

**Bay Consortium Local Plan
Attachment 3
Memorandum Of Understanding**

MEMORANDUM OF UNDERSTANDING

VIRGINIA WORKFORCE CENTER - FREDERICKSBURG

**For Implementation of the Workforce Innovation and Opportunity Act
For the Period of July 1, 2016 – June 30, 2021
With Review Scheduled June 2019**

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Memorandum of Understanding

Between the

**Bay Consortium Workforce Development Board
and its Partners at the
Virginia Workforce Center - Fredericksburg**

In accordance with Section 121(c) of the Federal Workforce Innovation and Opportunity Act (WIOA), this Local Memorandum of Understanding (MOU) has been developed, with agreement of the Bay Consortium Workforce Development Board and the Council of Locally Elected Officials of the Bay Consortium Workforce Development Board, and is entered into between the Bay Consortium Workforce Development Board (BCWDB) and the Local Area Partners (defined hereafter) of the Virginia Workforce Center (hereafter "the Center") - Fredericksburg in Planning District Sixteen .

I. Purpose of this MOU

This MOU is intended to maintain a viable workforce network in which the Bay Consortium Workforce Development Board and the Local Area Partners will provide comprehensive integrated workforce center workforce services for employers, job seekers, workers, and citizens seeking employment and training services.

The MOU establishes guidelines among Local Area Partners to create and maintain cooperative working relationships; to facilitate joint planning and evaluation of services; to develop efficient management of limited financial and human resources; and to meet or exceed all performance measures established by the Bay Consortium Workforce Development Board, the Virginia Board of Workforce Development, and the United States Department of Labor.

Suite 100, located at 10304 Spotsylvania Avenue, Fredericksburg VA 22408 has been identified by the BCWDB as the local Comprehensive Virginia Workforce Center and is currently leased by the BCWDB.

The Local Area Partners include the following and are hereinafter referred to as either "Partners" or "Local Area Partners":

- ERI: Bay WDB Youth Provider
- Department for Aging and Rehabilitative Services (DARS)
- Germanna Community College (GCC)
- Jobs Corps
- Virginia Employment Commission (VEC)
- Rappahannock Area Agency on Aging (RAAA)
- Rappahannock Goodwill Industries
- Regional Adult Education, Planning District 16

II. The Vision, Mission and Goals of the Virginia Workforce Center - Fredericksburg

Vision: We foster an increasingly viable and qualified workforce capable of sustaining existing businesses and attracting new businesses.

Mission: We provide comprehensive, integrated, customer-driven workforce services to connect employers and job seekers.

The Workforce Center's Vision and Mission are purposefully aligned with the Vision and Mission of the Bay Consortium Workforce Development Board's Vision and Mission:

Vision: The Bay Consortium Workforce Development Board, Inc. will ensure a viable and qualified workforce capable of sustaining existing businesses and enticing new businesses by fulfilling the needs of a vibrant and expanding employment base.

Mission: To provide comprehensive, customer-driven workforce services to connect employers, job seekers, workers, and youth.

The Strategic Goals of the Workforce Center are:

- Goal 1: Focus the Chief Local Elected Officials (CLEO) on strategic workforce issues.
- Goal 2: Develop a sustainable and reproducible model to meet the workforce needs of both emerging and existing industries.
- Goal 3: Establish a comprehensive, integrated, and accessible one stop Workforce Center within the local workforce area.
- Goal 4: Increase business engagement and deliver value to our business customers.
- Goal 5: Achieve measurable skills development in our job seeking customers with workforce credentials that matter to business.
- Goal 6: Fill jobs in demand occupations that show promise for long-term growth in industries that are strategic to Virginia's economy and strengthen our region.
- Goal 7: Help individuals, including individuals with barriers, gain access to the middle class and demonstrate career progression.
- Goal 8: Ensure that workforce system public investments generate a quality return to Virginia and the customers we serve.

III. Services

At a minimum, the following services will be provided by the Local Area Partners through the Center (these services can be provided in any order; there is no sequence requirements for these services):

A. JOB SEEKER SERVICES

CAREER SERVICES		TRAINING
<ul style="list-style-type: none"> • Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System; • Initial assessment of skill level(s), aptitudes, abilities and supportive service needs; • Self-help job search and placement assistance; • Access to employment opportunity and labor market information; • Performance information and program costs for eligible providers of training services; • Information on the overall performance of the One-Stop System; • Information on the availability of supportive services and referral to such, as appropriate; • Information on unemployment insurance claim filing; • Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s); • Information and assistance in applying for financial aid for training and education programs; and, • Access to the core services and information about the governing rules and programs of mandatory Partner Organizations. 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of skill levels; • Development of an individual employability development plan to identify employment goals, achievement objectives, and combination of services for the participant 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 participants seeking training services; • Individual job searches, referral and placement assistance; • Work experience and internships; • Short-term prevocational services (i.e. development of learning skills, communication skills, interviewing skills, personal maintenance, literacy skills and professional conduct) to prepare individuals for employment or training; • Post-employment follow-up services and support; • Other intensive services as determined by a Partner Organization's governing rules; and, • Out of the area job search assistance/relocation assistance. 	<ul style="list-style-type: none"> • Occupational Skills Training through Individual Training Accounts (ITAs); • On-the-Job Training (OJT); • 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; • Adult education and literacy activities provided in combination with the training services described above; • Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training; • Incumbent worker training and, • Other training services as determined by the Partner Organization's governing rules.

B. BUSINESS SERVICES

UNIVERSAL ACCESS		TRAINING
<ul style="list-style-type: none"> • Conduct outreach regarding One-Stop System Services and products; • Provide access to labor market information; • Use of One-Stop Center facilities for recruiting and interviewing job applicants; • Post job vacancies; • Provide information regarding workforce development initiatives and programs; • Provide information and services related to Unemployment Insurance taxes and claims; and, • Provide information regarding disability awareness issues. 	<ul style="list-style-type: none"> • Conduct on-site Rapid Response activities regarding closures and downsizings; • Facilitate traditional and reverse job fairs; • Provide customized recruitment and job applicant screening, assessment and referral services; • Take and fill job orders; • Assist with the interpretation of labor market information; • Consult on human resource issues; • Provide assistive technology; • Assist with disability accommodations; and, • Provide job coaches. 	<ul style="list-style-type: none"> • Develop On-the-Job Training (OJT) Contracts; • Provide employer and industry cluster driven Occupational Skills Training through Individual Training Accounts with eligible training providers; • Develop customized training Opportunity to meet specific employer and/or industry cluster needs; • Coordinate with employers to develop and implement layoff aversion strategies; and, • Provide incumbent worker upgrade training through various modalities.

IV. Definition of Roles, Relationships, and Responsibilities of Partners

The WIOA establishes the comprehensive Workforce Center as the physical location for service delivery programs funded under the WIOA and Partner programs. Center staff will work to eliminate duplication of common administrative functions and services and will assure team quality staff performance in a seamless integrated environment.

Following are partners required to oversee, administer and/or deliver services at the Virginia Workforce Center.

- A. **Bay Consortium WIOA Chief Local Elected Officials (CLEO):** Coordinates with the BCWDB to oversee the operations of the local Virginia Workforce Network, including comprehensive Workforce Centers.
 1. In cooperation with the BCWDB, develops and submits a comprehensive five-year plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
 2. Approves the BCWDB budget and Workforce Center cost allocation plan.
 3. Approves the selection of the Workforce Center Operator.
 4. Coordinates with the BCWDB to oversee the operations of the local Virginia Workforce Network, including Virginia Workforce Centers.

- B. **Bay Consortium Workforce Development Board:** Ensures the workforce related needs of employers, workers, and jobseekers in the region are met:
1. Is the party responsible for all phases of the local Workforce center site leasing activity and rental negotiations.
 2. Submits an annual business plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
 3. In partnership with the Chief Local Elected Officials, develops and submits a comprehensive five-year plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
 4. In collaboration with the Chief Local Elected Officials, develops the vision, goals, objectives, and workforce relate policies for the local area.
 5. Develops the strategic vision for the local workforce center system.
 6. Actively seeks additional funding from public and private sources for the local Workforce Network to operate and expand Workforce Center customer activities and resources.
 7. In cooperation with its Partners, approves selection of the comprehensive Workforce Center and satellite and information sites.
 8. Develops the Comprehensive Workforce Center(s).
 9. In collaboration with the Partners, designates the Workforce Center Operator.
 10. Determines the role of the Workforce Center, over and above those responsibilities specified by the contract.
 11. Establishes performance standards for the Workforce Center, including customer satisfaction factors.
 12. In collaboration with the Workforce Center Operator, recruits operational partners and negotiates and implements MOUs with operational partners under enabling legislation.
 13. Certifies Virginia Workforce Center sites, consistent with state policy.
 14. Reviews and evaluates performance of the local Virginia Workforce System and the local Virginia Workforce System Operator.
 15. Networks with the business community and forges relationships with employers in alignment with local economic development needs.
- C. **Board Staff:** Board staff provides support to the BCWDB, oversight to the area workforce programs and administrative support for the allocation and accountability of WIOA funds. The Board staff does not provide direct provision of services.
1. Carries out the goals and objectives of the BCWDB, and acts at the direction of the BCWDB.
 2. Investigates and resolves elevated customer complaints and grievance issues.
 3. Markets the comprehensive Virginia Workforce Center.
 4. Administers WIOA Title I and other grant funds including disbursement and fiscal administration.
 5. Provides operational and technical guidance to the Workforce Center Operator.
 6. Monitors operations and quality control of Center to comply with the Operator Agreement.
 7. Solicits and prepares public and private grant-funding initiatives to enhance programs and services for the workforce system and its workforce centers.
 8. Prepares administrative performance summaries and reports of WIOA funded and other related grant funded activities for the BCWDB.

- D. **Bay Consortium Workforce Development Board's Workforce Center Committee:** Provides operational oversight and accountability pursuant to the WIOA and state policy guidelines to ensure exceptional customer service to job seekers, current workers, and employers in the area. The Workforce Center Committee is appointed by the Workforce Development Board. The Committee:
1. Identifies measurable program outcomes and related performance measures including customer satisfaction.
 2. Monitors operations and quality control of the comprehensive Workforce Center;
 3. Prepares regular reports and recommendations to the BCWDB and the executive committee for Workforce Center policy, development, enhancements, and program performance.
 4. Identifies and provides reporting mechanisms to the BCWDB Council;
 5. Acts on behalf of the board to ensure high quality performance of the Workforce Center Delivery Systems.
 6. Oversees negotiations and maintenance of Memoranda of Understanding with Workforce Center partners as required by the Act.
 7. Oversees local center and staff certification as set forth by the Virginia Board of Workforce Development.
 8. Approves Workforce Center Operational Plan.
- E. **Workforce Center Operator:** The Workforce Center Operator coordinates, facilitates, promotes, designs, and expedites services for the comprehensive Workforce Center as determined by the Bay Consortium Workforce Development Board. Specific responsibilities include the following:
1. Adheres to the provisions outlined in the Agreement between the Fredericksburg Consortium Partners.
 2. Serves as liaison with the BCWDB and the BCWDB Workforce Center Committee.
 3. Communicates the strategic objectives of the BCWDB to partners and vice versa.
 4. Integrates systems and coordinates services for the center and its partners to place priority on customer service.
 5. Maintains a budget and operational plan (with approval of the BCWDB Workforce Center Committee) that meets operational needs.
 6. Manages the day-to-day operations of the Virginia Workforce Center facility.
 7. Makes staffing and training/development decisions to provide the necessary professionalism, support and oversight for the center; defines the Manager's responsibilities with input from the Workforce Center Committee and Board.
 8. Manages fiscal responsibilities and records for the center.
 9. Ensures that data is entered, shared, and maintained for the center.
 10. Meets Virginia Board of Workforce Development requirements for Center certification.
 11. Assists the BCWDB in recruiting other desired partners for the Workforce Center.
 12. Supports the BCWDB marketing plan for the Virginia Workforce Center-Fredericksburg.
 13. Provides required reports and information to the BCWDB and the BCWDB Workforce Center Committee in agreed-upon format and frequency.
 14. Monitors adherence to the Center Operational Plan and partner MOUs.
 15. Evaluates performance and implements required actions to meet performance standards.
 16. Evaluates customer satisfaction data and, with the assistance of the BCWDB Workforce Center Committee, implements service strategy changes based upon review of the data.
 17. Evaluates effectiveness of staff training/development activities.

F. Local Workforce Center “Consortium Team”:

The Lead Partner (VEC), Germanna Community College, and DARS serve as the “Consortium Management Team” and will be the liaison to the BCWDB and the BCWDB Workforce Center Committee on behalf of the Workforce Center Management Team.

G. Local Workforce Center “Workforce Center Management Team”:

The Workforce Center Management Team is composed of representatives from each of the Partner agencies.

Duties:

1. Determines functional teams necessary for the operation of the Center.
2. Recruits appropriate staff to participate in functional teams.
3. Develops a charter for each functional team, including specific responsibilities.
4. Conducts training and develops systems to ensure the safety and security of center staff and equipment.
5. Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
6. Develops Workforce Center staff orientation to inform, establish expectations; and address issues and concerns.
7. Develops relationships with area employers to increase their utilization and participation in Workforce Center programs and services.
8. Develop joint policies and create Opportunity to collaborate to further integrate the workforce development system.
9. The Center Management Team will be used to oversee implementation of the provisions of section III and IV of this agreement.

H. Local Comprehensive Workforce Center Partners:

Each partner located in the comprehensive Virginia Workforce Center - Fredericksburg and mandated partners that are not co-located must be a party to the local MOU for the Center. Physical site plans should integrate staff, equipment, and resources. Service delivery and center operational plans must integrate common functions. At the onset, all partner staff should enter the Center with knowledge about their roles and responsibilities. Program partners should participate in functional teams and such participation should be reflected in staff performance evaluations.

At a minimum, the mandated partner programs are party to the local MOU, and provide a physical presence within the local Comprehensive Workforce Center.

V. Mandatory Workforce Center Partner Programs, Workforce Innovation and Opportunity Act, Public Law 113-128, Section 121(b)(1)

Mandatory Workforce Center Partner Program	Administrative Agency
WIOA Title I Adult, Youth & Dislocated Workers	Virginia Community College System (VCCS) – effective July 1, 2008 & Local Workforce Development Boards
WIOA Title III – Wagner-Peyser	Virginia Employment Commission (VEC)
WIOA Title II – Adult Education & Literacy	Department of Education – Local Education Agencies & Local Grant Recipients
WIOA Title IV – Rehabilitation Act, as amended	Virginia Department for Aging and Rehabilitative Services Virginia Department for the Blind & Vision Impaired [One of these partner programs satisfies the physical presence requirement in the comprehensive Workforce Center]
Title V of the Older Americans Act	Rappahannock Area Agency on Aging
Postsecondary Carl Perkins Career & Technical Education	VCCS
Trade Adjustment Assistance	VEC
Veterans Employment & Training	VEC
Community Services Block Grant Employment & Training Activities	Department of Social Services/Community Action Agencies
US Department of Housing & Urban Development Employment & Training Activities	Local Housing Authorities
Unemployment Compensation	VEC
National Programs Located in the Workforce Development Area	Job Corps, Native American, Migrant & Seasonal Farm Workers, Veterans, Youth Opportunity Grants

VI. Referral Method for the Universal Customer

The Partners commit to the physical design of a center that it is accessible to the "universal customer." The customer flow between programs must be seamless.

All information acquired in the Workforce Center will be mutually accessible to avoid duplication of services, to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate. See Customer Flow Chart as **Attachment A**.

VII. Responsibilities of Workforce Center and Mandated Partners under this MOU

- A. The Virginia Workforce Network (VWN) is the computerized information system of record keeping that will include a common data repository for WIOA activities. All local Workforce partners with access to VWN agree to enter all client profiles (job and training seekers, only), job openings, and employer information it receives into the VWN. All partners also agree to treat all data contained in the VWN as confidential. No partner should permit access of Commonwealth-provided computer resources to, or disclose data to, any persons or entities other than its staff or data users, under any conditions.
- B. Mutual Respect of Organizational Practices. All partners agree to respect each other's organizational practices and management structures in the provision of services under this agreement.
- C. Information Sharing. All information acquired in the Workforce Center will be mutually accessible to the Local Area Partners to avoid duplication of services, to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on Virginia Workforce Center standard forms, will be accessible as allowable and appropriate.
- D. Each Local Agency Partner agrees to the specific commitments outlined for its agency as well as the following:
 1. Provision of services as included in paragraph III of this MOU.
 2. Participation in a Common Referral System
 3. Information Sharing and Performance Tracking
 4. Workforce Skill Standards
 5. Cross Agency Training
 6. Customers
 7. Common Technology
 8. Resource Sharing, Financing and Allocating Costs. Note: Job Corps is not located in the Workforce Center for the period of this MOU and will not, therefore, participate in the Cost Allocation Plan.
- E. Each partner organization to this MOU, including partners providing electronic services to customers, agrees to adhere to the following:
 1. To fund and provide all services that are applicable to each partner's program provided funding is available.
 2. To fund and provide all supportive and follow-up services that are applicable to each partner's program, provided funding is available.
 3. Each partner shall contribute a fair share of the operating costs of the comprehensive Workforce Center proportionate to the use of the Center by the partner's program, partner's staff, or benefit received. Note: Job Corps is not located in the Workforce Center for the period of this MOU and will not, therefore, participate in the Cost Allocation Plan.

4. To utilize and adhere to the Department of Labor's guidelines as provided in the "Workforce Center Comprehensive Financial Management Technical Assistance Guide."
5. To annually approve, by all partners, a Cost Allocation Plan to be attached to this MOU at the beginning of each fiscal year.
6. To comply with Federal Circulars as they apply to each partner organization.

The parties to this MOU understand and agree that annual funding and contributions of certain Local Agency Partners are subject to the annual appropriations of the Local Agency Partners' respective governing body. In the event a Local Agency Partners' respective governing body does not appropriate necessary monies to the annual funding and contribution as set forth in this MOU, such Local Agency Partner shall provide written notice to the BCWDB, and the BCWDB and other parties of this MOU shall have no claims against such Local Agency Partner for failure to appropriate monies.

VIII. Breach of MOU

The BCWDB and mandatory partners must report the failure to execute an MOU to the Governor and Virginia Board of Workforce Development. The state agency responsible for administering the partner program, and the Governor and the State Board must report such failure to the Secretary of Labor and to the head of any other federal agency with responsibility for oversight of a partner's program [WIOA sec, 121c].

Any breach of the provisions of the local MOU by a partner program may be considered grounds for removal of that partner from the BCWDB. The following activities may constitute a breach of the MOU:

- A. Failure to pay monies due under the cost allocation plan in a timely manner. Note: Job Corps is not a participant in the cost allocation plan in effect during the July 1, 2016 to June 30, 2021 Memorandum of Understanding.
- B. Failure to cooperate with the Workforce Center Operator or any other agent of the BCWDB with regard to the staffing or operations of the Virginia Workforce Center-Fredericksburg.

IX. Financial Obligation when Funding is not Appropriated or Allocated

Agencies of the Commonwealth of Virginia cannot expend funds unless appropriated by the Virginia General Assembly and may not obligate a future session of the Virginia General Assembly. Therefore, notwithstanding any provision in this Memorandum of Understanding to the contrary, if any session of the Virginia General Assembly fails to appropriate funds for the continuance of this Memorandum of Understanding (or if the funds were derived from federal grant and federal funding for the continuation of this Memorandum of Understanding is no longer available), this Memorandum of Understanding and all obligations hereunder shall automatically terminate upon depletion of the then currently appropriated or allocated funds.

In the event that federal and/or state funding for the continuation of the Memorandum of Understanding, this Memorandum of Understanding shall automatically terminate upon depletion of the then currently appropriated or allocated funds for such purposes. Partners shall give prompt notice to the BCWDB and the Consortium Partnership in the event such federal and/or state funding is no longer available or is reasonably expected to become unavailable.

X. Liability

By executing this MOU, each Local Area Partner agrees to work together to deliver Workforce Center services for employers, employees, and those seeking employment. However, the Local Area Partners are not legally “partners” to the extent that term encompasses joint and several liability. Each legal entity under this MOU is responsible for its own employees, representatives, agents, and subcontractors.

XI. Impasse Resolution

In the event that an impasse should arise between the partners and/or the BCWDB regarding the terms and conditions, the performance, or administration of this MOU, the following procedure must be initiated:

- A. The BCWDB and the partners shall document their negotiations and efforts to resolve the issues.
- B. BCWDB staff and the Operator and/or the Workforce Center Manager based on the nature of the impasse shall meet with the partner(s) first to determine if the impasse can be resolved.
- C. If an agreement cannot be reached, the BCWDB Chairperson will meet with the Operator and/or the partner(s) to resolve the issue.
- D. If an agreement between the BCWDB and the partner(s) and/or the Operator cannot be reached, the central office of the Virginia Community College System (VCCS) will provide assistance in resolving the issue.

XII. Modification Process

Partners may request, in writing, an amendment to the MOU through the BCWDB. The BCWDB may amend the MOU whenever the Board determines it is appropriate or necessary.

In order for any modifications and/or amendments to this MOU to be valid, the changes must be documented in writing, signed, dated under the conditions agreed upon by ALL of the partners, and attached to the original MOU. If any provision of the MOU is held invalid, the remainder of the MOU must not be affected.

- A. Any adjustment or modification of the Workforce Center budget or the Annual Cost Allocation Plan will not require a modification of the MOU, although the Annual Cost Allocation Plan must be agreed to by all the partners and must include all partner

signatures. Note: Job Corps is not a participant in the cost allocation plan in effect during the July 1, 2016 to June 30, 2021 Memorandum of Understanding.

XIII. Duration of the MOU

This MOU is entered into this 1st day of July 1, 2016. This MOU will become effective July 1, 2016 and shall terminate on June 30, 2021 unless terminated earlier by any of the partners of the agreement. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause. During the duration of this agreement, the MOU will be reviewed annually by the BCWDB and all partners.

XIV. Equal Opportunity and Nondiscrimination Obligations

The parties to this MOU agree to comply with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act and its implementing regulation.

The parties to this MOU agree they are required to comply with all applicable state and federal laws prohibiting discrimination in employment practices and services. In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended by the Bay Consortium Workforce Development Board.

Expertise from the Virginia Department for Aging and Rehabilitative Services (DARS) and the Commonwealth of Virginia Department for the Blind and Vision Impaired (VDBVI) will be utilized as technical resources to ensure programmatic and physical accessibility to System services, as needed.

XV. Signatures

Bay Consortium Workforce Council (Chief Local Elected Officials) Chair:

PM Burke
Signature

6-13-16
Date

Bay Consortium Workforce Development Board Chair (BCWDB):

E. W. Powers
Signature

7/27/2016
Date

Bay Consortium Workforce Development Board Director:

Michael J. W. L.
Agency

6/13/16
Date

Local Operator Consortium:

Signature
Germanna Community College

Title
Date _____

Signature
Department for Aging and
Rehabilitative Services

Title
Date _____

Signature
Virginia Employment Commission

Title
Date _____

XV. Signatures

Bay Consortium Workforce Council (Chief Local Elected Officials) Chair:

Signature Date


Bay Consortium Workforce Development Board Chair (BCWDB):

Signature Date

Bay Consortium Workforce Development Board Director:

Agency Date

Local Operator Consortium:



Signature
Germanna Community College

VP for Administrative Services

Title
Date *6/9/16*

Signature
Department for Aging and
Rehabilitative Services

Title
Date _____

Signature
Virginia Employment Commission

Title
Date _____

XV. Signatures

Bay Consortium Workforce Council (Chief Local Elected Officials) Chair:

Signature Date

Bay Consortium Workforce Development Board Chair (BCWDB):

Signature Date

Bay Consortium Workforce Development Board Director:

Agency Date

Local Operator Consortium:

Signature Title
Germanna Community College Date

Signature **James A. Rollrock, Commissioner** Title
Department for Aging and Rehabilitative Services Date 7/12/16

Signature Title
Virginia Employment Commission Date

XV. Signatures

Bay Consortium Workforce Council (Chief Local Elected Officials):

_____ Signature	_____ Title	_____ Agency	_____ Date
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Bay Consortium Workforce Development Board Chair (BCWDB):

_____ Signature	_____ Title	_____ Agency	_____ Date
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Bay Consortium Workforce Development Board Director:

_____ Signature	_____ Title	_____ Agency	_____ Date
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Local Operator Consortium:

_____ Signature	_____ Title	_____ GCC	_____ Date
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_____ Signature	_____ Title	_____ VEC	_____ Date
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Ellen Marindes 10/20/2016

_____ Signature	_____ Title	_____ DARS	_____ Date
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Local Workforce Center Partners:

_____ Signature	_____ Title	_____ ERI: WDB Youth Provider	_____ Date
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_____ Signature	_____ Title	_____ Job Corps	_____ Date
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_____ Signature	_____ Title	_____ RAAA	_____ Date
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_____ Signature	_____ Title	_____ Rappahannock Goodwill Industries	_____ Date
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_____ Signature	_____ Title	_____ Regional Adult Ed Planning District 16	_____ Date
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Local Workforce Center Partners:

<u>R. Anderson</u>	<u>President</u>	<u>13 Jun 2016</u>
Signature	Title	Date
ERI: WDB Youth Provider		

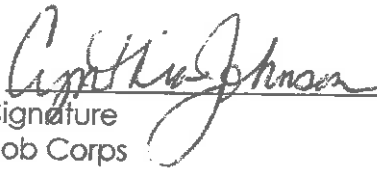
_____ Signature	_____ Title	_____ Date
Job Corps		

_____ Signature	_____ Title	_____ Date
Rappahannock Area Agency on Aging		

_____ Signature	_____ Title	_____ Date
Rappahannock Goodwill Industries		

_____ Signature	_____ Title	_____ Date
Regional Adult Ed, Planning District 16		

Local Workforce Center Partners:

Signature	Title	Date
ERI: WDB Youth Provider		
	Project Director	6-22-16
Job Corps		

Signature	Title	Date
Rappahannock Area Agency on Aging		

Signature	Title	Date
Rappahannock Goodwill Industries		

Signature	Title	Date
Regional Adult Ed, Planning District 16		

Local Workforce Center Partners:

_____ Signature ERI: WDB Youth Provider	_____ Title	_____ Date
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_____ Signature Job Corps	_____ Title	_____ Date
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<i>Lugh E Wade</i> Signature	<i>Exec. Dir.</i> Title	<i>7/1/16</i> Date
Rappahannock Area Agency on Aging		

_____ Signature Rappahannock Goodwill Industries	_____ Title	_____ Date
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_____ Signature Regional Adult Ed, Planning District 16	_____ Title	_____ Date
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Local Workforce Center Partners:

Signature	Title	Date
ERI: WDB Youth Provider		

Signature	Title	Date
Job Corps		

Signature	Title	Date
Rappahannock Area Agency on Aging		



Signature	President & CEO	June 20, 2016
Rappahannock Goodwill Industries	Title	Date

Signature	Title	Date
Regional Adult Ed, Planning District 16		


Local Workforce Center Partners:

_____ Signature ERI: WDB Youth Provider	_____ Title	_____ Date
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_____ Signature Job Corps	_____ Title	_____ Date
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_____ Signature Rappahannock Area Agency on Aging	_____ Title	_____ Date
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_____ Signature Rappahannock Goodwill Industries	_____ Title	_____ Date
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 _____ Signature Regional Adult Ed, Planning District 16 Fiscal Agent - Spotsylvania County Schools	<i>Superintendent</i> _____ Title	<i>6/10/2016</i> _____ Date
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Local Workforce Center Partners:

Signature	Title	Date
ERI: WDB Youth Provider		

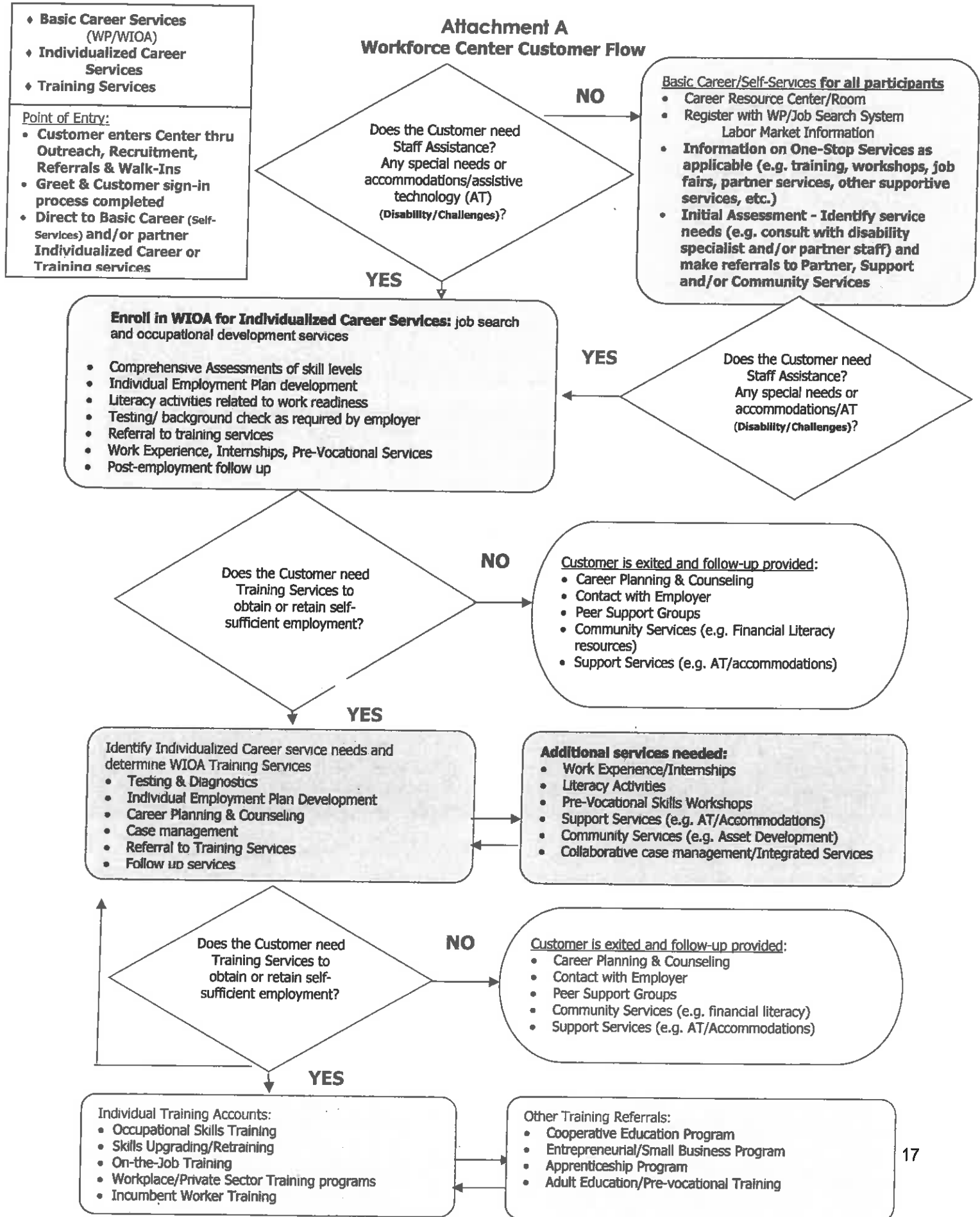
Signature	Title	Date
Job Corps		

Signature	Title	Date
Rappahannock Area Agency on Aging		

Signature	Title	Date
Rappahannock Goodwill Industries		

Signature	Title	Date
Regional Adult Ed, Planning District 16		

<i>Arnon Saldarriga</i>	<i>State Director</i>	<i>7/13/2016</i>
Signature	Title	Date
Telamon Corporation		



**Revised PY16-17 Proposed Cost Allocation Plan
Effective October 1, 2016**

Cost Categories		Budget	
Staffing	Center Operator Manager at 30%	\$ 28,338.44	
	Resource Specialist: Salary	\$ 96,337.31	
	Resource Specialist: Benefits	\$ 10,901.19	
	Resource Specialist: Taxes	\$ 3,361.20	
	Center Guide Salary*	\$ 34,364.66	
	Partner's Share of Center Guide Salary	\$ 14,776.80	
	Buy WIB Share of Center Guide Salary**	\$ 19,587.86	
	Center Guide: Benefits*	\$ 10,309.40	
	Center Guide Taxes	\$ 3,092.82	
	Partner's Share of Taxes	\$ 1,329.91	
	Buy WIB Share of Taxes**	\$ 1,762.90	
	Technology	Computer/Printer Maintenance Agreement	\$ 6,800.00
		Wireless Internet & 3 Client Phones	\$ 4,550.00
VITA Shared Phones		\$ 4,000.00	
2 Analog Fax Lines		\$ 2,500.00	
Utilities	Electric	\$ 20,000.00	
	Water	\$ 3,000.00	
Staff Development		\$ 750.00	
Advertising		\$ 750.00	
Travel		\$ 500.00	
Resource Room	General Supplies	\$ 4,000.00	
Contract Services	Interpreter	\$ 500.00	
Miscellaneous		\$ 500.00	
Total		\$ 142,894.86	

	Percentage of Direct Space	Cost Share
VEC	0.838899841	\$ 119,874.48
DARS	0.062113822	\$ 8,875.75
ERI	0.03211393	\$ 4,588.83
RAAA	0.008028333	\$ 1,147.21
GCC	0.058844674	\$ 8,408.60
Total	1	\$ 142,894.86

*Not included in Total to be paid by partners, shown for information purposes only.

**Not included in Total to be paid by partners, will be supported by WIB.


DARS Representative/Date

ERI Representative/Date

GCC Representative/Date

RAAA Representative/Date

VEC Representative/Date

Revised PY16-17 Proposed Cost Allocation Plan
Effective October 1, 2016

Cost Categories	Budget
Staffing	
Center Operator Manager at 30%	\$ 28,338.44
Resource Specialist: Salary	\$ 36,337.31
Resource Specialist: Benefits	\$ 10,901.19
Resource Specialist: Taxes	\$ 3,361.20
Center Guide Salary*	\$ 34,364.66
Partner's Share of Center Guide Salary	\$ 14,776.80
Bay WIB Share of Center Guide Salary**	\$ 19,587.86
Center Guide: Benefits*	\$ 10,309.40
Center Guide Taxes	\$ 3,092.82
Partner's Share of Taxes	\$ 1,529.91
Bay WIB Share of Taxes**	\$ 1,762.90
Technology	
Computer/Printer Maintenance Agreement	\$ 6,800.00
Wireless Internet & 3 Client Phones	\$ 4,550.00
WTA Shared Phones	\$ 4,000.00
2 Analog Fax Lines	\$ 2,500.00
Utilities	
Electric	\$ 20,000.00
Water	\$ 3,000.00
Staff Development	\$ 750.00
Advertising	\$ 750.00
Travel	\$ 500.00
Resource Room	
General Supplies	\$ 4,000.00
Contract Services	
Interpreter	\$ 500.00
Miscellaneous	\$ 500.00
Total	\$ 142,894.86

	Percentage of Direct Space	Cost Share
VEC	0.838899841	\$ 119,874.48
DARS	0.062113822	\$ 8,875.75
ERI	0.032113333	\$ 4,588.83
RAAA	0.008028333	\$ 1,147.21
GCC	0.058844674	\$ 8,408.60
Total	1	\$ 142,894.86

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**Not included in Total to be paid by partners, will be supported by WIB.

DARS Representative/Date

R.H. Anderson 26 Sept 2016

ERI Representative/Date

GCC Representative/Date

RAAA Representative/Date

VEC Representative/Date

**Revised PY16-17 Proposed Cost Allocation Plan
Effective October 1, 2016**

Cost Categories	Budget
Staffing	
Center Operator Manager at 30%	\$ 28,338.44
Resource Specialist: Salary	\$ 36,937.31
Resource Specialist: Benefits	\$ 10,901.19
Resource Specialist: Taxes	\$ 3,361.20
Center Guide Salary*	\$ 34,364.66
Partner's Share of Center Guide Salary	\$ 14,776.80
Buy WIB Share of Center Guide Salary**	\$ 19,587.86
Center Guide: Benefits*	\$ 20,309.40
Center Guide: Taxes	\$ 3,092.82
Partner's Share of Taxes	\$ 1,329.51
Buy WIB Share of Taxes**	\$ 1,762.90
Technology	
Computer/Printer Maintenance Agreement	\$ 6,800.00
Wireless Internet & 3 Client Phones	\$ 4,550.00
VITA Shared Phones	\$ 4,000.00
2 Analog Fax Lines	\$ 2,500.00
Utilities	
Electric	\$ 20,000.00
Water	\$ 3,000.00
Staff Development	\$ 750.00
Advertising	\$ 750.00
Travel	\$ 500.00
Resource Room	
General Supplies	\$ 4,000.00
Contract Services	
Interpreter	\$ 500.00
Miscellaneous	\$ 500.00
Total	\$ 142,894.86

	Percentage of Direct Space	Cost Share
VEC	0.838899841	\$ 119,874.48
DARS	0.062113822	\$ 8,875.75
ERI	0.032113333	\$ 4,588.83
RAAA	0.008028333	\$ 1,147.21
GCC	0.058844674	\$ 8,408.60
Total	1	\$ 142,894.86

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 **Not included in Total to be paid by partners, will be supported by WIB.

 DARS Representative/Date

 ERI Representative/Date
Steph S. Huber 12-6-16
 GCC Representative/Date

 RAAA Representative/Date

 VEC Representative/Date

**Revised PY16-17 Proposed Cost Allocation Plan
Effective October 1, 2016**

Cost Categories		Budget
Staffing		
	Center Operator Manager at 30%	\$ 28,338.44
	Resource Specialist: Salary	\$ 36,837.31
	Resource Specialist: Benefits	\$ 10,901.19
	Resource Specialist: Taxes	\$ 3,361.20
	Center Guide Salary*	\$ 34,354.66
	Partner's Share of Center Guide Salary	\$ 14,776.80
	Buy W/B Share of Center Guide Salary**	\$ 19,587.86
	Center Guide: Benefits*	\$ 10,308.40
	Center Guide Taxes	\$ 3,092.82
	Partner's Share of Taxes	\$ 1,329.91
	Buy W/B Share of Taxes**	\$ 1,762.50
Technology		
	Computer/Printer Maintenance Agreement	\$ 6,800.00
	Wireless Internet & 3 Client Phones	\$ 4,550.00
	MTA Shared Phones	\$ 4,000.00
	2 Analog Fax Lines	\$ 2,500.00
Utilities		
	Electric	\$ 20,098.00
	Water	\$ 3,000.00
Staff Development		
Advertising		\$ 750.00
Travel		\$ 750.00
Resource Needs		\$ 500.00
Contract Services	General Supplies	\$ 4,000.00
	Interpreter	\$ 500.00
Total		\$ 142,894.86

	Percentage of Direct Space	Cost Share
VEC	0.838899841	\$ 119,874.48
DARS	0.062113822	\$ 8,875.75
ERI	0.032113333	\$ 4,588.83
RAAA	0.008028333	\$ 1,147.21
GCC	0.058844674	\$ 8,408.60
Total	1	\$ 142,894.86

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 **Not included in Total to be paid by partners, will be supported by W/B.

 DARS Representative/Date

 ERI Representative/Date

 GCC Representative/Date

Leigh Stader 9.22.16
 RAAA Representative/Date

 VEC Representative/Date

Revised PY16-17 Proposed Cost Allocation Plan
Effective October 1, 2016

Cost Categories	Budget
Staffing	
Center Operator Manager at 30%	\$ 28,338.44
Resource Specialist: Salary	\$ 36,337.31
Resource Specialist: Benefits	\$ 10,901.19
Resource Specialist: Taxes	\$ 3,361.20
Center Guide Salary*	\$ 34,364.66
Partner's Share of Center Guide Salary	\$ 14,776.80
Bay WIB Share of Center Guide Salary**	\$ 19,587.86
Center Guide: Benefits*	\$ 10,309.40
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Computer/Printer Maintenance Agreement	\$ 6,800.00
Wireless Internet & 3 Client Phones	\$ 4,550.00
VITA Shared Phones	\$ 4,000.00
2 Analog Fax Lines	\$ 2,500.00
Utilities	
Electric	\$ 20,000.00
Water	\$ 3,000.00
Staff Development	
Advertising	\$ 750.00
Travel	\$ 750.00
Resource Room	\$ 500.00
Contract Services	
General Supplies	\$ 4,000.00
Interpreter	\$ 500.00
Miscellaneous	
	\$ 500.00
Total	\$ 142,894.86

	Percentage of Direct Space	Cost Share
VEC	0.838899841	\$ 119,874.48 *
DARS	0.062113822	\$ 8,875.75
ERI	0.032113333	\$ 4,588.83
RAAA	0.008028333	\$ 1,147.21
GCC	0.058844674	\$ 8,408.60
Total	1	\$ 142,894.86 *

*Not Included in Total to be paid by partners, shown for information purposes only.
**Not included in Total to be paid by partners, will be supported by WIB.

* Does not include VEC tax reps
or hearing officers space
(1) Does not include Job Corp
or Bus. Sys space

DARS Representative/Date

ERI Representative/Date

GCC Representative/Date

RAAA Representative/Date

Ellen Marie Hess

VEC Representative/Date