

MEMORANDUM OF UNDERSTANDING SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD WORKFORCE INNOVATION AND OPPORTUNITY ACT

CHAPTER 1: GENERAL PROVISIONS

In accordance with Section 121(c)(1) of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, this Local Memorandum of Understanding (MOU) has been developed, with agreement of the Chief Local Elected Officials (CLEOs) of the South Central Workforce Development Board (SCWDB), and is entered into between the SCWDB, One-Stop Operator and the required and other partners within the local workforce development area.

I. Purpose of the MOU

- A. Purpose: To establish and maintain a viable workforce network in which the SCWDB and the local area partners will provide comprehensive integrated One Stop workforce services for employers, job seekers, and workers seeking employment and training services.
- B. The MOU establishes guidelines among local partners to:
 - 1. Create and maintain cooperative working relationships;
 - 2. Facilitate joint planning and evaluation of services;
 - 3. Develop efficient management of limited financial and human resources; and
 - 4. Meet and exceed all performance measures established by the SCWDB, the Virginia Board of Workforce Development and the United States Department of Labor (DOL).

II. Vision, Mission and Goals of the South Central Workforce Development Board

- A. Vision: Workforce services are connected for businesses and jobseekers and tailored to meet the needs of the regional economy.
- B. To provide quality workforce development activities resulting in a skilled workforce that exceeds the needs of today's employers and tomorrow's job challenges.

III. Vision and Mission of the One Stop Center

- A. Vision: To promote maximum employment opportunities that will support local and regional economic development
- B. Mission: To develop and promote a well-trained, well educated, highly skilled workforce that fulfills the needs of local employers and fosters economic development and stability in Area 8.
- C. Goals:
 - 1. Linking local workforce investments with initiatives of local and regional economic development agencies;
 - 2. Connecting access points for One-Stop Center (OSC) partners and integrating them into a seamless workforce development system;
 - 3. Assessing the future needs of employers, workers and job seekers and overseeing the development of responsive programs to meet those needs;
 - 4. Enhancing the number accessing the partners' services and resources now, including youth and at-risk groups that have not been actively engaged in accessing these services through a network of physical and internet access points;
 - 5. Increasing satisfaction levels of job seekers, employers, youth and any other user of the system;

6. Striving for continuous improvement in the OSC and holding agencies including educational, training and services providers accountable for measurable outcomes.

IV. System Structure

A. American Job Centers-The South Central Workforce Development Area 8 has four American Job Centers, also known as workforce centers or one-stop centers, designed to provide a full range of assistance to job seekers and businesses under one roof. The Centers offer a comprehensive array of services designed to match talent with opportunities.

1. South Boston American Job Center (Comprehensive)
2506 Houghton Ave.
South Boston, VA 24592
Hours of Operation: M, T, Th, F - 8:30 a.m.-4:30 p.m. W-9:30 a.m. -4:30 p.m.
Website: www.southbostonworkforcecenter.org
Phone: 434-572-8064
2. Charlotte American Job Center (Affiliate)
400 Thomas Jefferson Highway
Charlotte Court House, VA 23923
Hours of Operation: M – F- 8:30 a.m. – 4:30 p.m.
Website: www.southernvajobs.com
Phone: 434-542-5605
3. Farmville Area American Job Center
200 Daniel Road
Keysville, VA 23947
Hours of Operation: M-F -8:30 a.m.-4:30 p.m.
Website: www.southernvajobs.com
Phone: 434-736-2035
4. Lake Country American Job Center
111 E. Danville St.
South Hill, VA 23970
Hours of Operation: M, W, Th, Fr-8:30 a.m.-4:30 p.m. T 9:30 a.m.-4:30 p.m.
Website: www.southernvajobs.com
Phone: 434-955-2252

B. One Stop Operator-The SCWDB selects a One Stop Operator through a competitive procurement process in accordance with the Uniform Guidance (OMB), WIOA and its implementing regulations, and local procurement laws and regulations. The Operator will be procured at least every 3 years. The Contractors for 2017-18 for One Stop Operator and Provider of Adult and Dislocated Worker Services are Southside Virginia Community College (lead agency), Charlotte County Department of Social Services (DSS), Department for Aging and Rehabilitative Services (DARS) and Tri-County Community Action Agency. SVCC and DSS receive funds to provide the WIOA services. The Virginia Department for Aging and Rehabilitative Services (DARS) and Tri-County Community Action Agency are contractors for the One-Stop Operator but do not receive funds to provide WIOA services.

C. Partners

| Program | Organization | Authorization/Category | Signatory Official | American Job Center |
|---|---|---|-----------------------------------|--|
| PHYSICALLY CO-LOCATED AT AN AMERICAN JOB CENTER-AREA 8 | | | | |
| Adult Education | Southside Virginia Community College (SVCC) | WIOA Title II Program | Al Roberts President | South Boston Farmville Area Lake Country |
| Community College | SVCC | Postsecondary Career and Technical Education (CTE) Programs under Carl D. Perkins CTE Act of 2006 | Al Roberts President | South Boston Farmville Area Lake Country |
| Migrant Seasonal Farmworkers | Virginia Employment Commission (VEC) | National Farmworker Jobs Program | Ellen Marie Hess Commissioner | South Boston (Itinerant) Lake Country (Itinerant) |
| Rehabilitative Services | Department for Aging and Rehabilitative Services (DARS) | WIOA Title IV Program | James A. Rothrock Commissioner | South Boston Lake Country (Itinerant) |
| Senior Community Service Employment Program (SCSEP) | STEPS, Inc. | WIOA Title V Program | Sharon Harrup President & CEO | South Boston |
| Jobs for Veterans State Grants (JVSG) | VEC | JVSG, authorized under chapter 41 of Title 39, U.S.C. | Ellen Marie Hess Commissioner | South Boston (Itinerant) |
| Temporary Assistance for Needy Families (TANF) | Charlotte County Department of Social Services (DSS) | TANF, authorized under Part A of Title IV of the Social Security Act | Sari Goff Director | Charlotte |
| Trade Adjustment Assistance (TAA) | VEC | TAA, authorized under chapter 2 of Title ## of the Trade Act of 1974 | Ellen Marie Hess Commissioner | South Boston Lake Country |

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| Unemployment Insurance (UI) | VEC | UI programs under Virginia unemployment compensation laws | Ellen Marie Hess Commissioner | South Boston Lake Country |
| Wagner-Peyser Employment Services (ES) | VEC | ES program, authorized under the Wagner-Peyser Act, as amended by Title III of WIOA, also providing the state's labor exchange | Ellen Marie Hess Commissioner | South Boston Lake Country |
| WIOA Adult and Dislocated Worker Programs | Charlotte County Department of Social Services DARS (oversight only) SVCC Tri-County Community Action Agency (oversight only) | WIOA Title I Program | Sari Goff, Director James A. Rothrock, Commissioner Al Roberts, President William Coleman, President & CEO | South Boston Charlotte Farmville Area Lake Country |
| WIOA Youth Program | SVCC | WIOA Title I Program | Al Roberts President | South Boston Farmville Area Lake Country |

| Program | Organization | Authorization/Category | Signatory Official | American Job Center Referral Site |
|--|---|---|--|--|
| NOT PHYSICALLY CO-LOCATED AT AN AMERICAN JOB CENTER | | | | |
| Adult Education | Southside Virginia Community College (SVCC) | WIOA Title II Program | Al Roberts President | Charlotte |
| Community College | SVCC | Postsecondary Career and Technical Education (CTE) Programs under Carl D. Perkins CTE Act of 2006 | Al Roberts President | Charlotte |
| Rehabilitative Services | Department for Aging and Rehabilitative Services (DARS) | WIOA Title IV Program | James A. Rothrock Commissioner | Charlotte Farmville Area |
| Senior Community Service Employment Program (SCSEP) | STEPS, Inc. | WIOA Title V Program | Sharon Harrup President & CEO | Charlotte Farmville Area Lake Country |
| Temporary Assistance for Needy Families (TANF) | Brunswick County DSS Halifax Country DSS Mecklenburg County DSS | TANF, authorized under Part A of Title IV of the Social Security Act | Deborah Burkett Director Kathy Andrews Director Sandra Gregory Director | Lake Country South Boston Lake Country |
| WIOA Youth Program | SVCC | WIOA Title I Program | Al Roberts President | Charlotte |

D. Partner Services-At a minimum, Partners will make the below services available, as applicable to the program, consistent with and coordinated by via the American Job Center network system. Additional services may be provided on a case by case basis and with the approval of the SCWDB and the Chief Local Elected Officials (CLEO).

| BUSINESS SERVICE | ORGANIZATION | AJC |
|---|--|--|
| Serve as the single point of contact for businesses, responding to all requests in a timely manner. | Charlotte DSS and SVCC | All |
| Conduct outreach regarding the local workforce system’s services and products. | All Partners | All |
| Provide access to labor market information. | All Partners | All |
| Assist with the interpretation of labor market information. | VEC-Primary All Partners | All |
| Use of one-stop center facilities for recruiting and interviewing job applicants. | All Partners through Business Service Teams (BSTs) | All |
| Post job vacancies in the state labor exchange system and take and fill job orders. | VEC | South Boston Lake Country |
| Provide information regarding workforce development initiatives and programs. | All Partners | All |
| Provide information and services related to the UI taxes and claims. | VEC | South Boston Lake Country |
| Conduct on-site Rapid Response activities regarding closures and downsizings. | All Partners through BSTs | All |
| Provide customized recruitment and job applicant screening, assessment and referral services. | All Partners through BSTs | All |
| Conduct/Assist with job fairs. | All Partners through BSTs | All |
| Consult on human resources issues. | All Partners through BSTs | All |
| Provide information regarding disability awareness issues. | DARS | South Boston Lake Country/Farmville/Charlotte by referral |
| Provide information regarding assistive technology and communication accommodations. | DARS | South Boston Lake Country/Farmville/Charlotte by referral |
| Assist with disability and communication accommodations, including job coaching. | DARS | South Boston Lake Country/Farmville/Charlotte by referral |
| Develop On the Job (OJT) contracts, | Charlotte DSS/SVCC through BSTs | All |

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| incumbent worker contracts, or pay-for-performance contract strategies. | | |
| Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts (ITAs) with eligible training providers. | Charlotte DSS/SVCC through BSTs | All |
| Develop customized training opportunities to meet specific employer and/or industry cluster needs. | Charlotte DSS/SVCC through BSTs | All |
| Coordinate with employers to develop and implement layoff aversion strategies. | All Partners through BSTs | All |
| Provide incumbent worker upgrade training through various modalities. | Charlotte DSS/SVCC through BSTs | All |
| Develop, convene, or implement industry or sector partnerships. | All Partners through BSTs | All |

See Attachment A for Business Services Customer Flow

| JOB SEEKER SERVICES | ORGANIZATION | AJC |
|--|--|------------|
| BASIC CAREER SERVICES | | |
| Outreach, intake and orientation to the information, services, programs, tools and resources available through the Area 8 workforce system. | All Partners | All |
| Initial assessments of skill level(s), aptitudes, abilities and supportive service needs. | Charlotte DSS Title I Provider/DARS/STEPS, Inc./SVCC | All |
| 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). | All Partners | All |
| Access to employment opportunity and labor market information. | All Partners | All |
| Performance information and programs costs for eligible providers of training, education and workforce services. | All Partners | All |
| Information on performance of the local Workforce system. | All Partners | All |
| Information on the availability of supportive services and referral to such, as appropriate. | All Partners | All |
| Information and meaningful assistance on UI claim filing | VEC | All |
| Determination of potential eligibility for workforce Partner services, programs, referrals. | All Partners | All |
| Information and assistance in applying for financial aid for training and education program not provided under WIOA. | All Partners | All |
| INDIVIDUALIZED CAREER SERVICES | | |
| Comprehensive and specialized assessments of skill levels and service needs. | Charlotte DSS Title I Provider/DARS/VEC Trade | All |
| Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to | Charlotte DSS Title I Provider/DARS/ VEC Trade | All |

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| achieve the employment goals. | | |
| Referral to training services. | All Partners | All |
| Group counseling. | DARS | All |
| Literacy activities related to work readiness. | SVCC | All |
| Individual counseling and career planning | All Partners | All |
| Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance. | Charlotte DSS Title I Provider/STEPS/DARS/VEC Trade | All |
| Work experience, transitional jobs, registered apprenticeships and internships. | Charlotte DSS Title I Provider DARS/STEPS/SVCC | All |
| 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. | All Partners | All |
| Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness). | Charlotte DSS Title I Provider and DARS/VEC Trade | All |
| TRAINING SERVICES | | |
| Occupational skills training through Individual Training Accounts (ITAs) | Charlotte DSS Title I Provider VEC Trade | All |
| Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above. | SVCC and Charlotte DSS Title I Provider VEC Trade | All |
| On the Job Training (OJT) | Charlotte DSS Title I Provider DARS/STEPS/VEC Trade | All |
| Incumbent Worker Training | Charlotte DSS Title I Provider/VEC Trade | All |
| Programs that combine workplace training with related instruction which may include cooperative education. | SVCC/Charlotte DSS Title I Provider/DARS/VEC Trade | All |
| Training programs operated by the private sector | Charlotte DSS Title I Provider/DARS/VEC Trade | All |
| Skill upgrading and retraining | SVCC/Charlotte DSS Title I Provider/VEC | All |

| | | |
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| | Trade | |
| Entrepreneurial training | Charlotte DSS Title I Provider/VEC Trade | All |
| Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. | Charlotte DSS Title I Provider/SVCC/VEC Trade | All |
| Other training services as determined by the workforce partner’s governing rules | All Partners | As determined |

See Attachment B for Jobseeker Customer Flow

Services will be provided to reflect the service standards established in Virginia Board of Workforce Development Policy 300-01. Quality Standards for One-Stop Career Centers in Virginia and TEGL 16-16 (https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8772)

E. PARTNER ON-SITE REPRESENTATION SCHEDULE

| SOUTH BOSTON | | | | |
|--|-------------------|-------------------------------|------------------|------------------------|
| Partner Program | # of Staff | Weekly Staff Hours | # of FTEs | % of Total FTEs |
| Adult Education | 1 | 8 | 0.20 | 1.42% |
| Community College | 1 | 40 | 1.00 | 7.09% |
| DARS | 5 | 136 | 3.4 | 24.11% |
| Title V | 1 | 20 | 0.50 | 3.55% |
| VEC to include ES, RESEA, UI, TAA , JVSG | 8 | 300 7X40 plus a 20 hour PT | 7.5 | 53.19% |
| WIOA Adult/Dislocated | 1 | 40 | 1.00 | 7.09% |
| WIOA Youth | 1 | 20 | 0.50 | 3.55% |
| CHARLOTTE | | | | |
| Partner Program | # of Staff | Weekly Staff Hours | # of FTEs | % of Total FTEs |
| TANF | 1 | 40 | NA | NA |
| WIOA Adult/DLW | 1 | 40 | NA | NA |
| FARMVILLE AREA | | | | |
| Partner Program | # of Staff | Weekly Staff Hours | # of FTEs | % of Total FTEs |
| Adult Education | 1 | 40 | NA | NA |
| Community College | 1 | 40 | NA | NA |
| WIOA Adult/Dislocated | 1 | 40 | NA | NA |
| WIOA Youth | 2 | 50 | NA | NA |
| SOUTH HILL | | | | |
| Partner Program | # of Staff | Weekly Staff Hours | # of FTEs | % of Total FTEs |
| Adult Education | 1 | 40 | NA | NA |
| Community College | 1 | 40 | NA | NA |
| VEC to include ES, UI, TAA | 1 | 16 | NA | NA |
| WIOA Adult/Dislocated | 1 | 40 | NA | NA |
| WIOA Youth | 1 | 40 | NA | NA |
| | | | | |

V. Definition of Roles and Relationships of Partners

The American Job Center Network is Virginia's One Stop Delivery System in which partners integrate services and workforce resources into a single seamless and accessible One Stop Center and provide quality services to job seekers, incumbent workers and employers. Comprehensive Workforce centers provide technological connectivity to partner agencies and programs with a common interface for the public and meet employer demand for a dependable, high quality and properly trained workforce.

The WIOA establishes the One Stop Center as the physical location for service delivery programs funded under the WIOA and partner programs. Center management staff will eliminate duplication of common administrative functions and services, will manage public funds efficiently and will assure team management and quality staff performance in a seamless, integrated environment. The Parties to this agreement will work closely together to ensure that all Area 8 American Job Centers are high-performing work places with staff that will ensure quality of service.

A. All Parties to this agreement shall comply with:

1. The Americans with Disabilities Act, as amended, regarding physical and programmatic accessibility of facilities, programs, services, technology, and materials for individuals with disabilities, including complying through staff training and support for addressing the needs of individuals with disabilities.
2. DOL Civil Rights Center: Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38) Final Rule: prohibits discrimination against individuals in any program or activity that receives financial assistance under Title I of WIOA as well as by the one-stop partners listed in WIOA Section 121(b) that offer programs or activities through the one stop/American Job Center system.
3. The nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activities;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - f. 29 CFR part 38 and all other regulations implementing the laws listed above.
4. Continuation of service in the case of a natural or manmade disaster.
 - a. Management Team and One Stop Operator will meet, as designated by the SCWDB, to evaluate sites and make immediate plans for continuity of service in a safe and efficient manner.

- B. Chief Local Elected Officials (CLEOs): The local WIOA CLEOs will play a major role in designing the local workforce delivery system.
1. In cooperation with the local SCWDB, develops the consolidated space requirements for the Comprehensive One Stop Center(s).
 2. In partnership with the SCWDB and other applicable partners, develops and submits a single regional plan to the Governor that includes a description of the activities that shall be undertaken by the SCWDB and their Partners, and that incorporates plans for the Local Area that are consistent with the State Plan.
 3. Approves the SCWDB budget and the American Job Center cost allocation plan(s).
 4. Approves the selection of the One Stop Operator following the competitive procurement process, and
 5. Coordinates with the SCWDB to oversee the operations of the local American Job Center network, including Comprehensive One Stop Centers and affiliate sites.
- C. South Central Workforce Development Board (SCWDB): Ensures the workforce related needs of employers, workers, and job seekers in the region are met, to the maximum extent possible with available resources. The SCWDB will, at a minimum:
1. In Partnership with the local WIOA Title I grant recipient and the CLEOs, develop the consolidated space requirements for the Comprehensive One Stop Center(s).
 2. In partnership with the CLEOs and other applicable partners within Area 8, develop and submit a local 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 collaboration with the CLEOs, develop the strategic vision, goals, objectives and workforce related policies for the local area.
 4. In cooperation with the CLEOs, design and approve the American Job Center network structure. This includes, but is not limited to:
 - a. Adequate, sufficient, and accessible one-stop center locations and facilities.
 - b. 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).
 - c. A holistic system of supporting services and
 - d. One or more competitively procured one-stop operators.
 5. In collaboration with the CLEOs, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator.
 6. Determine the role and day-to-day duties of the One Stop Operator, over and above those responsibilities specified by the contract.
 7. Establish performance standards for the One Stop System, including customer satisfaction factors.
 8. Approve annual budget allocation for operation of the One Stop System and Centers.
 9. Help the One Stop Center Operator recruit operational partners and helps negotiate MOUs with new partners.

10. Seek additional funding for the local Workforce Network to operate and expand One Stop customer activities and resources.
 11. Certify local American Job Center sites, consistent with state policy.
 12. Review and evaluate performance of the local American Job Center System and the local Operator(s).
- D. Board Staff: Board staff may investigate and resolve elevated customer complaints and grievance issues, but do not provide direct One Stop Center services to program applicant and participants.
1. Assist the CLEO and SCWDB with the development and submission of a single regional plan.
 2. Support the SCWDB with the implementation and execution of the regional vision, goals, objectives, mission and workforce-related policies, including all SCWDB duties outlined above.
 3. Provide operational and grant-specific guidance to the One Stop Operator.
 4. Monitor operations and quality control of Center.
 5. Investigate and resolve elevated customer complaints and grievance issues.
 6. Prepare regular reports and recommendations to the SCWDB and CLEOs.
 7. Oversee negotiations and maintenance of MOUs with one stop Partners.
- E. Workforce Center Operator: The Operator coordinates, facilitates, promotes, designs and expedites services for the Comprehensive One Stop Center(s) and affiliate centers as determined by the SCWDB. The One Stop Operator will employ a Center Manager who will act as the “functional leader” who will organize and direct Partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The duties of the One Stop Operator, through the One Stop Manager include, at a minimum, the following:
1. General:
 - a. Serves as liaison with the SCWDB and the SCWDB Policy/Oversight Committee.
 - b. Communicates the strategic objectives of the SCWDB to the partners.
 - c. Serve as the liaison to the SCWDB, SCWDB staff and the Policy/Oversight Committee on behalf of the Workforce Center Management Team.
 2. Operational:
 - a. Integrates systems and coordinates services for the Center and its partners to place priority on customer service.
 - b. Manage and coordinate Partner responsibilities, as defined in this MOU.
 - c. Manage hours of operations.
 - d. Coordinate daily work schedules and work flow based upon operational needs.
 - e. Coordinate staff vacations/unscheduled absences with the formal leadership to ensure service coverage by Center staff.
 3. American Job Center Network Structure:
 - a. Assist the SCWDB in establishing and maintaining the American Job Center network structure
 - b. Ensure that state requirements for center certification are met and maintained.

- c. Ensure that career services such as those outlined in WIOA sec. 134(c) (2) are available and accessible.
 - d. Ensure that SCWDB polices are implemented and adhered to.
 - e. Adhere to the provisions outlined in the contract with the SCWDB and the Business Plan.
 - f. Reinforce strategic objectives of the SCWDB Local Plan to Partners.
 - g. Ensure staff is properly trained by their formal leadership organizations and provided technical assistance, as needed.
4. Integration and Coordination of Services
- a. Integrate systems and coordinate services for the Center and its Partners, placing priority on customer service.
 - b. Integrate Workforce Service Delivery (as defined by WIOA) by organizing and implementing services by function (rather than by program) when permitted by a program's authorizing statute and as appropriate, by coordinating policies, staff communication, capacity building and training efforts.
 - c. Develop and oversee functional alignment of services which include having center staff who perform similar tasks serve on relevant functional teams (such as Business Services Team).
 - d. Focus service integration on serving customers seamlessly (including targeted populations) by providing a full range of services staff by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
 - e. Implement seamless service to customers, 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.
 - f. Develop and maintain a budget and operational plan (with approval of the Management Team) that meets operational needs.
 - g. Manage fiscal responsibilities and records for the center to include assisting the SCWDB with cost allocation and the maintenance and reconciliation of center operation budgets.
 - h. Define and plan the implementation of the Center Business Services Team (with assistance provided by SCWDB staff).
 - i. Negotiate operational MOUs with mandated partners (with assistance provided by SCWDB staff).
 - j. Expand MOUs with other desired partners.
 - k. Make staffing and training/staff development decisions to provide necessary professionalism, support and oversight for the Center.
 - l. Define the Manager's responsibilities with input from the Policy/Oversight Committee and the SCWDB.
 - m. Manage fiscal responsibilities and records for the Center.
 - n. Ensure that data is entered, shared and maintained for the center.
 - o. Respond to customer and community needs by establishing information centers in surrounding counties (with input from the SCWDB).
 - p. Forges relationships with employers to align with economic development needs.
 - q. Meet Virginia Board of Workforce Development requirements for Center certification.

- r. Respond to community needs, including alignment with economic development.
 - s. Market American Job Center System services.
5. Monitoring and Evaluation: Oversee and coordinate partner, program and AJC network performance.
- a. Provide and/or contribute to required reports and information to the SCWDB and the Policy/Oversight Committee in agreed upon format and frequency.
 - b. Monitors adherence to Business Plan and MOUs with partners.
 - c. Provide input to the formal leader (partner program official) on the work performance of staff under their purview.
 - d. Notifying the formal leader immediately of any staff leave requests or unexcused absences, tardiness, disciplinary needs or changes in the employee status.
 - e. Identify and facilitate the timely resolution of complaints, problems and other issues.
 - f. Evaluates performance and implement required actions to meet performance standards.
 - g. Collaborate with the SCWDB 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).
 - h. Ensure open communication with the formal leaders in order to facilitate efficient and effective center operations.
 - i. Evaluate customer satisfaction data and (with the assistance of the SCWDB Policy/Oversight Committee) propose service strategy changes to the SCWDB based on the findings.
 - j. Evaluates effectiveness of staff training/development activities.
 - k. Provides or conducts applicable continuous improvement training.

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 service providers or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the SCWDB. The SCWDB is responsible for the negotiated performance measures, strategic planning, budgets and one stop operator oversight (including monitoring).

F. Workforce Center Partner Management Team: Duties include:

- 1. Determines functional teams necessary for the operation of the Center with approval of the One Stop Operator.
- 2. Assigns appropriate staff to participate in functional teams.
- 3. Develops operational procedures for the functional teams.
- 4. Drafts position descriptions for the functional teams.
- 5. Conducts training and develops systems to ensure the safety and security of center staff and equipment.
- 6. Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
- 7. Develops One Stop Center staff orientation to inform, establish expectations and address issues and concerns.

G. Local Comprehensive Workforce Center Partners: Partners will promote system integration to the maximum extent feasible through:

1. Effective communication, information sharing, and collaboration with the one stop operator.
2. Joint planning, policy development and system design processes.
3. Commitment to the joint mission, vision, goals, strategies and performance measures.
4. Design and use of common intake, assessment, referral and case management processes.
5. Use of common and/or linked data management systems and data sharing methods, as appropriate.
6. Leveraging of resources, including other public agency and non-profit organization services.
7. Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction.
8. Participate in regularly scheduled Partner meetings to exchange information in support of system integration and encourage program and staff integration.
9. Commitment to cross-training of staff, as appropriate, and to provide other professional learning opportunities that promote continuous quality improvement.
10. Commitment to meet standards for Center certification, including front-line staff certification, according to federal, Virginia Board of Workforce Development and/or the SCWDB.
11. Integrate staff, equipment and resources with service delivery and operations by common functions.
12. Participate in functional teams and such participation must be reflected in staff performance evaluations.

H. Admitting New Partners to the Center:

New and/or optional partners may be admitted to the Center with the approval of the SCWDB and must agree to the provisions in this MOU. The Workforce Center Management Team may identify, evaluate and recommend such partners to the SCWDB's Executive Committee, which will make a recommendation to the SCWDB. Impasse resolution will be handled as outlined in Section X.

VI. Referral Method for the Universal Customer and Confidentiality

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. The center is designed and marketed so that it is accessible to the "universal customer". The customer flow between programs must be seamless.

A. Partners agree to:

1. 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 SCWDB Area 8 AJC network.
2. All information acquired in the One Stop Center will be mutually accessible to avoid duplication of services, to the extent permitted by regulations requiring confidentiality of participant records.
3. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate.

4. Each party to this agreement shall use any private and confidential information provided or owned by other agencies and organization, solely for the purpose for which the information is disclosed. No party shall disclose or misuse any private or confidential information under this agreement unless the disclosure is authorized by law. The misuse or unauthorized release of private and confidential information shall subject the party, its employees, or agents to civil or criminal penalties and other applicable sanctions under state and federal law.

VII. Information Sharing and Performance Tracking

- A. All partners will cooperate to develop methods for customer assessments, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up and customer satisfaction.
- B. The local workforce area and its partners will meet or exceed established state and local customer satisfaction performance standards for job seekers and business customers.
- C. Each partner agency is responsible for ensuring its legislated programs, services and activities are provided in accordance with its goals, objectives and performance measures.
- D. Each partner agrees to work to support the achievement of the Workforce Center's and system's performance measures, goals, and objectives which includes applicable WIOA measures and additional measures established by the U.S Department of Labor, the Commonwealth of Virginia, the Virginia Board of Workforce Development, the SCWDB and the Workforce Center's Management Team.

VIII. Financing and Allocating Costs:

- A. Each partner organization to this MOU must adhere to the following:
 1. Fund and provide all core and intensive services that are applicable to each partner's program.
 2. Fund and provide all supportive and follow-up services that are applicable to each partner's program.
 3. Contribute a fair share of the operating costs of the Comprehensive One Stop Center proportionate to the use of the Center by the partner's program (benefit received).
 4. 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.
- B. See **Chapter 2** for Resource Sharing Provisions, **Chapter 3** for Cost Allocation and **Chapter 4** for Budget.

IX. Breach of MOU and Impasse Resolution

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

- A. The SCWDB and the partner(s) must document their negotiations and efforts to resolve the issue(s).
- B. The SCWDB Chairperson or designee must meet with the CLEOs and/or partner(s) and/or the Workforce Center Operator (and/or Workforce Center Manager based on the nature of the impasse) to resolve the issue.
- C. If an agreement cannot be reached, the Central Office of the VCCS will provide assistance in resolving the issue.

- D. If an impasse has not been resolved through the alternatives available under this section, any partner that fails to execute an MOU may not be permitted to serve on the SCWDB. These sanctions are in addition to, not in lieu of, any other remedies that may be applicable to the SCWDB or to each partner for failure to comply with the statutory requirement.

X. Miscellaneous Provisions

A. Standardized Forms for Workforce Centers

1. All partners agree to use standardized workforce center forms as they apply to initial assessment and other activities relating to all workforce center customers. Partners will continue to use program and agency specific forms as required to meet federal, state and local regulations and as deemed appropriate. Standardized forms may be subject to approval by the VCCS.

B. Mutual Respect of Organizational Practices

1. All partners agree to respect each other's organizational practices and management structures in the provision of services under this agreement.

C. Liability

1. By executing this MOU, each entity agrees to work together to deliver One Stop services for employers, employees, and those seeking employment. However, the entities are not legally "partners" to the extent that term encompasses joint and several liabilities. Each legal entity under this MOU is responsible for its own employees, representatives, agents and subcontractors.
2. In a state leased facility, the partners must be responsible for and will agree to indemnify and hold harmless the Commonwealth of Virginia from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Commonwealth of Virginia as a result of a party's failure to comply with the provisions of Section XIV.

D. Insurance

1. The parties recognize the partnership may consist 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 of omission of any third party. The parties acknowledge the SCWDB and the Workforce Center Operator have no responsibility and/or liability for any actions of the Workforce Center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the SCWDB or the Workforce Center Operator.

XI. Modification Process

- A. Partners may request, in writing, an amendment to the MOU through the SCWDB. The SCWDB may amend the MOU whenever the SCWDB determines it is appropriate or necessary.
- B. In order for any modification to this MOU to be valid, the changes must be documented in writing, signed and dated under the conditions agreed upon by ALL of the partners, and attached to the original MOU. Revisions to the Cost Allocation Plan must include signatures of all partners and require incorporation through a modification into the MOU. If any provision of the MOU is held invalid, the remainder of the MOU will not be affected.

XII. Duration of the MOU

- A. This MOU will become effective as of July 1, 2017 and will be reviewed annually and amended as needed with the agreement of the partners and the SCWDB. The MOU will terminate on June 30, 2020 unless terminated earlier by any of the partners of the agreement. The agreement will be renewed every three years unless repealed by the SCWDB or due to any revisions, reauthorization, elimination or other elimination of the WIOA of 2014. Any modifications are subject to the process identified in Section XII.
- B. Non-mandated partners may terminate participation in the MOU by April 1 of any year with 90 days written notice to South Central Workforce Development Board, the Workforce Center Operator and the other partners. Partners may also terminate participation in this MOU at any time with 90 days written notice should the funding source for which their participation is required is eliminated.
- C. Any partner who vacates the center or fails to participate in the provisions of the MOU for any reason other than loss of funding will remain responsible for financial costs outlined in the budget in compliance with the cost allocation plan until the end of the current fiscal year.
- D. The partners agree to participate in a resolution process with the Center Management Team and the SCWDB prior to terminating this agreement for cause.

CHAPTER 2: RESOURCE SHARING PROVISIONS

I. Overview

The Resource Sharing Provision provides the framework for key local-partner commitment regarding the allocation and sharing of operational costs and resources for the Workforce Centers, as a member of the Virginia Workforce Network.

A consortium of partners, with Southside Virginia Community College as the lead agency, with the Virginia Department for Aging and Rehabilitative Services, Charlotte County DSS and Tri-County Community Action Agency designated by the SCWDB as the Operator for Virginia Local Workforce Development Area VIII's Workforce System and provider of Title I WIOA Adult and Dislocated Worker services, is the entity responsible for ensuring the duties specified, in this agreement, are carried out.

The operator entity is responsible for executing the duties of the Workforce Center Manager as specified in this agreement.

Partner agencies providing services, including electronically, through the Workforce Centers for the local area have the responsibility to identify shared costs. Shared costs are defined as those costs of the Workforce Center that benefit multiple partners and are incurred in support of the services delivered through a comprehensive workforce center.

Workforce Innovation and Opportunity Act of 2014 regulations require each partner to contribute a fair share of the operating costs of a workforce center, proportionate to the use of the Workforce Center by customers who are attributable to the partner's program. While this requirement is intended to ensure partners establish standards for whether or not each partner program is required to share in a particular cost, it does not prescribe the exact methodology to be used to allocate shared costs nor determine each partner's proportionate share. Federal regulations make it clear partner agencies may choose from any number of methods, provided they are consistent with OMB circulars.

Any method that utilizes estimated numbers (i.e. participants, data elements, space usage, or pre-budgeted amounts) must be adjusted to actual data when it is available. Partners shall select the appropriate allocation base for the shared costs. They will determine the proportionate shares

attributable to the specific partner programs, will review the shared costs budgets, determine which methodologies are acceptable, and, from the acceptable methodologies, choose a method which should be applied to the shared costs. (e.g. Participation by eligible customers: a proportionate share is to be determined by comparing the number of individuals either eligible for or receiving services from a partner to the total number of participants served.)

Federal OMB Circulars provide guidance as they apply to each partner organization.

II. Resource Sharing Management

All local mandated-program partners and optional partners approved by the SCWDB, will participate in the integrated management of the Workforce Center resources. This Management Team will be led by the designated Workforce Center Manager. The Workforce Center Operator is responsible for informing the SCWDB, or its designee, of changes in partners, services, hours of operation, resource sharing modifications, etc.

III. Monitoring

The SCWDB, or its designated staff, and officials from the Commonwealth or federal entities have the right to monitor Workforce Center activities to ensure performance goals are being met; that appropriate procedures, controls and records are maintained; and that any memoranda of understanding (MOU) and/or agreement terms and conditions are being fulfilled.

The local Center's performance and operations will be reviewed by the Center's Management Team at least quarterly. The Center Manager will provide the SCWDB with the results of the review in writing. As appropriate, the review should address local performance and operations. The review should also be utilized to identify problems and make suggestions for improving the workforce center and/or workforce system.

IV. Assurances

- A. This agreement will be interpreted under Commonwealth of Virginia Law or federal law as applicable.
- B. Each partner warrants that it will comply with all federal, state and/or local laws and regulations that apply to this agreement.
- C. It is understood and agreed, by the partners, that employees receiving compensation for work performed under this agreement are employees of the partner agency that compensates, supervises, and provides benefits and other support for that employee.
- D. Functions or separateness mandated by state statute or public law will not be violated or abridged in the pursuit of co-location of center partners.
- E. Areas designated as common areas within the partnership facilities may be used by all partners. These areas will be maintained, by the building owner or leaseholder, in good condition and in compliance with the applicable provisions of the Americans with Disabilities Act and the regulations issued thereunder.
- F. Space vacated under the terms of this agreement will be designated common area until which time it is occupied. All partners will participate in efforts to secure additional partners or other organizations to occupy the space.
- G. Partners will participate in developing a coordinated planning process. This process will assist the partners in identifying the needs of the local workforce and the business community and help set priorities for services based on those needs.
- H. Partners will participate in the development of the center's procedures, policies, business plan, operational agreement and accounting processes as applicable.
- I. Partners will participate in establishing processes for center customer flow, assessment, case management, job development, referrals, placements, staff capacity building, space

- requirements, standards of operations, and resolution of disputes with other system partners in accordance with the General Provisions (Chapter 1) of the MOU.
- J. Partners will participate in a process of center program review and continuous improvement to offer the best possible services and identify opportunities for further integration and coordination of services where appropriate.
 - K. Partners will survey system customers to obtain feedback on customer satisfaction in order to assure that services are responsive to the needs of the local community.
 - L. Self-service, electronic access, and personal service delivery choices will be part of the available Workforce Center services.
 - M. Charlotte County will serve as the fiscal agent for the Workforce Centers and is responsible for accounting and other fiscal and administrative activities. Fiscal and administrative costs will be allocated to the partners according to the terms of the Cost Allocation Plan(s).
 - N. All partners agree to the participation of staff in Workforce Center and/or system training based on time and staffing requirements.
 - O. Partners will utilize any branding standards, including common logo/names adopted by the SCWDB, the Virginia Board of Workforce Development, or DOL for press releases, brochures, printed material, reports, newsletters, etc. related to services under this agreement.

Background

All costs incurred in operating the Workforce Center under WIOA must be allocated according to federal cost principles and utilizing acceptable cost allocation methodologies and general accounting, which must be outlined in this Cost Allocation Plan. See **Attachment C**-Cost Allocation Plan.

Certain costs are shared and are not easily chargeable to specific cost objectives. To assure that such costs are properly classified, a written allocation plan provides proper basis for the distribution of such costs. This Cost Allocation Plan (CAP) outlines the methodologies to be used to distribute costs among the various partners and funding sources. This plan aligns with the information contained in the General Provisions (Chapter 1) which describes the services to be provided by each partner, the resources that each partner is contributing to the operation of the center, and the costs for which each partner will be responsible, both direct and indirect.

I. Introduction

This Cost Allocation Plan describes the ways in which costs will be charged to various grants and cost objectives. All costs incurred by the Workforce Centers will be distributed utilizing the methods outlined in this plan, which identifies the costs to be shared among partners and defines a basis of allocation. The basis for allocation is:

- agreed upon by the partners
- fair to all partners and programs based on benefit received
- measurable
- consistently applied
- supported by ongoing data collection.

Each partner agrees to pay or offset its share of costs as outlined in this MOU in addition to paying its own direct costs in accordance with existing federal, Commonwealth and local regulations. Costs that are prohibited by a funding source (federal, state, or local) will not be paid or used as offsets under a pooled cost agreement. (For example, if a partner's funding source prohibits entertainment costs, the partner will not pay entertainment costs or use them as an offset under a shared cost agreement.)

Whenever possible, costs are directly charged to the benefiting grant and/or cost objective. Contributions to shared costs are limited to costs incurred during the period of the agreement. Offsets are based on cost.

All costs must be maintained in a fiscal system, through which all financial transactions are conducted and records maintained in accordance with Generally Accepted Accounting Principles (GAAP). Costs incurred may be classified as direct, indirect and shared costs. Any cost allocable to a particular grant or other cost objective will not be shifted inappropriately to other federal/state grants to overcome funding deficiencies, avoid restrictions imposed by law or grant agreement, or for other reasons (20 CFR 627.435(c)). Cost cannot be allocated according to ability to pay.

This CAP outlines the methodologies to be used to distribute costs among the various partners and funding sources. This CAP must coincide with the information contained in the General Provisions (Chapter 1) which describes the services to be provided by each partner, the resources that each partner is contributing to the operation of the center, and the costs for which each partner will be responsible. The services that each partner provides and the resources should be identified. Attachments addressing the partner services provided can be added if they are not included in Chapter 1 of the General Provision.

This Cost Allocation Plan:

- Identifies each of the shared goods and services that should be allocated.
 - Determines a method of allocation that will result in a cost approximately equal to the benefit to each program of the goods and services.
 - Uses the simplest and least costly method possible that will produce an equitable allocation of costs to cost categories and programs based on a measure of relative benefit received.
 - Makes the organizational structure no more complicated than necessary to allocate costs.
 - Makes sure the process that is developed is replicable at any time.
- a. Considers the required structure and capabilities of the entity's accounting system in designing an operable cost allocation process.

II. Definitions

A. Allocable Costs

All costs are allocable to federal grants and other funding sources in accordance with the relative benefits received. A cost is allocable to a given grant if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

1. is an allowable cost under the grant.
2. is incurred specifically for the cost objective.
3. benefits both the grant and the cost objective, and can be distributed in reasonable proportion to the benefits received.
4. is necessary to the overall operation of the organization although a direct relationship to any particular cost objective cannot be shown.

B. Benefiting Cost Objective

In allocating shared costs, it is essential that each cost is allocated based on benefits received by the benefiting programs, and not on the availability of funds.

C. Definitions

Assignable Direct Costs: Assignable direct costs represent direct costs which can be specifically identified with a particular final cost objective, i.e., a title, program activity, and cost category. These costs may be charged directly to grants, contracts, or other programs as allowed. A cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to an award as an indirect cost.

Cost Allocation Plan: The documentation which describes how allowable costs of the recipient/sub-recipient are identified, accumulated and assigned/allocated to the appropriate cost objectives; in the case of Workforce Innovation and Opportunity Act (WIOA) and other federal grants, the grant, titles and cost categories.

Cost Allocation: The process of distributing allowable federal grant costs to the benefiting cost objectives using rational and equitable distribution methods.

Cost: An incurred or accrued expenditure.

Cost Categories: The ultimate cost objectives against which all expenditures under WIOA must be charged.

Cost Composition: The total cost of a federally-supported program including direct and indirect costs. As direct and indirect costs may be defined differently according to an organization's circumstances and types of costs being assigned, it is essential that each item be treated consistently either as a direct or indirect cost.

Cost Objective: A pool, center, or area established for the accumulation of costs, such as organizational units, functions, objects or items of expense, as well as, ultimate cost objectives including specific titles, cost categories, grants, program activities, projects, contracts, and/or other activities.

Direct Cost: A direct cost can be traced to a particular cost category and grant since it was incurred solely for the benefit of a particular grant. There are two types of direct costs, assignable direct and shared direct.

Full-Time Equivalent Employees: "Full-time equivalent " is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a work year as defined by law. FTE represents the number of full-time employees that could have been employed with the cumulative hours worked by part-time. The number is calculated by dividing the "part-time hours paid" by the standard number of hours for full-time, and then adding the resulting quotient to the number of full-time employees. For example, if the work year is defined as 2,080 hours, then one worker occupying a paid full time job all year would consume one FTE. Two employees working for 1,040 hours each would consume one FTE between the two of them.

Indirect Costs: Those costs incurred for a common or joint purpose benefiting more than one cost objective and usually more than one grant, and not readily assignable to the cost objective benefited, without efforts disproportionate to the results achieved. These costs may be classified as Administration costs, Program Costs, or may be a combination of Program and Administration costs, such as facilities costs.

Shared Direct Costs: The allocation method used in distributing unassignable direct costs shall be based on a reasonable measurement of benefits received by each cost objective. These costs have similarities to Indirect Cost, in that it is easier to assign or allocate them based on some measure of benefit received than to identify them directly. These costs must be assigned/allocated to grants based on the methods outlined in this CAP, using a reasonable and equitable distribution base. However, the effort required to distribute the cost should not be disproportionate to the dollar amount of costs charged. Shared administrative costs can be combined with any indirect administrative costs and allocated to the various funding titles utilizing a defined and appropriate allocation methodology/base. Shared program costs can be pooled and distributed to the various funding titles using an appropriate allocation base.

D. Administrative Costs

The following definition of Administrative Costs will apply to all grants except as noted.

1. The costs of administration are the allocable portion of necessary and reasonable allowable costs of state and local workforce investment boards, direct recipients, including state grant recipients under Subtitle B of Title I and recipients of awards under Subtitle D of Title I, as well as local grant recipients, local grant sub-recipients, local fiscal agents and one-stop operators that are associated with those specific functions identified below and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
2. The costs of administration are the costs associated with performing the following functions:
 - a. Performing the following overall general administrative functions and coordination of those functions as applicable:
 - i. Accounting, budgeting, financial and cash management functions;
 - ii. Procurement and purchasing functions;
 - iii. Property management functions;
 - iv. Personnel management functions;
 - v. Payroll functions;
 - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
 - vii. Audit functions;
 - viii. General legal services functions; and
 - ix. Developing systems and procedures, including information systems, required for these administrative functions.
 - b. Performing oversight and monitoring responsibilities related to administrative functions;
 - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
 - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the system, and;
 - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

- f. Awards to sub-recipients of vendors that are solely for the performance of administrative functions are classified as administrative costs.
 - g. Personnel and related non-personnel costs of staff who perform both administrative functions specified above and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - h. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - i. Except as provided above, all costs incurred for functions and activities of sub-recipients and vendors are program costs.
 - j. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - i. Tracking or monitoring of participant and performance information;
 - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information;
 - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
 - iv. Information relating to supportive services and unemployment insurance claims for program participants;
3. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

E. Program Costs

All costs not identified above as administration costs are program costs. Any exceptions to this for a particular grant will be noted where the method for allocating that cost is identified.

III. Cost Methods for Allocating Costs

All costs which can be specifically identified with a particular final cost objective, i.e., a title, grant, program activity, and cost category, are directly charged to the benefiting grant and cost category or program activity. Those costs which are unassignable direct costs shall be based on a reasonable measurement of benefits received by each cost objective. Costs will be allocated according to the following methods. This section identifies the costs to be shared and allocated, the methods to be used in allocating the expenses to the benefiting cost objectives, which requires identifying the costs to be pooled, the basis for allocating each type of pooled cost and the documentation for supporting each basis for allocation.

A. Costs to be Shared

May include identified start-up and ongoing operational cost including but not limited to the following:

Operational costs

Staff Costs:
Salaries
Benefits
Training
Travel

Equipment/Communication Costs:

Computer Hardware
Computer Software
DS1/T1 Service Fees(local partners)
Data Line (S)
Phone (P)

| | |
|------------------------------------|--|
| Center Staff: | Copy/Print/Fax/Scan Lease |
| Center Manager (50%) | Resource Room |
| All Center Staff Training | Computers |
| Center Staff Travel meals/ lodging | Phone line and equip |
| Center manager cell phone | Networking |
| Office Space-Man./Admin | |
| Administrative Staff (2) (10%) | Center Operations |
| Program specific | Office Supplies |
| Program Supplies | Resource Room Supplies |
| Events | Center Supplies (letterhead, pencils, pens, etc) |
| Marketing | Center Marketing |
| Facility Costs: | Grand Opening |
| Rent | postage and mailing |
| Utilities, maintenance, security | Dues & Memberships |
| Data Cabling | Name tags |
| Shared Space | Subscriptions |
| Resource Room | Building Wide Costs |
| Interview Rooms | Break room/kitchen |
| Reception | Equipment |
| Mail Area | Supplies |
| Common Space | |
| Halls, bath, break, conference | |
| Classroom | |
| Area Furniture & Fixtures | |
| Common Furniture | |
| One Stop Furniture | |
| Signage- Partner Specific | |
| Signage- General | |
| Security System | |

Other costs will be incorporated into this chapter and the Budget (Chapter 4) as:

- deemed necessary and appropriate
- agreed upon by the parties to this agreement and
- approved by the SCWDB and its Executive Committee.

B. Shared Costs

Costs are shared instead of assigned directly to a final cost objective when the ability to directly assign benefit for each item of cost is lost. Shared costs are used to group common costs to be allocated by indirect or approximate measure of benefit -- the allocation base.

1. Broad, Integrated Shared Costs

Shared costs may be broad enough to benefit all programs and integrated service cost centers. An example would be a Facility Cost, where rent, utilities, janitorial, receptionist costs, phone and other facility overhead costs would be recorded. Some costs, such as supplies, may be partly a direct charge and partly a shared cost. Supplies purchased exclusively for

one program should be direct charged; supplies purchased for a general supply room may be pooled.

2. Shared Categorical Costs

Some cost pools may contain only specific costs (telephone line charges) or types of costs (copier maintenance agreements, copy paper, toner, and copier repair) because the benefits, from the cost, require a special allocation method due to unequal use or benefits across programs or cost centers. Examples may be computer information sharing, copier costs or telephone costs.

3. Shared Organization Cost

Some expenditures may benefit only parts of a partnership. Examples are: a) one integrated service area cost center as a shared cost l for all the programs in that center or b) shared costs l for a sub-set of the programs within an integrated service as a center.

C. Allocation Bases

The allocation base is the documented method used to measure the extent of benefits received when allocating joint costs among multiple partners and/or funding sources.

Allocation Bases used in this CAP meet the following criteria:

1. Minimal Distortion: The base chosen will distribute costs in a fair and equitable manner without distorting the results.
2. General Acceptability: The base will be generally accepted and in conformance with Generally Accepted Accounting Principles (GAAP). It must be consistently applied over time and drawn from the same period in which the costs to be allocated have been incurred.
3. Representative of Actual Costs or Effort Expended: The base will be a measure of actual cost or actual effort expended. It will not be based solely on a plan, budget, job description, or other estimate of planned activity.
4. Timely Management Control: The base will be within management's ability to control on a timely basis. The base will produce reliable and fairly predictable results.
5. Consistent with Variations in Funding: The base will be able to accommodate and withstand changes in funding during the year and from year to year. These methods of allocation will be used consistently over time as described in this CAP.
6. Materiality of Costs Involved: The complexity, of the base, will be commensurate with the materiality of the costs to be allocated, and will be sufficiently detailed as to provide the most equitable and accurate allocation possible. At the same time, the base will be simple enough to be efficient while still attaining a fair distribution of costs.
7. Practicality and Cost of Using the Base: The base will be as efficient as possible in terms of the cost or effort in developing and using it.

D. Methods:

Three (3) cost allocation methods have been identified and may be utilized in allocating costs for the Workforce Centers.

1. Percentage of dedicated square footage.
2. Percentage of full-time equivalent employees.

3. Percentage of program participants.

IV. Commitment

Parties to the agreement commit to covering the applicable cost for the entire program year. The SCWDB will invoice partners by the 15th day of the month following the end of a quarter. Partners agree to remit payment within 30 days of receipt of proper invoice and documentation.

V. Modifications

The partners recognize that modifications will be necessary during the life of the agreement. Any modifications to this agreement must be in writing and approved by the SCWDB and the Executive Committee or its designee. Quarterly modifications to the Workforce Center Budget Worksheets in adherence to the Cost Allocation Plan (Chapter 3) will be provided to the Board for its approval, as appropriate. If additional partners become part of the Comprehensive Workforce Center, the Budget (Chapter 4) will be revised, by the operator, in conjunction with all partners, and after approval by the Board, the Executive Committee or its designee, will become part of this agreement. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected.

The Cost Allocation Plan must be reviewed annually and modified when deemed appropriate by the partners. Changes must be agreed to by all participating partners and approved by the SCWDB.

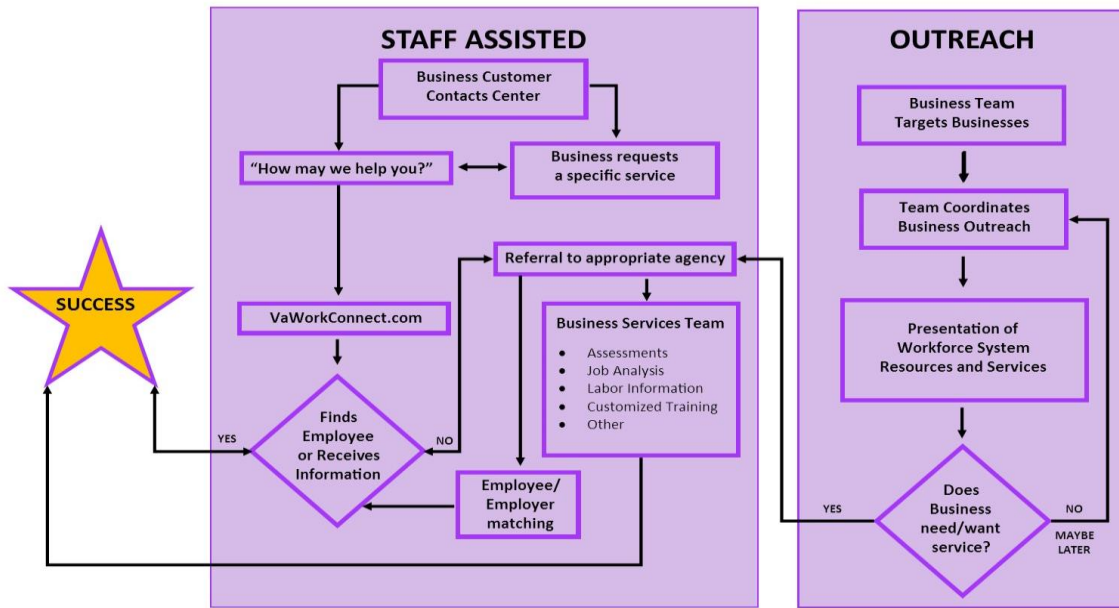
Should the basis for allocating the costs be found to distort the results, or result in an inequitable distribution of costs, the CAP may then be modified to ensure the allocation of costs results in an equitable distribution of costs that reflects the level of effort or benefit received by the various cost objectives. However, any changes to this CAP must be made infrequently and for good cause.

Chapter 4: Budget

The South Boston and Lake Country Workforce Center budgets are developed annually by the Workforce Center Operator and center partners in conjunction with the SCWDB, the Executive Committee and designated Board staff and will be approved annually. The board, in consultation with the CLEO, will approve the final budget prior to the start of each fiscal year. The fiscal year will run July 1 to June 30 of the following year. The Workforce Center Management Team, the Workforce Center Operator and the SCWDB or its designee will review and adjust the budget quarterly, in the event of a change in the number of partners, or in other circumstances as deemed appropriate.

See Attachment D for 2017-18 Budgets

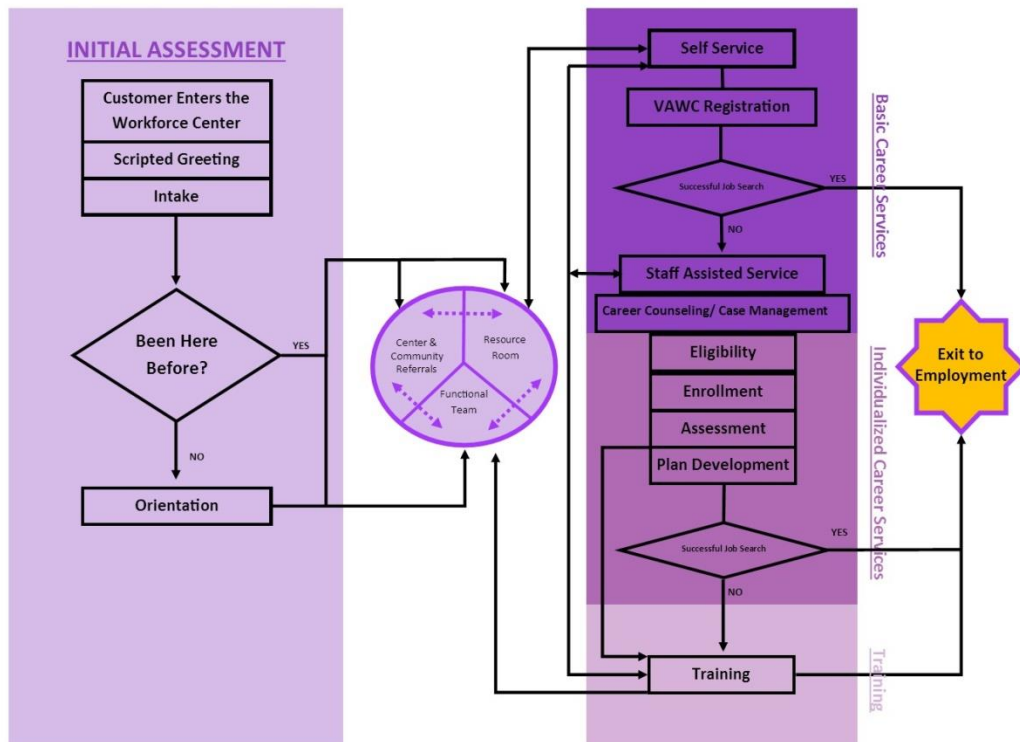
South Boston VA Workforce Center - Business Customer Flow



Attachment A

Attachment B

Jobseeker Customer Flow



COST ALLOCATION PLANS

**Comprehensive One Stop Budget-South Boston 2017-2020
Line Item Definitions and Cost Allocation for Shared Costs**

| Line Item | Definition | Cost Allocation Basis |
|----------------------------|--|--|
| Staff Wages/Fringes | <p>Salaries and wages paid to employees who perform duties for the Center for full or part-time work. This includes payments for time not worked, including sick leave, vacation, holidays and other paid absences. It includes job related benefits provided employees as part of their total compensation. Should be recorded as the gross amount even though certain payroll taxes have been withheld.</p> <p>Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowance.</p> | <p>50% One Stop Manager FTEs-All Partners</p> |
| Staff Travel | <p>Payments for private vehicle allowances, parking, tolls, other travel fares, meals, lodging, reservations, refreshments for meetings, and other travel-related expenses.</p> | <p>FTEs-All Partners</p> |
| Office Operations | <p>Consumable supplies, office equipment rentals, service agreements, general day-to-day operating expenses</p> | <p># of Clients-All Partners</p> |
| Communications | <p>Payment for telecommunications, internet, videoconferencing, maintenance of such, postage, etc.</p> | <p>Staff telecommunications- FTEs-WIOA, Title V, SVCC only</p> |

| | | |
|----------------------------------|--|---|
| | | Resource room/Classroom- All partners-# of clients |
| Equipment | Purchase of non-consumable equipment/furniture for center | FTEs-All partners |
| Advertising | Advertising in media includes newspapers, radio, magazines, etc. used SOLELY for recruitment of personnel, solicitation of bids for procurement of goods and services, disposition of surplus materials, other purposes specifically provided in a contract agreement as it relates to the Center. | FTEs-All partners |
| Contractual Services | Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fixed fee basis or fixed unit price. | FTEs-All partners |
| Outreach/Public Relations | Cost of participant recruitment, outreach to develop awareness and encourage participation in Center activities. | # of Clients-All partners |
| Utilities | Payment for heat, electricity, water and sewer services | Square Footage-All partners |
| Staff Development | Costs associated with registration fees/tuition for the purpose of Center staff training/development. | FTEs-All partners |
| In-Kind | IT support, computers for resource room and classroom Video-Conferencing | SVCC DARS and VEC |

**Comprehensive One Stop Budget-Lake Country Workforce Center
Line Item Definitions and Shared Costs for Cost Allocation**

| Line Item | Definition | Cost Allocation Basis |
|----------------------------|--|---|
| Staff Wages/Fringes | <p>Salaries and wages paid to employees who perform duties for the Center for full or part-time work. This includes payments for time not worked, including sick leave, vacation, holidays and other paid absences. It includes job related benefits provided employees as part of their total compensation. Should be recorded as the gross amount even though certain payroll taxes have been withheld.</p> <p>Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowance.</p> | <p>10% Center Manager Salary</p> <p>Square Footage-All Partners</p> |
| Staff Travel | <p>Payments for private vehicle allowances, parking, tolls, other travel fares, meals, lodging, reservations, refreshments for meetings, and other travel-related expenses.</p> | <p>Square Footage-All Partners</p> |
| Office Operations | <p>Consumable supplies, office equipment rentals, service agreements, general day-to-day operating expenses</p> | <p>Square Footage-All Partners</p> |
| Communications | <p>Payment for telecommunications, internet, videoconferencing, maintenance of such, postage, etc.</p> | <p>Square Footage-All Partners</p> |
| Equipment | <p>Purchase of non-consumable equipment/furniture for center</p> | <p>Square Footage-All Partners</p> |
| Advertising | <p>Advertising in media includes newspapers, radio, magazines, etc.</p> | <p>Square Footage-All Partners</p> |

| | | |
|----------------------------------|---|-----------------------------|
| | used SOLELY for recruitment of personnel, solicitation of bids for procurement of goods and services, disposition of surplus materials, other purposes specifically provided in a contract agreement as it relates to the Center. | |
| Contractual Services | Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fixed fee basis or fixed unit price. | Square Footage-All Partners |
| Outreach/Public Relations | Cost of participant recruitment, outreach to develop awareness and encourage participation in Center activities. | Square Footage-All Partners |
| Utilities | Payment for heat, electricity, water and sewer services | Square Footage-All Partners |
| Staff Development | Costs associated with registration fees/tuition for the purpose of Center staff training/development. | Square Footage-All Partners |
| In-Kind | IT Maintenance, internet, phone service and furniture | SVCC |

Charlotte Workforce Center-All space is provided in-kind by Charlotte County, IT support by SVCC in-kind and all other expenses are paid by WIOA Title I.

Farmville Area Workforce Center-All space, furniture, IT services, internet and phone services are provided in-kind by SVCC. All other expenses paid by WIOA Title I.

Attachment D

| South Boston Workforce Center Partner Budget | | | | | | | |
|---|---------------------|---------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| PY 2017-2018 | | | | | | | |
| Line Item | Budget | DARS % | SVCC % | Title V % | VEC % | WIOA % | Total Budget |
| Communications-Resource Room/Classroom (# clients*) | \$ 2,500.00 | \$259 | \$32 | \$23 | \$1,720 | \$466 | \$ 2,500.00 |
| Communications-Offices *** (FTEs) | \$ 9,500.00 | | \$5,035 | \$1,520 | | \$2,945 | \$ 9,500.00 |
| Contractual Services-client use ((FTEs) | \$ 540.00 | \$130 | \$65 | \$19 | \$287 | \$38 | \$ 540.00 |
| Contractual Services-staff use (FTEs) | \$ 1,400.00 | | \$742 | \$224 | | \$434 | \$ 1,400.00 |
| Equipment-client use (FTEs) | \$ 250.00 | \$60 | \$30 | \$9 | \$133 | \$18 | \$ 250.00 |
| Equipment-staff use (FTEs) | \$ 250.00 | | \$133 | \$40 | | \$78 | \$ 250.00 |
| Office Operations (# clients*) | \$ 2,150.00 | \$223 | \$27 | \$20 | \$1,479 | \$401 | \$ 2,150.00 |
| Outreach/Marketing (# clients*) | \$ 750.00 | \$78 | \$10 | \$7 | \$516 | \$140 | \$ 750.00 |
| Utilities (sq. ft.) | \$ 9,500.00 | \$3,116 | \$599 | \$418 | \$4,066 | \$1,302 | \$ 9,500.00 |
| Salary/Fringes-One Stop Manager (FTEs) | \$ 33,500.00 | \$8,077 | \$4,040 | \$1,189 | \$17,819 | \$2,375 | \$ 33,500.00 |
| | | | | | | | \$ - |
| Total | \$ 60,340.00 | \$ 11,942.76 | \$ 10,711.95 | \$ 3,468.98 | \$ 26,020.59 | \$ 8,195.72 | \$ 60,340.00 |
| Communications *** Long distance Charges are based on Staff Use | \$ 400.00 | \$ 175.00 | \$ 50.00 | \$ 275.00 | \$ 400.00 | \$ 1,300.00 | \$ 1,300.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | | | |
| *Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count. | | | | | | | |
| Partner Signature: | | Date: | | | | | |
| SCWDB Signature: | | Date: | | | | | |

| Lake Country Workforce Center | | | | | |
|--|---------------------|--------------------|--------------------|--------------------|---------------------|
| 2017-18 | | | | | |
| Line Item | Budget | SVCC (28%) | VEC (46%) | WIOA (26%) | Total Budget |
| Advertising | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Resource Room/Classroom | | \$ - | \$ - | \$ - | \$ - |
| Communications-Offices | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Client Use | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Equipment-Client Use | \$ 400.00 | \$ 112.00 | \$ 184.00 | \$ 104.00 | \$ 400.00 |
| Equipment-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Office Operations-Resource Room/Classroom | \$ 1,400.00 | \$ 392.00 | \$ 644.00 | \$ 364.00 | \$ 1,400.00 |
| Office Operations-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subscriptions-client use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Outreach/Marketing | \$ 750.00 | \$ 210.00 | \$ 345.00 | \$ 195.00 | \$ 750.00 |
| Utilities | | \$ - | \$ - | \$ - | \$ - |
| Salary/Fringes-One Stop Manager | \$ 6,700.00 | \$ 1,876.00 | \$ 3,082.00 | \$ 1,742.00 | \$ 6,700.00 |
| Rent | \$ 6,000.00 | \$ 1,680.00 | \$ 2,760.00 | \$ 1,560.00 | \$ 6,000.00 |
| Staff Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staff Travel | | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 15,250.00 | \$ 4,270.00 | \$ 7,015.00 | \$ 3,965.00 | \$ 15,250.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | |
| Cost allocation based on Square footage | | | | | |
| Entity: | | | | | |
| Partner Signature: | | | | Date | |
| SCWIB Signature: | | | | Date | |

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By _____
Signatory Position

Date: _____

Representing: _____
Partner Agency

By _____
Lisa Crews
Chairman
South Central Workforce Development Board

Date: _____

By _____
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: _____

Attachment D

South Boston Workforce Center Partner Budget
PY 2017-2018

| Line Item | Budget | DARS % | SVCC % | Title V % | VEC % | WIOA % | Total Budget |
|---|---------------------|---------------------|---------------------|--------------------|---------------------|--------------------|-------------------------|
| Communications-Resource Room/Classroom (# clients*) | \$ 2,500.00 | \$259 | \$32 | \$23 | \$1,720 | \$466 | \$ 2,500.00 |
| Communications-Offices *** (FTEs) | \$ 9,500.00 | | \$5,035 | \$1,520 | | \$2,945 | \$ 9,500.00 |
| Contractual Services-client use ((FTEs) | \$ 540.00 | \$130 | \$65 | \$19 | \$287 | \$38 | \$ 540.00 |
| Contractual Services -staff use (FTEs) | \$ 1,400.00 | | \$742 | \$224 | | \$434 | \$ 1,400.00 |
| Equipment-client use (FTEs) | \$ 250.00 | \$60 | \$30 | \$9 | \$133 | \$18 | \$ 250.00 |
| Equipment-staff use (FTEs) | \$ 250.00 | | \$133 | \$40 | | \$78 | \$ 250.00 |
| Office Operations (# clients*) | \$ 2,150.00 | \$223 | \$27 | \$20 | \$1,479 | \$401 | \$ 2,150.00 |
| Outreach/Marketing (# clients*) | \$ 750.00 | \$78 | \$10 | \$7 | \$516 | \$140 | \$ 750.00 |
| Utilities (sq. ft.) | \$ 9,500.00 | \$3,116 | \$599 | \$418 | \$4,066 | \$1,302 | \$ 9,500.00 |
| Salary/Fringes-One Stop Manager (FTEs) | \$ 33,500.00 | \$8,077 | \$4,040 | \$1,189 | \$17,819 | \$2,375 | \$ 33,500.00 |
| | | | | | | | \$ - |
| Total | \$ 60,340.00 | \$ 11,942.76 | \$ 10,711.95 | \$ 3,468.98 | \$ 26,020.59 | \$ 8,195.72 | \$ 60,340.00 |
| Communications *** Long distance Charges are based on Staff Use | \$ 400.00 | | \$ 175.00 | \$ 50.00 | \$ 275.00 | \$ 400.00 | \$ 1,300.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | | | |
| *Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count. | | | | | | | |
| Partner Signature: <i>Ellen Martin</i> | | | | | | | Date: <i>08/14/2017</i> |
| SCWDB Signature: <i>Delia Crowder</i> | | | | | | | Date: <i>9/8/17</i> |

Lake Country Workforce Center
2017-18

| Line Item | Budget | SVCC (28%) | VEC (46%) | WIOA (26%) | Total Budget |
|--|---------------------|--------------------|--------------------|--------------------|-------------------------|
| Advertising | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Resource Room/Classroom | | \$ - | \$ - | \$ - | \$ - |
| Communications-Offices | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Client Use | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Equipment-Client Use | \$ 400.00 | \$ 112.00 | \$ 184.00 | \$ 104.00 | \$ 400.00 |
| Equipment-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Office Operations-Resource Room/Classroom | \$ 1,400.00 | \$ 392.00 | \$ 644.00 | \$ 364.00 | \$ 1,400.00 |
| Office Operations-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subscriptions-client use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Outreach/Marketing | \$ 750.00 | \$ 210.00 | \$ 345.00 | \$ 195.00 | \$ 750.00 |
| Utilities | | \$ - | \$ - | \$ - | \$ - |
| Salary/Fringes-One Stop Manager | \$ 6,700.00 | \$ 1,876.00 | \$ 3,082.00 | \$ 1,742.00 | \$ 6,700.00 |
| Rent | \$ 6,000.00 | \$ 1,680.00 | \$ 2,760.00 | \$ 1,560.00 | \$ 6,000.00 |
| Staff Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staff Travel | | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 15,250.00 | \$ 4,270.00 | \$ 7,015.00 | \$ 3,965.00 | \$ 15,250.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | |
| Cost allocation based on Square footage | | | | | |
| Entity: | | | | | |
| Partner Signature: <i>Ellen Martin</i> | | | | | Date: <i>08/14/2017</i> |
| SCWIB Signature: <i>Delia Crowder</i> | | | | | Date: <i>9/8/17</i> |

Attachment D

South Boston Workforce Center Partner Budget
PY 2017-2018

| Line Item | Budget | DARS % | SVCC % | Title V % | VEC % | WIOA % | Total Budget |
|---|----------------------|---------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| Communications-Resource Room/Classroom (# clients*) | \$ 2,500.00 | \$259 | \$32 | \$23 | \$1,720 | \$466 | \$ 2,500.00 |
| Communications-Offices *** (FTEs) | \$ 9,500.00 | | \$5,035 | \$1,520 | | \$2,945 | \$ 9,500.00 |
| Contractual Services-client use ((FTEs) | \$ 540.00 | \$130 | \$65 | \$19 | \$287 | \$38 | \$ 540.00 |
| Contractual Services -staff use (FTEs) | \$ 1,400.00 | | \$742 | \$224 | | \$434 | \$ 1,400.00 |
| Equipment-client use (FTEs) | \$ 250.00 | \$60 | \$30 | \$9 | \$133 | \$18 | \$ 250.00 |
| Equipment-staff use (FTEs) | \$ 250.00 | | \$133 | \$40 | | \$78 | \$ 250.00 |
| Office Operations (# clients*) | \$ 2,150.00 | \$223 | \$27 | \$20 | \$1,479 | \$401 | \$ 2,150.00 |
| Outreach/Marketing (# clients*) | \$ 750.00 | \$78 | \$10 | \$7 | \$516 | \$140 | \$ 750.00 |
| Utilities (sq. ft.) | \$ 9,500.00 | \$3,116 | \$599 | \$418 | \$4,066 | \$1,302 | \$ 9,500.00 |
| Salary/Fringes-One Stop Manager (FTEs) | \$ 33,500.00 | \$8,077 | \$4,040 | \$1,189 | \$17,819 | \$2,375 | \$ 33,500.00 |
| | | | | | | | \$ - |
| Total | \$ 60,340.00 | \$ 11,942.76 | \$ 10,711.95 | \$ 3,468.98 | \$ 26,020.59 | \$ 8,195.72 | \$ 60,340.00 |
| Communications *** Long distance Charges are based on Staff Use | \$ 400.00 | \$ 175.00 | \$ 50.00 | \$ 275.00 | \$ 400.00 | \$ 1,300.00 | \$ 1,300.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | | | |
| *Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count. | | | | | | | |
| Partner Signature: | | Date: | | | | | |
| SCWDB Signature: | <i>Delia Crowder</i> | Date: | | <i>9/8/17</i> | | | |

Lake Country Workforce Center
2017-18

| Line Item | Budget | SVCC (28%) | VEC (46%) | WIOA (26%) | Total Budget |
|--|----------------------|---------------------------------------|--------------------|--------------------|---------------------|
| Advertising | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Resource Room/Classroom | | \$ - | \$ - | \$ - | \$ - |
| Communications-Offices | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Client Use | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Equipment-Client Use | \$ 400.00 | \$ 112.00 | \$ 184.00 | \$ 104.00 | \$ 400.00 |
| Equipment-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Office Operations-Resource Room/Classroom | \$ 1,400.00 | \$ 392.00 | \$ 644.00 | \$ 364.00 | \$ 1,400.00 |
| Office Operations-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subscriptions-client use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Outreach/Marketing | \$ 750.00 | \$ 210.00 | \$ 345.00 | \$ 195.00 | \$ 750.00 |
| Utilities | | \$ - | \$ - | \$ - | \$ - |
| Salary/Fringes-One Stop Manager | \$ 6,700.00 | \$ 1,876.00 | \$ 3,082.00 | \$ 1,742.00 | \$ 6,700.00 |
| Rent | \$ 6,000.00 | \$ 1,680.00 | \$ 2,760.00 | \$ 1,560.00 | \$ 6,000.00 |
| Staff Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staff Travel | | \$ - | \$ - | \$ - | \$ - |
| | | | | | |
| Total | \$ 15,250.00 | \$ 4,270.00 | \$ 7,015.00 | \$ 3,965.00 | \$ 15,250.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | |
| Cost allocation based on Square footage | | | | | |
| Entity: | | | | | |
| Partner Signature: | <i>N/A</i> | James A. Rollrock, Commissioner, DARS | Date | | |
| SCWIB Signature: | <i>Delia Crowder</i> | | Date | <i>9/8/17</i> | |

Jim
9/17/17

Attachment D

South Boston Workforce Center Partner Budget
PY 2017-2018

| Line Item | Budget | DARS % | SVCC % | Title V % | VEC % | WIOA % | Total Budget |
|--|---------------|--------------|--------------|---------------|--------------|-------------|--------------|
| Communications-Resource Room/Classroom (# clients*) | \$ 2,500.00 | \$259 | \$32 | \$23 | \$1,720 | \$466 | \$ 2,500.00 |
| Communications-Offices *** (FTEs) | \$ 9,500.00 | | \$5,035 | \$1,520 | | \$2,945 | \$ 9,500.00 |
| Contractual Services-client use ((FTEs) | \$ 540.00 | \$130 | \$65 | \$19 | \$287 | \$38 | \$ 540.00 |
| Contractual Services-staff use (FTEs) | \$ 1,400.00 | | \$742 | \$224 | | \$434 | \$ 1,400.00 |
| Equipment-client use (FTEs) | \$ 250.00 | \$60 | \$30 | \$9 | \$133 | \$18 | \$ 250.00 |
| Equipment-staff use (FTEs) | \$ 250.00 | | \$133 | \$40 | | \$78 | \$ 250.00 |
| Office Operations (# clients*) | \$ 2,150.00 | \$223 | \$27 | \$20 | \$1,479 | \$401 | \$ 2,150.00 |
| Outreach/Marketing (# clients*) | \$ 750.00 | \$78 | \$10 | \$7 | \$516 | \$140 | \$ 750.00 |
| Utilities (sq. ft.) | \$ 9,500.00 | \$3,116 | \$599 | \$418 | \$4,066 | \$1,302 | \$ 9,500.00 |
| Salary/Fringes-One Stop Manager (FTEs) | \$ 33,500.00 | \$8,077 | \$4,040 | \$1,189 | \$17,819 | \$2,375 | \$ 33,500.00 |
| Total | \$ 60,340.00 | \$ 11,942.76 | \$ 10,711.95 | \$ 3,468.98 | \$ 26,020.59 | \$ 8,195.72 | \$ 60,340.00 |
| Communications *** Long distance Charges are based on Staff Use | | \$ 400.00 | \$ 175.00 | \$ 50.00 | \$ 275.00 | \$ 400.00 | \$ 1,300.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | | | |
| *Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count | | | | | | | |
| Partner Signature: | | | | Date: 7/27/17 | | | |
| SCWDB Signature: | Debra Crowder | | | Date: 9/18/17 | | | |

Lake Country Workforce Center
2017-18

| Line Item | Budget | SVCC (28%) | VEC (46%) | WIOA (26%) | Total Budget |
|--|--------------|-------------|-------------|-------------|--------------|
| Advertising | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Resource Room/Classroom | | \$ - | \$ - | \$ - | \$ - |
| Communications-Offices | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Client Use | | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Equipment-Client Use | \$ 400.00 | \$ 112.00 | \$ 184.00 | \$ 104.00 | \$ 400.00 |
| Equipment-Staff Use | | \$ - | \$ - | \$ - | \$ - |
| Office Operations-Resource Room/Classroom | \$ 1,400.00 | \$ 392.00 | \$ 644.00 | \$ 364.00 | \$ 1,400.00 |
| Office Operations-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subscriptions-client use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Outreach/Marketing | \$ 750.00 | \$ 210.00 | \$ 345.00 | \$ 195.00 | \$ 750.00 |
| Utilities | | \$ - | \$ - | \$ - | \$ - |
| Salary/Fringes-One Stop Manager | \$ 6,700.00 | \$ 1,876.00 | \$ 3,082.00 | \$ 1,742.00 | \$ 6,700.00 |
| Rent | \$ 6,000.00 | \$ 1,680.00 | \$ 2,760.00 | \$ 1,560.00 | \$ 6,000.00 |
| Staff Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staff Travel | | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 15,250.00 | \$ 4,270.00 | \$ 7,015.00 | \$ 3,965.00 | \$ 15,250.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | |
| Cost allocation based on Square footage | | | | | |
| Entity: | | | | | |
| Partner Signature: | N/A | | | Date: | |
| SCWIB Signature: | | | | Date: | |

Memorandum of Understanding-South Central Workforce Area 8 Effective July 1, 2017

Attachment D

South Boston Workforce Center Partner Budget
PY 2017-2018

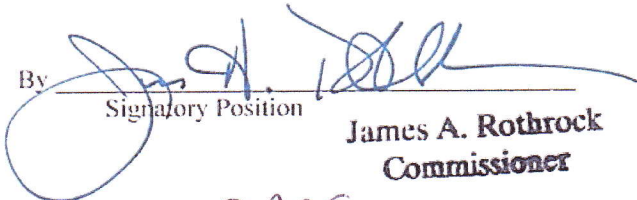
| Line Item | Budget | DARS % | SVCC % | Title V % | VEC % | WIOA % | Total Budget |
|---|--------------|--------------|-----------------------|-------------|--------------|-------------|--------------|
| Communications-Resource Room/Classroom (# clients*) | \$ 2,500.00 | \$259 | \$32 | \$23 | \$1,720 | \$466 | \$ 2,500.00 |
| Communications-Offices *** (FTEs) | \$ 9,500.00 | | \$5,035 | \$1,520 | | \$2,945 | \$ 9,500.00 |
| Contractual Services-client use ((FTEs) | \$ 540.00 | \$130 | \$65 | \$19 | \$287 | \$38 | \$ 540.00 |
| Contractual Services- staff use (FTEs) | \$ 1,400.00 | | \$742 | \$224 | | \$434 | \$ 1,400.00 |
| Equipment-client use (FTEs) | \$ 250.00 | \$60 | \$30 | \$9 | \$133 | \$18 | \$ 250.00 |
| Equipment-staff use (FTEs) | \$ 250.00 | | \$133 | \$40 | | \$78 | \$ 250.00 |
| Office Operations (# clients*) | \$ 2,150.00 | \$223 | \$27 | \$20 | \$1,479 | \$401 | \$ 2,150.00 |
| Outreach/Marketing (# clients*) | \$ 750.00 | \$78 | \$10 | \$7 | \$516 | \$140 | \$ 750.00 |
| Utilities (sq. ft.) | \$ 9,500.00 | \$3,116 | \$599 | \$418 | \$4,066 | \$1,302 | \$ 9,500.00 |
| Salary/Fringes-One Stop Manager (FTEs) | \$ 33,500.00 | \$8,077 | \$4,040 | \$1,189 | \$17,819 | \$2,375 | \$ 33,500.00 |
| Total | \$ 60,340.00 | \$ 11,942.76 | \$ 10,711.95 | \$ 3,468.98 | \$ 26,020.59 | \$ 8,195.72 | \$ 60,340.00 |
| Communications *** Long distance Charges are based on Staff Use | \$ 400.00 | | \$ 175.00 | \$ 50.00 | \$ 275.00 | \$ 400.00 | \$ 1,300.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | | | |
| *Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count. | | | | | | | |
| Partner Signature: <i>AL Roberts</i> | | | | | | | |
| Partner Signature: | | | Date: <i>8-8-2017</i> | | | <i>SVCC</i> | |
| SCWDB Signature: <i>Debra Crowder</i> | | | Date: <i>9/8/17</i> | | | | |

Lake Country Workforce Center
2017-18

| Line Item | Budget | SVCC (28%) | VEC (46%) | WIOA (26%) | Total Budget |
|--|--------------|-------------|-----------------------|-------------|--------------|
| Advertising | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Resource Room/Classroom | \$ - | \$ - | \$ - | \$ - | \$ - |
| Communications-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Client Use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contractual Services-Staff Use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment-Client Use | \$ 400.00 | \$ 112.00 | \$ 184.00 | \$ 104.00 | \$ 400.00 |
| Equipment-Staff Use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Operations-Resource Room/Classroom | \$ 1,400.00 | \$ 392.00 | \$ 644.00 | \$ 364.00 | \$ 1,400.00 |
| Office Operations-Offices | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subscriptions-client use | \$ - | \$ - | \$ - | \$ - | \$ - |
| Outreach/Marketing | \$ 750.00 | \$ 210.00 | \$ 345.00 | \$ 195.00 | \$ 750.00 |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salary/Fringes-One Stop Manager | \$ 6,700.00 | \$ 1,876.00 | \$ 3,082.00 | \$ 1,742.00 | \$ 6,700.00 |
| Rent | \$ 6,000.00 | \$ 1,680.00 | \$ 2,760.00 | \$ 1,560.00 | \$ 6,000.00 |
| Staff Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staff Travel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 15,250.00 | \$ 4,270.00 | \$ 7,015.00 | \$ 3,965.00 | \$ 15,250.00 |
| Budgeted Amounts Subject to Change due to Actual Costs | | | | | |
| Cost allocation based on Square footage | | | | | |
| Entity: <i>SVCC</i> | | | | | |
| Partner Signature: <i>AL Roberts</i> | | | Date: <i>8-8-2017</i> | | |
| SCWIB Signature: <i>Debra Crowder</i> | | | Date: <i>9-8-17</i> | | |

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By 

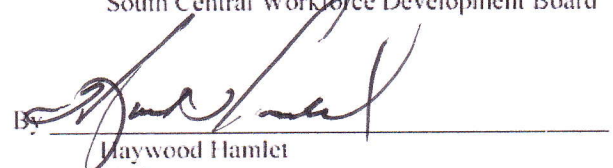
Signatory Position
James A. Rothrock
Commissioner
Representing: DARS
Partner Agency

Date: 7/2/17

By Lisa Crews

Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By 

Maywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

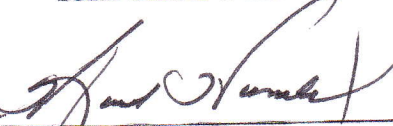
By 
Signatory Position

Date: 8-7-17

Representing: Southside Virginia Community College
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By 
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By [Signature]
Signatory Position

Date: 7-25-17

Representing: STEPS, Inc - Title V
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By [Signature]
Harwood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Ellen Marie Hess
Signatory Position

Date: 08/14/2017

Representing: VEC
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/24/17

By Haywood Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-24-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Martha Pullen, Director
Signatory Position

Date: August 14, 2017

Representing: Amelia County Dept of Social Services
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/22/17

By Haywood Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-14-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Deborah Burkett Date: 08/24/2017
Signatory Position

Representing: Brunswick County Department of Social Services
Partner Agency

By Lisa Crews Date: 8/25/2017
Lisa Crews
Chairman
South Central Workforce Development Board

By Haywood Hamlet Date: 8-26-17
Haywood Hamlet
Chairman
Chief Local Elected Officials

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Stephanie M. Moleman
Signatory Position

Date: 8/4/2017

Representing: Buckingham DSS
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By Ann Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Sari C. Jeff
Signatory Position

Date: August 1, 17

Representing: Charlotte County PSS
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/1/17

By Paul Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Karen Beachum
Signatory Position

Date: 7/25/17

Representing: Cumberland DSS
Partner Agency

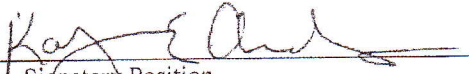
By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By James Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-4-17

In witness whereof, the parties hereby execute this Memorandum of Understanding:

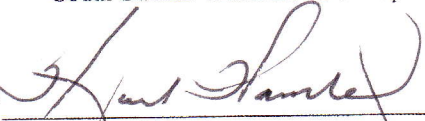
By 
Signatory Position

Date: 8-25-17

Representing: Halifax County DSS
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/25/17

By 
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-26-17


SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

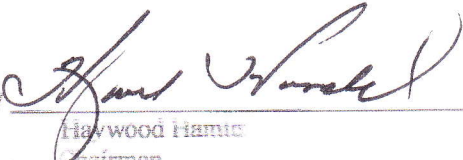
By 
Signatory Position Deputy

Date: 8-8-17

Representing: Lunenburg Department of Social Services
Partner Agency

By 
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By 
Howard Hamis
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By *Sandra S. Gregory*
Signatory Position

Date: *7-31-2017*

Representing: *Mecklenburg Co. Dept. of Social Services*
Partner Agency

By *Lisa Crews*
Lisa Crews
Chairman
South Central Workforce Development Board

Date: *8/11/17*


By *Frank Hamlet*
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: *8-11-17*

Memorandum of Understanding-South Central Workforce Area 8 Effective July 1, 2017

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

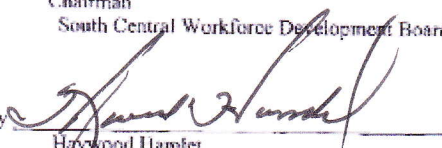
By 
Signatory Position Director

Date: 8/3/17

Representing: Northway Social Services
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By 
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17

SIGNATURES

In witness whereof, the parties hereby execute this Memorandum of Understanding:

By Rama Morris
Signatory Position

Date: 7-31-17

Representing: Prince Edward Social Services
Partner Agency

By Lisa Crews
Lisa Crews
Chairman
South Central Workforce Development Board

Date: 8/11/17

By Haywood Hamlet
Haywood Hamlet
Chairman
Chief Local Elected Officials

Date: 8-11-17