)

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

Rapid Response

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

Trade Adjustment Assistance (TAA)

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

Reemployment Services and Eligibility Assessments (RESEA)

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

Foreign Labor Certification

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

Migrant Seasonal Farmworker Services

- In and out of area job search and placement assistance
- Conduct outreach activities with growers and other employers
Attachment B: Partner Program Services

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<td>Website: [<a href="http://www.vec">http://www.vec</a> virginia.gov](<a href="http://www.vec">http://www.vec</a> virginia.gov)</td>
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**Partner Program - Signatory Authority (Name, Job Title, email):**
- **CAROLINE BARTON**
- **Ellen-Marie Hess, Commissioner**

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**
- **Donna Crittenden-Barton, Manager**
  - [Dona.Crittenden-Barton@vec.virginia.gov](mailto:Dona.Crittenden-Barton@vec.virginia.gov), (757) 865-5800
- **Hosey Burgess, District Manager**
  - [Hosey.Burgess@vec.virginia.gov](mailto:Hosey.Burgess@vec.virginia.gov), (757) 629-4703

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<th>Virginia Career Works – Hampton Center</th>
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<tr>
<td>600 Butler Farm Road, Room 1015</td>
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<tr>
<td>Hampton, Virginia 23666</td>
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</table>

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
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Unemployment Insurance

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Migrant Seasonal Farmworker Services
- In and out of area job search and placement assistance
- Conduct outreach activities with growers and other employers
Attachment B: Partner Program Services

Partner Program: PORTSMOUTH REDEVELOPMENT & HOUSING AUTHORITY

Website: [www.prha.org](http://www.prha.org)

Partner Program - Signatory Authority (Name, Job Title, email):
EDWARD BLAND, EXECUTIVE DIRECTOR, e bland@prha.org
Partner Program Local Area Contact (Name, Job Title, email and telephone number):
DELORES ADAMS, DIRECTOR OF RESIDENT SERVICES, dadams@prha.org, 757-391-2913

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 | PRHA – Foundation Stone |

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

- Foundation Stone serving as a Career Access Network (CAN) site;
- Job Developer who provides employment readiness training to include resume writing, interviewing skills, communication, job skills, etc.;
- Computer learning center;
- Life Skills training;
- Referrals to VA Career Network and other partners;
- Case Management
- Transportation assistance
**Attachment B: Partner Program Services**

**Partner Program:** Chesapeake Redevelopment and Housing Authority

**Website:** www.crhava.org

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

John C. Kownack  
Executive Director  
John_kownack@crhava.org

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

Angela Brickhouse  
Resident Services Coordinator  
Angela_brickhouse@crhava.org  
(757) 233-6425

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

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

- CRHA will continue to host WIOA training and informational events on a monthly basis for its Family Self-Sufficiency (FSS), Resident Opportunities for Self-Sufficiency (ROSS), Public Housing, and Housing Choice Voucher participants.
- CRHA has learning centers/classrooms at each public housing community and its Central Office.
- The FSS (141) and ROSS (28) programs have approximately 169 heads of households who are participating in individual five-year development plans to elevate them financially and free them of public assistance.
- The Authority also has approximately 1,841 households receiving housing choice voucher (HCV) rental assistance and approximately 219 households in affordable housing without rental assistance.
- CRHA will commit to assuring participation in the various training events and continue to offer
- This attachment will be updated as necessary to integrate any substantial additions or deletions to the service plan initially provided.
## Attachment B: Partner Program Services

**Partner Program: Norfolk Redevelopment and Housing Authority (NRHA)/Client Services**

**Website:** www.nrha.us

**Partner Program - Signatory Authority (Name, Job Title, email):**
Ronald Jackson, Executive Director, rjackson@nrha.us

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**
Aaron Harris, Economic Opportunities Manager, aharris@nrha.us, (757)314-2068

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

- HUD funded employment, training and self-sufficiency supportive services programming
- Barrier reduction supports and coordination to reduce dependency on economic and housing subsidies by NRHA residents
- Collective impact engagement with the regional workforce council and other trusted community partners offering employment, vocational and self-sufficiency supports
- Core employment services and case management are offered at the Calvert Square Envision Center and Oakleaf Forrest Family Investment Center
**Attachment B: Partner Program Services**

**Partner Program:** Newport News Redevelopment & Housing Authority

**Website:** http://www.nnrha.com/

**Partner Program - Signatory Authority (Name, Job Title, email):**
Karen R. Wilds  
Executive Director  
kwilds@nnrha.org

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):** Wilds
Karen R. Wilds  
Executive Director  
kwilds@nnrha.org  
757-928-2620

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

| Partner will participate in the following manner (Indicate Center Name and type of contact): |
|---|---|
| 1. **Permanent Presence and Service Provision** | Virginia Career Works – Hampton Center  
600 Butler Farm Road, Room 1015  
Hampton, VA 23666 |
| 2. **Itinerant Presence and Service Provision** | |
| 3. **Service Provision Only** | |

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

The Newport News Redevelopment and Housing Authority (NNRHA) is the primary provider of new homebuyer opportunities and affordable housing for lower and moderate-income families on the Virginia peninsula. The NNRHA is the redevelopment arm for the City of Newport News and acquires property for redevelopment, undertakes property Rehabilitation and manages the City’s Consolidated Housing and Community Development programs.

Additionally, NNRHA administers over 3000 Housing Choice Vouchers (Section 8) and owns and manages over 1500 affordable rental housing units across the City.

The mission of NNRHA is to maintain and create affordable housing, viable neighborhoods, and opportunities for self-sufficiency that enhance the quality of life of all citizens of Newport News. The Authority has established strong partnerships with public and private organizations to provide an array of services to NNRHA clients and the community.

The subject agencies agree to support one another’s effort and mission through a more integrated service approach consistent with the intent of the One-Stop System. The extent of the current agreement and understanding between the subject Agencies, other than as described in the general MOU, will be specified under this Attachment.
This Attachment will be administratively updated as necessary to reflect any significant additions or deletions to the understanding.

- Improved information sharing between Agencies.
- Allied support of the Choice Neighborhood Initiative to better serve mutual customers.
- Increased knowledge and understanding of key agency staff about partner programs.
- Effective case-coordination and support for any mutual customers.
- Improved system linkages between agencies.
- Support delivery of WIOA Individualized Career Services on-site, part-time at Brooks Crossing and/or NNRHA’s Marshall Courts Community Investment Center
  - Facilitate WIOA orientations and other work readiness workshops as needed
  - Support suitability and eligibility for WIOA training services, by VCW – GPR staff
- Ensure participants are registered on www.vaworkconnect for job search assistance.
- Strengthened community partnerships with the Family Investment Center and the Family Self-Sufficiency program.
- Increased outreach to citizens in the southeast NN community through improved partnerships and coordination.
- Commitment to share in any joint marketing/outreach efforts and activities as appropriate to both Agencies.
- Scheduled access to physical office space at the NNRHA Community Center, as needed.
- Shared customer access to NNRHA’s computer bank and on-line resources, as needed.
Attachment B: Partner Program Services

Partner Program: Virginia Beach Department of Human Services

Website: vbgov.com

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

Deidria W. Bolden
Deputy Director - Social Services
3432 Virginia Beach Boulevard
Virginia Beach, VA 23452
Email: DBolden@vbgov.com
Phone: 757-385-3313 (Direct)

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

Beverly C. Chamblee
Human Services Supervisor
Employment Services/Community Workforce Development and Training
Email: bchamble@vbgov.com
(757) 385-3594

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 X

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

Basic Career Services for Job Seekers and Workers

- Initial assessment of skills, aptitudes, abilities and supportive service needs
- Employment, education and training opportunities to Virginia Initiative for Education and Work (VIEW) participants promoting self-sufficiency
- Supportive services for education and training opportunities to Supplemental Nutrition Assistance Program (SNAP) recipients who participate in Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs
- Collaborate with Virginia Career Works to assist with funding opportunities for SNAP E&T participants to obtain vocational certifications

**Individualized Career Services for Job Seekers and Workers**
- Comprehensive and specialized evaluation to identify barriers to employment and employment goals
- Development of Individualized Employment Services Plan
- Career/Vocational Planning
- Short-Term Pre-employment/Vocational Services
- Digital Literacy services
- Internships and work experiences
- Workforce preparation activities
- Financial literacy services
- Soft Skills Development
- English language acquisition and integrated education and training programs
- Follow up services – includes support services
- Workforce Essentials - Job Preparedness Workshops
- Employment Advancement Services
- Recruitment events, including single employer hiring events and application sessions
- Job Search assistance
- Volunteer Placement Services

**Integrated Career Development Services**
- Customized Employment Services
- Interest and Career Assessment
- Holland Code Assessment
- Resume Consultation
- Interview Coaching
- Career Guidance Sessions
- Job/Career Action Plan
- Education and Training Consultation
- Re-Entry Services – Eligibility
- Business Services/Business Engagement
- Community Education and Outreach
- Recruitment Events, including Single Employer Hiring Events and Application Sessions
- Labor Market Information and Analysis
- Full Employment Program
**Attachment B: Partner Program Services**

| Partner Program: Portsmouth Department of Social Services, TANF, VIEW and SNAP programs |
| Website: [https://portsmouthva.gov/384/Social-Services](https://portsmouthva.gov/384/Social-Services) |

| Partner Program - Signatory Authority (Name, Job Title, email): |
| Anita Golden, Interim Director/Assistant Director |
| [anita.golden@dss.virginia.gov](mailto:anita.golden@dss.virginia.gov) |
| Angie Jones Tanya Chapman City Manager |
| [jonesa@portsmouthva.gov](mailto:jonesa@portsmouthva.gov) |

| Partner Program Local Area Contact (Name, Job Title, email and telephone number): |
| B'Onka Hill, Chief of Benefit Programs, [b'onka.hill@dss.virginia.gov](mailto:b'onka.hill@dss.virginia.gov) 757 405-1800 ext. 8421 |

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

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</tr>
<tr>
<td>3. Service Provision Only Portsmouth/Referrals</td>
</tr>
</tbody>
</table>

List services to be made available below (add additional pages if needed):
Attachment B: Partner Program Services

Partner Program: York-Poquoson Social Services
Website: yorkcounty.gov/159/Social-Services

Partner Program - Signatory Authority (Name, Job Title, email):
Margaret Mack-Yaroch, Director
Margaret.mack-yaroch@yorkcounty.gov

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
Burnette Hendricks, Assistant Director
Burnette.hendricks@yorkcounty.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 |
| 3. Service Provision Only | Virginia Career Works-Williamsburg Center 4601 Opportunity Way, Room 118 Williamsburg, VA 23188 |

List services to be made available below (add additional pages if needed):
Social Services provides access to a range of public services provided by local and state government agencies. These public services aim to create more effective organizations, build stronger communities, and promote equality and opportunity.

Social Services includes access to benefits such as financial assistance, food subsides, health care, job training and education, adoption and other related community support.

- Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. The six local Departments of Social Services are sharing the cost of one $5,000.00 contribution ($833 each) equal to the proportionate contribution of nine other partner/program contributions. This position will encourage and support further collaboration and active integration and participation of all One-Stop System partnerships for the benefit of all participating programs/agency and their mutual customers.
- Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.
- York-Poquoson Social Services will provide the availability of staff at least once every three weeks for 3.5 hours, or an average of 5.25 hours per month, for the One-Stop Center for the public to have accessibility to ask questions and/or be directed to the Common Help online application website.
- Exchange and posting of marketing materials, brochures, contact information, etc.
- Written cross-referral agreement between agencies
- Clear evidence of joint activities and special projects, where appropriate
- Mutual involvement in joint grant applications, where appropriate
- Coordinated case management of dual enrollments between the respective programs/agencies
- Common goal setting and individual employability plan development
- Limited sharing of cross-agency staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site)
- Evidence of informational cross-training exchanges between agencies
- All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend an Orientation, as appropriate.
- Develop cohesive strategies between the One-Stop and TANF/VIEW Employment and Training Program and SNAP, as applicable, that will create increased opportunities for mutual customers between the two systems (DHS and One-Stop) to be more effectively served using the combined leverage, programming and support of both agencies.
Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program: Hampton Department of Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website: <a href="http://www.hampton.gov/269/Human-Services">www.hampton.gov/269/Human-Services</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner Program - Signatory Authority (Name, Job Title, email):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Tamara Temoney-Porter</td>
</tr>
<tr>
<td>Director Human Services, <a href="mailto:Tamara.Temoney1@dss.virginia.gov">Tamara.Temoney1@dss.virginia.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresa Washington-Fry, Benefit Program Manager, <a href="mailto:Teresa.Washington-Fry@dss.virginia.gov">Teresa.Washington-Fry@dss.virginia.gov</a>, 757-728-2129</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Partner will participate in the following manner (indicate Center Name and type of contact):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permanent Presence and Service Provision</td>
</tr>
<tr>
<td>2. Itinerant Presence and Service Provision</td>
</tr>
<tr>
<td>Virginia Career Works- Hampton Center</td>
</tr>
<tr>
<td>600 Butler Farm Road, Room 1015</td>
</tr>
<tr>
<td>Hampton VA 23666</td>
</tr>
<tr>
<td>3. Service Provision Only</td>
</tr>
</tbody>
</table>

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

Social services provides access to a range of public services provided by local and state government agencies. These public services aim to create more effective organizations, build stronger communities, and promote equality and opportunity.

Social Services includes access to benefits such as financial assistance, education, food subsidies, health care, job training and subsidized housing, adoption, and other related community support.

- Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. The six local Departments of Social Services are sharing the cost of one $5,000 contribution ($833 each) equal to the proportionate contribution of nine other partner/program contributions. This position will encourage and support further collaboration and active integration and participation of all One-Stop System partnerships for the benefit of all participating programs/agencies and their mutual customers.
- Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.
- Hampton Human Services will provide the availability of staff at least biweekly (1st and 3rd Tuesday, 2 hours each, 4 hours per month estimated) for the One Stop Center for the public to have accessibility to ask questions and/or apply for benefits.
- Exchange and Posting of marketing materials, brochures, contact information, etc.
- Written cross-referral agreement (affirmative referrals) between agencies
- Clear evidence of joint activities and special projects, where appropriate
- Mutual involvement in joint grant applications, where appropriate
- Coordinated case management of dual enrollments between the respective programs/agencies. Common goal setting and individual employability plan development
- Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open)
- Evidence of information cross-training exchanges between agencies
- All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend an Orientation, as appropriate.
- Develop cohesive strategies between the One-Stop Center, on a monthly basis, to have scheduled/cohort staffing available for our agency scheduled customers and/or work to develop better streamline efficiency of process for our common job seekers to find, apply and receive employment that will give customers a livable wage for their family
- Hampton OHS will endeavor to have 5 customers per month have the opportunity for individualized career service opportunities through the One Stop to have effective case coordination that will result in employment and individualized person as One-Stop contact
- Can provide shared training opportunities that will help develop soft skills, training and other skills that will lead to employment and self-sufficiency for our customers
- Will clearly identify customer needs and feedback to ensure that customers are correctly referred between the agencies and eligible resources are given to our customers that will promote employability
- Meet quarterly with representative from each agency to establish the progress efficiency of the MOU and ways to increase its effectiveness
- Increased opportunities for customers to gain employment opportunities in the community and skills/readiness training
- Increase knowledge of available employment opportunities in the community and skill set needed for our customers to obtain that employment
- Increase the skill set, education and marketability for the Citizens of Hampton
- Help reduce the citizens who depend on public assistance benefits by increasing the number of citizens that have viable employment
- Sharing of information about benefit programs with the American Job Center
- Share information regarding career fairs, employer resources, no-cost training opportunities will be shared with each agency
- Share entrepreneurial training and educational opportunities available for little or no cost
## Attachment B: Partner Program Services

**Partner Program:** Newport News Department of Human Services

**Website:**

---

**Partner Program - Signatory Authority (Name, Job Title, email):**
Virginia L. Blount-Moore  
Deputy Director  
[blount-moorevl@nnva.gov](mailto:blount-moorevl@nnva.gov)

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):**
Traci Snell  
Senior Family Services Supervisor  
[snellte@nnva.gov](mailto:snellte@nnva.gov)  
757-508-1714

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### 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):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Permanent Presence and Service Provision</td>
</tr>
<tr>
<td>2.</td>
<td>Itinerant Presence and Service Provision</td>
</tr>
<tr>
<td>3.</td>
<td>Service Provision Only</td>
</tr>
</tbody>
</table>
|   | Virginia Career Works – Hampton Center  
|   | 600 Butler Farm Road, Room 1015  
|   | Hampton, VA 23666 |

---

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

Social services provides access to a range of public services provided by local and state government agencies. These public services aim to create more effective organizations, build stronger communities, and promote equality and opportunity.

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• Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.

• Exchange and Posting of marketing materials, brochures, contact Information, etc.

• Written cross-referral agreement (affirmative referrals) between agencies.

• Clear evidence of joint activities and special projects, where appropriate.

• Mutual involvement in Joint grant applications, where appropriate.

• Coordinated case management of dual enrollments between the respective programs/agencies. Common goal setting and individual employability plan development.

• Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open).

• Evidence of informational cross-training exchanges between agencies.

• All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend an Orientation, as appropriate.

• Develop cohesive strategies between the One-Stop and TANF/VIEW and SNAP Employment & Training programs, as applicable, that will create increased opportunities for mutual customers between the two systems (DHS and One-Stop) to be more effectively served using the combined leverage, programming and support of both agencies.
Attachment B: Partner Program Services

Partner Program: James City County Social Services

Website: [www.jamescitycountyva.gov/social](http://www.jamescitycountyva.gov/social) services

Partner Program - Signatory Authority (Name, Job Title, email):
Rebecca Vinroot  
Director  
[Rebecca.vinroot@jamescitycountyva.gov](mailto:Rebecca.vinroot@jamescitycountyva.gov)  
757 259-3104

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
Barbara Watson  
Assistant Director  
[Barbara.watson@jamescitycountyva.gov](mailto:Barbara.watson@jamescitycountyva.gov)  
757 259-3123

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

<table>
<thead>
<tr>
<th>Partner will participate in the following manner (indicate Center Name and type of contact):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permanent Presence and Service Provision</td>
</tr>
</tbody>
</table>
| 2. Itinerant Presence and Service Provision | Virginia Career Works- Williamsburg Center  
4601 Opportunity Way-Room 1018  
Williamsburg, VA 23188 |
| 3. Service Provision Only |

List services to be made available below (add additional pages if needed):
Social Services provides access to a range of public services provided by local and state government agencies. These public services aim to create more effective organizations, build stronger communities, and promote equality and opportunity.

Social Services includes access to benefits such as financial assistance, education, food subsidies, health care, job training and subsidized housing, adoption, and other related community support.

Shared, proportionate participation in funding the cost of the competitively procured One-Stop System Operator for the Greater Peninsula region. The six local Department of Social Services are sharing the cost of one $5000 contribution ($833 each) equal to the proportionate contribution of nine other partner/program contributions. This position will encourage and support further collaboration and active integration and participation of all One-Stop System Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly funded One-Stop System Operator, as it pertains to the VCW-GP region. Exchange and posting of marketing materials, brochures, contact information, etc. Written cross-referral agreement (affirmative referrals) between agencies. Clear evidence of joint activities and special projects, where appropriate, mutual involvement in joint grant applications, where appropriate, coordinate case management of dual enrollments between the respective programs/agencies, common goal
setting and individual employability plan development, limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center of designated affiliated site, when open)

Evidence of information cross-training exchanges between agencies. All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend Orientation, as appropriate. Develop cohesive strategies between the One-Stop and TANF/VIEW Employment and Training Program and SNAP, as applicable, that will create increased opportunities for mutual customers between the two systems (DSS/DHS and One-Stop) to be more effectively served using the combined leverage, programming, and support of both agencies.
Attachment B: Partner Program Services

Partner Program: Chesapeake Department of Human Services

Website: [www.cityofchesapeake.net](http://www.cityofchesapeake.net)

Partner Program - Signatory Authority (Name, Job Title, email):
Pamela Little-Hill, Director of Human Services, p.little-hill@dss.virginia.gov or plittlehill@cityofchesapeake.net

Partner Program Local Area Contact (Name, Job Title, email and telephone number):
Elise Pugh, Adult Services Program Manager, epugh@cityofchesapeake.net, 757-382-2230

<table>
<thead>
<tr>
<th>List of Services to be Made Available Through the Virginia Career Works Center(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner will participate in the following manner (indicate Center Name and type of contact):</td>
</tr>
<tr>
<td>1. Permanent Presence and Service Provision</td>
</tr>
<tr>
<td>2. Itinerant Presence and Service Provision</td>
</tr>
<tr>
<td>3. Service Provision Only</td>
</tr>
</tbody>
</table>

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

We serve TANF and SNAPET participants with:
- Completion of applications to determine eligibility for public benefits
- Job Readiness Workshops
- Initial assessment of skill levels
- Basic Career Services for Job Seekers and Workers
- Coordinate with Virginia Career Works for workshops, resources, job fairs and referrals to the VCM referral systems as well as referrals from the VCM System.

We work in partnership with several community partners, including, but not limited to:
- CHRA (Chesapeake Redevelopment and Housing Authority)
- Chesapeake Public Schools
- STOP Incorporated
- Union Mission
- Goodwill Industries
- Calvary Revival Church
### Attachment B: Partner Program Services

**Partner Program:** Suffolk Workforce Development Center  
**Website:** [http://www.suffolkva.us/540/Workforce-Development-Center](http://www.suffolkva.us/540/Workforce-Development-Center)

**Partner Program - Signatory Authority (Name, Job Title, email):** Harry Cromer, Director - Suffolk Department of Social Services, [hcromer@suffolkva.us](mailto:hcromer@suffolkva.us)  
and  
Al Moor, Suffolk City Manager, [amoor@suffolkva.us](mailto:amoor@suffolkva.us)

**Partner Program Local Area Contact (Name, Job Title, email and telephone number):** Susan Brunson, Coordinator, [tbrunson@suffolkva.us](mailto:tbrunson@suffolkva.us), 757-514-7730, 757-514-7740

---

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

<table>
<thead>
<tr>
<th>1.</th>
<th>Permanent Presence and Service Provision</th>
<th>Applicable - Suffolk Workforce Development Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Itinerant Presence and Service Provision</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Service Provision Only</td>
<td></td>
</tr>
</tbody>
</table>

List services to be made available below (add additional pages if needed):  
Career Development and Training  
Job Readiness  
Skills Assessment and Job Search Assistance  
Hiring and Networking Events  
Employee and Business Development  
Partner Senior Services  
Partner Literacy Tutoring  
Partner ABE Prep Classes  
Veteran Compensation and Employment Services  
Partner ABE Prep Classes
## Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>Gloucester Social Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
<td></td>
</tr>
</tbody>
</table>
| Partner Program - Signatory Authority: | Name: Lisa Kersey  
Title: Director  
Email: Lisa.kersey@dss.virginia.gov |
| Partner Program Local Area Contact | Name: Jacquelyn Morande  
Title: Benefits Program Manager  
Email: Jacquelyn.morande@dss.virginia.gov  
Telephone Number: 804-693-2671 |

### 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**

- Virginia Career Works – Hampton Center  
600 Butler Farm Road, Room 1015  
Hampton, VA  23666

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

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- Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.
- Exchange and Posting of marketing materials, brochures, contact information, etc.
- Written cross-referral agreement (affirmative referrals) between agencies.
- Clear evidence of joint activities and special projects, where appropriate.
- Mutual involvement in joint grant applications, where appropriate.
- Coordinated case management of dual enrollments between the respective programs/agencies.
- Common goal setting and individual employability plan development.
- Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open)
- Evidence of informational cross-training exchanges between agencies
- All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend an Orientation, as appropriate.
- Develop cohesive strategies between the One-Stop and TANF/VIEW Employment and Training Program and SNAP, as applicable, that will create increased opportunities for mutual customers between the two systems (DHS and One-Stop) to be more effectively served using the combined leverage, programming and support of both agencies.
# Attachment B: Partner Program Services

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>City of Williamsburg Human Services</th>
</tr>
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<tbody>
<tr>
<td>Website:</td>
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<table>
<thead>
<tr>
<th>Partner Program - Signatory Authority:</th>
<th>Name:</th>
<th>Wendy Evans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title:</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
<td><a href="mailto:Wendy.m.evans@dss.virginia.gov">Wendy.m.evans@dss.virginia.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner Program Local Area Contact</th>
<th>Name:</th>
<th>Wendy Evans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title:</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
<td><a href="mailto:Wendy.m.evans@dss.virginia.gov">Wendy.m.evans@dss.virginia.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>757-220-6161</td>
</tr>
</tbody>
</table>

## 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**
   - Virginia Career Works – Hampton Center
   - 600 Butler Farm Road, Room 1015
   - Hampton, VA 23666

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

Social services provides access to a range of public services provided by local and state government agencies. These public services aim to create more effective organizations, build stronger communities, and promote equality and opportunity.

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- Shared, cross-agency representation, support and coordination under the auspices of the leveraged, jointly-funded One-Stop System Operator, as it pertains to the VCW-GP region.

- Exchange and Posting of marketing materials, brochures, contact Information, etc.

- Written cross-referral agreement (affirmative referrals) between agencies.

- Clear evidence of joint activities and special projects, where appropriate.

- Mutual involvement in joint grant applications, where appropriate.

- Coordinated case management of dual enrollments between the respective programs/agencies.
• Common goal setting and individual employability plan development
• Limited sharing of cross-agency office staffing responsibility (at the One-Stop Comprehensive Center or designated affiliated site, when open)
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• All VIEW customers will receive information on services available through VCW-GP at initial assessment and each reassessment appointment. Information shared will include the current monthly calendar of workshops and events and instructions on accessing Virginia Workforce Connection (VaWC) to establish a resume and complete job search. Customers will be screened and encouraged to attend an Orientation, as appropriate.
• Develop cohesive strategies between the One-Stop and TANF/VIEW Employment and Training Program and SNAP, as applicable, that will create increased opportunities for mutual customers between the two systems (DHS and One-Stop) to be more effectively served using the combined leverage, programming and support of both agencies.
**Attachment B: Partner Program Services**

<table>
<thead>
<tr>
<th>Partner Program:</th>
<th>Southampton County DSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website:</td>
<td><a href="https://www.southamptoncounty.org/departments/social_services/index.php">https://www.southamptoncounty.org/departments/social_services/index.php</a></td>
</tr>
<tr>
<td>Partner Program - Signatory Authority (Name, Job Title, email):</td>
<td>Michelle D. Stivers, Director, <a href="mailto:michelle.stivers@dss.virginia.gov">michelle.stivers@dss.virginia.gov</a></td>
</tr>
<tr>
<td>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</td>
<td>Suzette Thomas, Self-Sufficiency Specialist II, <a href="mailto:suzette.thomas@dss.virginia.gov">suzette.thomas@dss.virginia.gov</a>, 757-653-3080</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<tbody>
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<td>Partner will participate in the following manner (indicate Center Name and type of contact):</td>
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<td>1. Permanent Presence and Service Provision</td>
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<tr>
<td>2. Itinerant Presence and Service Provision</td>
</tr>
<tr>
<td>3. Service Provision Only</td>
</tr>
</tbody>
</table>

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

TANF and SNAP workforce-related services supplemented by a periodic presence through the Workforce Center at Paul D. Camp Community College in Franklin will be offered. Services include referrals, comprehensive evaluations to identify employment barriers, career planning, work experiences, financial literacy services, workforce preparation activities, job readiness classes.
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 M. Dyer, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

[Signature] [Date]

Robert M. Dyer, Mayor
Print Name and Title

City of Virginia Beach
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, Dr. John Olson, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

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

[Signature]

Date: 6/1/2022

Dr. John Olson, Chair
Print Name and Title

Hampton Roads Workforce Council Board of Directors
Agency Name
Authority and Signature

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

By signing my name below, I, Shawn Avery, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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:

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a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Signature

Date

Shawn Avery, President and CEO
Print Name and Title

Hampton Roads Workforce Council
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, Edward Bland, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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:

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Signature

Edward Bland  Executive Director

Print Name and Title

Portsmouth Redevelopment & Housing Authority

Agency Name
Authority and Signature

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

By signing my name below, I, John C. Kownack, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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

[Signature] [June 6, 2022]

John C. Kownack  Executive Director
Print Name and Title

Chesapeake Redevelopment and Housing Authority
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, Lysandra Shaw, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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

Lysandra Shaw, Deputy Executive Director
Print Name and Title

Newport News Redevelopment & Housing Authority
Agency Name

Signature

6/6/2022
Date
Authority and Signature

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

By signing my name below, I, [Signature], certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

[Signature]

Date

[Print Name and Title]

[Agency Name]
Authority and Signature

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

By signing my name below, I, __Corey L. McCray__, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Signature 6/21/2022

Corey L. McCray, PhD, President
Print Name and Title

Paul D. Camp Community College
Agency Name
Authority and Signature

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

By signing my name below, I, Heather Hardiman, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Heather Hardiman  
Signature  
6/15/22  
Date

Vice President for Administration and  
Chief Financial Officer

Heather Hardiman  
Print Name and Title

Tidewater Community College  
Agency Name
Authority and Signature

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

By signing my name below, I, Dr. Towuanna Porter Brannon, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022, to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Dr. Towuanna Porter Brannon

President, Virginia Peninsula Community College

Print Name and Title

Virginia Peninsula Community College

Agency Name
Authority and Signature

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

By signing my name below, I, Demetri Antzoulatos, certify that I have read the information contained in this LWDA 14 VCW MOU, for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

a) three (3) years from effective date or

b) Upon modified termination, whichever occurs earlier.

Demetri Antzoulatos
VP, Finance, Grants, & Operations

AARP Foundation

See the attached signed Authority and Signature Forms for the LWDA 14 VCW One-Stop Center MOU (7/1/22 TO 6/30/25)
Authority and Signature

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

By signing my name below, I, Michele Anderson, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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:

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

a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

______________________________  6-14-2022
Signature                           Date

Michele Anderson  President & CEO

Print Name and Title

United Way of South Hampton Roads

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, **Casey M. Roberts**, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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:

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a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

**Signature**  
**June 21, 2022**  
**Date**

---

**Casey M. Roberts, Executive Director**

Print Name and Title

---

**New Horizons Regional Education Centers**

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, Regina P. Lawrence, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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:

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

Signature

6/21/2022

Date

Regina P. Lawrence, President and CEO

Print Name and Title

STOP 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, _______________ J. Caprice Brown ______________________, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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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__________________________  ____________________________
J. Caprice Brown               June 30, 2022
Signature                      Date

J. Caprice Brown, Vice President, Virginia Region

Print Name and Title

Volunteers of America Chesapeake & Carolinas (Newport News YouthBuild)

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, Dr. Elie Bracy, III, Superintendent, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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a) three (3) years from the effective date or

b) Upon modified termination, whichever occurs earlier.

Signature

Date

Dr. Elie Bracy, III, Superintendent

Print Name and Title

Portsmouth Public Schools

Agency Name

REGION 20 ADULT EDUCATION CONSORTIUM
Authority and Signature

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

By signing my name below, I, [Name], certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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[Signature]

[Date]

[Print Name and Title]

[Agency Name]
Authority and Signature

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

By signing my name below, I, [Signature], certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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b) Upon modified termination, whichever occurs earlier.

______________________________  ________________________
Signature                              Date

______________________________
Print Name and Title

______________________________
Agency Name
Authority and Signature

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

By signing my name below, I, Lisa J. Kersey, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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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Lisa J. Kersey
Signature

06/28/22
Date

Lisa J. Kersey, Director
Print Name and Title

Gloucester Department of Social Services
Agency Name
Authority and Signature

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

By signing my name below, I, Tamara Temoney-Porter, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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[Signature]

Date: 6/22/22

[Print Name and Title]

[Agency Name]
Authority and Signature

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

By signing my name below, I, Margaret Mack-Yaroch, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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b) Upon modified termination, whichever occurs earlier.

Margaret Mack-Yaroch  
Signature  
4/22/2022  
Date

Margaret Mack-Yaroch, Director  
Print Name and Title

Young Pogwoon Social Services  
Agency Name
Authority and Signature

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

By signing my name below, I, ____________________________, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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__________________________ 6/21/22
Deidria W. Bolden

Signature  Date

Deidria W. Bolden  Deputy Director, Social Services

Print Name and Title

Virginia Beach Dept. of Human Services

Agency Name
Authority and Signature

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

By signing my name below, I, ___________Rebecca Vinroot______________, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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b) Upon modified termination, whichever occurs earlier.

__________________________
Signature

6/6/2022
Date

Rebecca Vinroot
Director

Print Name and Title

James City County Department of Social Services
Agency Name
Authority and Signature

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

By signing my name below, I, Michelle D. Stivers, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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b) Upon modified termination, whichever occurs earlier.

Michelle D. Stivers, Director
Print Name and Title

Southampton Co. Department of Social Services
Agency Name
Authority and Signature

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

By signing my name below, I, __________Wendy Evans_____________, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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b) Upon modified termination, whichever occurs earlier.

________________________  _________________________
Signature                        Date

Wendy Evans, Human Services Director

Print Name and Title

Williamsburg Human Services

Agency Name
Authority and Signature

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

By signing my name below, I, Virginia Blount-Moore, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 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 MOU for the period July 1, 2022 to June 30, 2025.

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

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

Virginia Blount-Moore

Print Name and Title

Deputy Director

Agency Name

6/9/2022 | 11:16:57 AM EDT
Authority and Signature

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

By signing my name below, I, Pamela T. Little-Hill, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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  b) upon modified termination, whichever occurs earlier.

Pamela Little-Hill
Signature

6/9/2022
Date

Pamela Little-Hill, Director
Print Name and Title

Chesapeake Social Services
Agency Name

Christopher M. Price, City Manager
Date
Authority and Signature

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

By signing my name below, I, Albert S. Moor, II, P.E., certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. All of my questions have been discussed and answered satisfactorily.

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

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b) Upon modified termination, whichever occurs earlier.

Signature

Date

Albert S. Moor, II, P.E., City Manager

Print Name and Title

City of Suffolk Department of Social Services

Agency Name

IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.

ATTEST:

Erika S. Dawley, City Clerk

APPROVED AS TO FORM:

Stephanie J. Pough, Assistant City Attorney
Authority and Signature

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

By signing my name below, I, Jen Nuckols, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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b) Upon modified termination, whichever occurs earlier.

Jen Nuckols  8/8/2022
Signature         Date

Jen Nuckols, Procurement Officer II
Print Name and Title

Virginia Department for Aging & Rehabilitative Services
Agency Name
Authority and Signature

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

By signing my name below, I, Carrie Roth, certify that I have read the information contained in this LWDA 14 VCW MOU for the period July 1, 2022 to June 30, 2025. 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 for the period July 1, 2022 to June 30, 2025.

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

Carrie Roth, Commissioner, Advisor to the Governor for Strategic Initiatives

Print Name and Title

Virginia Employment Commission

Agency Name
VCW One-Stop Center MOU IFA Statement

A separate proposed Infrastructure Funding Agreement (IFA) is included for the Norfolk Comprehensive Center and for the Hampton Comprehensive Center and they are included as part of the MOU and is based on current available information for staffing and occupied space in each Center. It is likely that staffing and or occupied space has changed at each Center, so we will revise/update the IFA as we get new information.

The budget amounts are based on the initial proposed budget for the Virginia Career Works System of the Hampton Roads Workforce Council. This budget is scheduled for final approval by the Council Board on June 15, 2022. Usually the Council’s budget is revised in August to update available funds, so the IFAs will likely need to be revised then also. Any modifications will be done in accordance with the process stipulated on page 20 of the MOU.

As you may know, Thomas Nelson Community College is now the owner of 600 Butler Farm Road, and a final lease or similar agreement has not yet been completed, so the IFA for the Hampton Center will need to be revised once the agreement is final. Also, additional space at the Norfolk Center (Suite 114, The Annex) will become available for use by all partners sometime during Program Year 2022 and that likely will require a revision to the IFA for the Norfolk Center.

For your information, both IFA’s must be finalized and approved by all Partners and submitted to the Virginia Community College System on or before September 30, 2022.
<table>
<thead>
<tr>
<th>Item</th>
<th>5/1 - 5/22.904</th>
<th>5/23.904 - 5/27.3.75</th>
<th>5/27.3.75 - 6/30.2004</th>
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**Other Operations:**
- Phone Service Contract
- Fax Service Fees
- Copy Equipment
- Cell Phone
- Telephone Equipment
- Internet/Database Plan
- Computer Software
- IT System Maintenance
- Other (Listed Below)

**Vehicle/Insurances:**
- Insurance
- Parking
- Security
- Repairs
- Medex
- Personal
- Business
- Utilities
- Rent

**Facility Costs:**
- Rent
- Benefits
- Security

**Benefits:**
- Health
- Dental
- Vision

**Comprehensive Benefits:**
- Dental
- Vision

**Yes/No:**
- Comprehensive Benefits: Not Marked
- Yes

**Virginia Career Works ONE-STOP CENTER NAME:**

**ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2022 (July 1, 2022 - June 30, 2023)**
<table>
<thead>
<tr>
<th>PARTNER ENTITY or PARTNER PROGRAM</th>
<th># OF POSITIONS</th>
<th>% of Total</th>
<th>SQUARE FEET OCCUPIED</th>
<th>% of Total</th>
<th>Customers Receiving Service</th>
<th>% of Total</th>
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<tr>
<td>VEC - Employment Services (Wagner-Peyser)</td>
<td>13.00</td>
<td>28.89%</td>
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<td>9.85%</td>
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<tr>
<td>VEC - Unemployment Insurance</td>
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<tr>
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<td>18.00</td>
<td>0.24%</td>
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<td>DOE - Perkins-PDCC</td>
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<td>0.44%</td>
<td>18.00</td>
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<tr>
<td>DSS - TANF</td>
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<tr>
<td>Senior Community Service Employment</td>
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<td>Housing Employment &amp; Training</td>
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<tr>
<td><strong>TOTALS:</strong></td>
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<td><strong>100.00%</strong></td>
<td><strong>7657.00</strong></td>
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</tbody>
</table>

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

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

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

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

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

6/2/2022

IFA LWDA One Stop Cost Allocation Template py 22 norfolk working
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<tr>
<th>Location</th>
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</table>

**Note:** This spreadsheet reflects costs based on a suggested allocation based on number of customers served.
### One-Stop Center Name: Virginia Career Works: Hampton

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<tr>
<th>PARTNER ENTITY or PARTNER PROGRAM</th>
<th># OF POSITIONS</th>
<th>% of Total</th>
<th>SQUARE FEET OCCUPIED</th>
<th>% of Total</th>
<th>Customers Receiving Service</th>
<th>% of Total</th>
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</thead>
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<td>VEC - Employment Services (Wagner-Peyser)</td>
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<tr>
<td>VEC - Unemployment Insurance</td>
<td>1.00</td>
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<td>DOE - Adult Ed</td>
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<tr>
<td>DOE - Perkins-Thomas Nelson</td>
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<td>Senior Community Service Employment</td>
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<td>45.00</td>
<td>0.89%</td>
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<tr>
<td>Housing Employment &amp; Training</td>
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<td>1.92%</td>
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<td>0.00%</td>
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<tr>
<td>VEC-Jobs for Veterans State Grant</td>
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</tbody>
</table>

**TOTALS:**

|                      | 25.00 | 100.00% | 5067.00 | 100% | 0.00 | 0.00% |

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<table>
<thead>
<tr>
<th>COSTS</th>
<th>BUDGET/EXPENSE</th>
<th>WIOA Title I Adult</th>
<th>WIOA Title I Dislocated Worker</th>
<th>WIOA Title I Youth</th>
<th>VEC - Unemployment Insurance</th>
<th>Trade Act (VEC)</th>
<th>DARS Title IV</th>
<th>DOE - Adult Ed</th>
<th>DOE - Perkins-Thomas Nelson</th>
<th>DSS - TANF</th>
<th>Senior Community Service Employment</th>
<th>Housing Employment &amp; Training</th>
<th>VEC-Jobs for Veterans State Grant</th>
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<td>Benefits</td>
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### ONE-STOP CENTER NAME:

**Virginia Career Works: Hampton**

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**TOTAL COSTS**

$100,300 $20,543 $18,927 $5,921 $3,329 $3,329 $3,289 $3,329 $23,163 $1,301

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

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

6/2/2022
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<tr>
<td>Telephone Equipment</td>
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<tr>
<td>Other Equipment</td>
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<tr>
<td>Fax Service Fees</td>
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<tr>
<td>Printer Service Contract</td>
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<tr>
<td>Contract: One Stop Operator</td>
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<tr>
<td>General Supplies</td>
<td>$3,550</td>
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<tr>
<td>Mailing/Envelopes</td>
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<tr>
<td>Printing (Outreach, Community Awareness, Signage)</td>
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<tr>
<td>Workshops</td>
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<td>Recurring/Outreach</td>
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<td>Dues/Subscription</td>
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<tr>
<td>Staff Travel</td>
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<tr>
<td>Classified/Legal Ads</td>
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<tr>
<td>TOTAL COSTS</td>
<td>$339,337</td>
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<td>PARTNER RATIO</td>
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</table>

*Allocated costs, Direct and indirect, must equal the amount on the One-Stop Services Allocation Spreadsheet (1st sheet in this workbook)*