



PIEDMONT REGION

VIRGINIA CAREER WORKS – PIEDMONT MOU MODIFICATION THREE

(DRAFT, MAY 13, 2019)

Modification	Changes to logo, brand names, and website address
Location	Cover page logo, name changes throughout the document, and change in website address on page 13
Change	There has been a change in the Virginia Workforce Development brand, which required all Local Workforce Development Area's (LWDA) to come under the same brand. The requirement has meant changes in the LWDA's name, the name of the Local Workforce Development Board (LWDB, and the Comprehensive Workforce Centers and Affiliates. These changes among other updates have been made to the document.
Modification	Operating Budget for July 1, 2018 – June 30, 2019
Location	Page 23
Changes	The operating budget is now included in the MOU
Modification	Added: Orange County Affiliate Workforce Center and List of Partners
Location	Page 3 and Page 28
Change	The Orange County Workforce Center was certified as an Affiliate site as of January 28, 2019.
Modification	Changed address of Piedmont Workforce Development Board office
Location	Page 4
Change	The office of the PWDB changed in 2018. The address was changed in the MOU from 2211 Hydraulic Road, Suite 104, Charlottesville, VA 22901 to 1001 Research Park BLVD, Suite 301, Charlottesville, VA 22911
Modification	Section Title Renamed
Location	Page 16
Change	Renamed section titled "Indemnification" to "Responsibilities of the Parties" as requested by DARS and VEC
Modification	The VCW-Piedmont Signature Page
Location	At the end of this document
Change	The signature page of the MOU Modification Three has been changed from the original signature page to accurately reflect the MOU modification

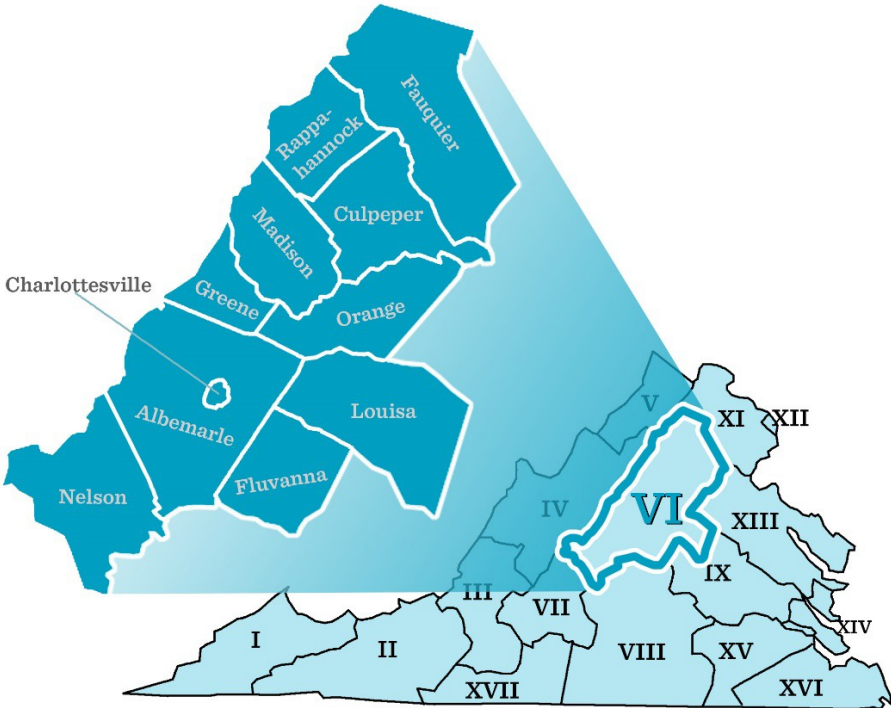


PIEDMONT REGION

Memorandum of Understanding

Piedmont Workforce Development Area 6 (PWDA 6)

Effective: January 1, 2018



A proud partner of the AmericanJobCenter® network

Preface

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires the Local Board, with the agreement of the Chief Local Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Section 121(c)(2), concerning the operation of the One-Stop Delivery System in a local area. This requirement is further described in the WIOA; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

In accordance with Section 121 of WIOA, this local MOU has been developed with the agreement of the Piedmont Workforce Development Board (PWDB), and the Chief Local Elected Officials (CLEOs) from the eleven jurisdictions within Piedmont Workforce Development Area 6 (PWDA 6). This MOU is entered into between the PWDB and the One Stop System partners within PWDA 6. They are collectively referred to as the “Parties” to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the One Stop System in PWDA 6 in the Commonwealth of Virginia.

Introduction

Changing labor markets and advances in technology have revolutionized how employers find talent and job seekers look for work. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers. PWDB seeks to establish a system that stands in stark contrast to the historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

This MOU establishes guidelines among One Stop System partners to:

- Increase access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment;
- Support the alignment of workforce, education, and economic development systems;
- Improve the quality and labor market relevance of a demand-driven workforce that meets the needs of employers and job seekers;
- Promote improvement in the structure and delivery of services; and
- Provide workforce development activities that increase opportunities of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-

sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation.

VISION

The importance of being a proactive, nimble organization that responds to the needs of employers was established as key to the future of PWDB.

MISSION

To be a proactive partner with employers and economic development leaders by providing a qualified workforce that meets current and future job demand.

VALUES

- We are business-driven and customer-focused in all that we do.
- We are collaborative – engaging a network of partners to accomplish our goals.
- We move beyond compliance and embrace a culture of continuous improvement.
- We use data and evidence in our policies and decision-making.
- We are innovative in our approach, integrating technology and new ways of doing things.
- We promote equal opportunity and advocate to improve the employment of all job seekers.

Service Delivery

ONE STOP CENTERS

The Piedmont Workforce Development Board has two One-Stop Centers, which are proud partners of the American Job Center Network, designed to provide a full range of assistance to employers and job seekers under one roof.

Virginia Workforce Center - Charlottesville (Comprehensive)	
Thomas Gillette, Workforce Center Manager	(434) 963-2961
944 Glenwood Station Lane, Suite 103 Charlottesville, VA 22901	tgillette@goodwillvalleys.com
M, T, TH, F: 8:30 AM – 4:30 PM W: 9:30 AM – 4:30 PM	www.piedmontworkforce.net
Culpeper Workforce Center (Affiliate)	
Marty By-waters-Baldwin, Workforce Center Manager	(540) 212-4573
210 East Stevens Street, Suite 200 Culpeper, VA 22701	marty.baldwin@fredgoodwill.org
M: 8:30 AM – 4:30 PM T, W, TH, F: 8:00 AM – 4:30 PM	www.piedmontworkforce.net
Orange Workforce Center (Affiliate)	
Marty By-waters-Baldwin, Workforce Center Manager	(540) 661-3419
127 Belleview Ave. Orange, VA 22960	marty.baldwin@fredgoodwill.org
T, W, TH, F: 8:00 AM – 4:30 PM	www.piedmontworkforce.net

ONE STOP OPERATOR

PWDB selected the One Stop Operator, Goodwill Industries of the Valleys, through a

competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive One Stop Operator procurement and selection process is retained according to PWDB policy and can be requested through the PWDB Offices at 1001 Research Park BLVD. Suite 301, Charlottesville, VA 22911 or by contacting (434) 979- 5610/VA Relay 711.

ONE STOP SYSTEM PARTNERS

Partner Program	Partner Organization	Authorization/Category
Adult Education and Family Literacy	Piedmont Regional Adult & Continued Education Programs (PRACEP)	WIOA Title II Adult Education & Family Literacy Act (AEFLA) Program
Adult Education and Family Literacy	Thomas Jefferson Adult & Career Education (TJACE) at Piedmont Virginia Community College (PVCC)	WIOA Title II Adult Education & Family Literacy Act (AEFLA) Program
Community College	Piedmont Virginia Community College	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)
Vocational Rehabilitation	Virginia Department for Aging and Rehabilitative Services	State Vocational Rehabilitation (VR) Program, authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by Title IV of WIOA
SCSEP Program	Goodwill Industries of the Valleys	Senior Community Service Employment Program (SCSEP), authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)
Jobs for Veterans State Grants	Virginia Employment Commission	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.
Wagner-Peyser	Virginia Employment Commission	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by Title III of WIOA, also providing the state's public labor exchange
WIOA Adult, Dislocated Worker, and Youth Programs	Goodwill Industries of the Valleys	WIOA Title I Adult, Dislocated Worker, and Youth Programs

Unemployment Insurance (UI)	Virginia Employment Commission	Unemployment Insurance (UI) programs under state unemployment compensation laws
Trade Adjustment Assistance	Virginia Employment Commission	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
Community College	Germanna Community College	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)
Community College	Lord Fairfax Community College	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)
Community Action Agency	People Incorporated of Virginia	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)
Reentry Programs	Virginia CARES	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)
Community Action Agency	Monticello Area Community Action Agency	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C
National Farmworker Jobs Program (NFJP)	Telamon Corporation	National Farmworker Jobs Program, NFJP, WIOA Sec. 167
Housing Finance & Development Authority	Charlottesville Redevelopment Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development (HUD)
Temporary Assistance for Needy Families (TANF)	Albemarle Department of Social Services	Temporary Assistance for Needy Families (TANF), authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
Temporary Assistance for Needy Families (TANF)	Charlottesville Department of Social Services	Temporary Assistance for Needy Families (TANF), authorized under part A of Title IV of the Social Security

		Act (42 U.S.C. 601 et seq.)
Temporary Assistance for Needy Families (TANF)	Culpeper Department of Social Services	Temporary Assistance for Needy Families (TANF), authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
Temporary Assistance for Needy Families (TANF)	Orange Department of Social Services	Temporary Assistance for Needy Families (TANF), authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
Commission of Native American Indian Affairs	Commission of Native American Indian Affairs	Indian and Native American Programs (INA), WIOA Sec. 166, 29 USC 3221

PARTNER SERVICES

At a minimum, Parties will make below the services available, as applicable to the program, consistent with and coordinated via PWDB’s One Stop Center system.

Business Services		
Serve as a single point of contact for employers, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding local workforce system services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of One Stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies

Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

<u>Job Seeker Services</u>		
<u>Basic Career Services</u>	<u>Individualized Career Services</u>	<u>Training</u>
Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services above
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	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the local workforce development system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining

Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	
Determination of appropriate referrals to workforce partners' services and programs	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	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA workforce System	Post-employment follow-up services and support (<i>This is not an individualized career service, but listed here for completeness.</i>)	Other training services as determined by the workforce partner's governing rules

Youth Services

Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential	Alternative secondary school services, or dropout recovery services, as appropriate
Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunity and other employment opportunities available throughout the school year; Pre-apprenticeship programs; Internships and job shadowing; and On-the-job training opportunities	Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate

Supportive services	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
Follow-up services for not less than 12 months after the completion of participation, as appropriate	Comprehensive guidance and counseling, which may include drug and alcohol abuse referral, as appropriate
Financial literacy education	Entrepreneurial skills training
Services that provide labor marketing and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services	Activities that help youth prepare for and transition to postsecondary education and training

ROLES AND RESPONSIBILITIES OF PARTNERS

All Parties

All parties to this agreement will:

- Provide access to its programs or activities through PWDB’s One Stop Centers, in addition to any other appropriate locations;
- Use a portion of funds made available to the partner’s program, to the extent consistent with the Federal law authorizing the partner’s program and with Federal cost principles in 2 CFR parts 200 and 2900 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable), to:
 - Provide applicable career services; and
 - Work collaboratively with the Virginia Board of Workforce Development (VBWD) and PWDB to establish and maintain the One Stop delivery system. This includes jointly funding the One Stop infrastructure through partner contributions that are based upon:
 - A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received;
 - Federal cost principles; and
 - Any local administrative cost requirements in the Federal law authorizing the partner’s program. (This is further described in § 678.700)
- Enter in an MOU with PWDB relating to the operation of One Stop Centers that meets the requirements of § 678.500;
- Participate in the operation of PWDB’s One Stop Centers consistent with the terms of the MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements; and

- Provide representation on the VBWD and PWDB Board as required and participate in Board committees as needed.

All Parties shall also comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final rule, published December 2, 2016);
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990 (Public Law 101-336);
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188;
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
- Confidentiality requirements governing the protection and use of personal information held by the Virginia Department for Aging and Rehabilitative Services, and the Virginia Department for Blind and Vision Impaired, as the State VR agencies (34 CFR 361.38);
- The confidentiality requirements governing the use of confidential information held by the Virginia Employment Commission, as the State UI agency (20 CFR part 603);
- All amendments to each; and
- All requirements imposed by the regulations issued pursuant to these acts.

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

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above;
- Agree that provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers; and
- Agree that all equipment and furniture purchased by any Party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Local Elected Officials (CLEO)

The CLEO group, made up of the Chief Local Elected Official, or their designee, from each

of the 11 jurisdictions within LWDA 6, will at a minimum:

- In partnership with PWDB and other applicable partners within the region, develop and submit a Local Plan for the region that includes a description of the activities that shall be undertaken;
- Approve the PWDB budget and workforce center cost allocation plan;
- Approve the selection of the One Stop Operator following the competitive procurement process; and
- Coordinate with PWDB to oversee the operations of the One Stop Center network.

Piedmont Workforce Development Board

PWDB is the regional convener for workforce development in LWDA 6 and ensures the workforce-related needs of employers, workers, and job seekers in the region are met, to the maximum extent possible with available resources. PWDB will, at a minimum:

- In partnership with the CLEO and other applicable partners in the region, develop and submit a Local Plan that includes a description of the activities that shall be undertaken by PWDB's One Stop System and its partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan, if applicable, and the economy;
- In collaboration and partnership with the CLEO and other applicable partners within the region, develop the strategic regional vision, goals, objectives, and workforce-related policies;
- In cooperation with the CLEO, design and approve the One Stop network structure. This includes, but is not limited to:
 - Adequate, sufficient, and accessible One Stop center locations and facilities;
 - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities);
 - A holistic system of supporting services; and
 - One or more competitively procured One Stop Operators;
- In collaboration with the CLEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the One Stop Operator(s);
- Determine the role and day-to-day duties of the One Stop Operator;
- Approve annual budget allocations for operation of PWDB;
- Help the One Stop Operator recruit operational partners and negotiate MOUs with new partners;
- Leverage additional funding for PWDB to operate and expand One Stop customer activities and resources; and
- Review and evaluate performance of PWDB and One Stop Operator.

Piedmont Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- Assist in the development and submission of the Local Plan;
- Support the PWDB Board with implementation and execution of the regional

- vision, goals, objectives, and workforce-related policies;
- Provide operational and grant-specific guidance to the One Stop Operator;
- Investigate and resolve elevated customer complaints and grievance issues;
- Prepare regular reports and recommendations to the PWDB Board and CLEO; and
- Oversee negotiations and maintenance of MOUs with One Stop Partners.

One Stop Operator

The One Stop Operator will employ one (1) Center Manager to oversee the Comprehensive One Stop Center in Charlottesville, and one (1) Center Manager to oversee the Affiliate One Stop in Culpeper. Each will act as a “functional leader”. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The One Stop Operator, through the Center Manager, will, at a minimum:

- Manage daily operations, including but not limited to:
 - Managing and coordinating Partner responsibilities, as defined in this MOU;
 - Managing hours of operation;
 - Coordinating daily work schedules and work flow based on operational needs of the Resource Room; and
 - Coordinating staff vacations/unscheduled absences with the Partners to ensure service coverage by staff
- Assist PWDB in establishing and maintaining the One Stop network, including but not limited to:
 - In partnership with PWDB staff, ensuring that requirements for One Stop Center Certification are met and maintained;
 - Ensuring that career services outlined in WIOA Section 134(c)(2) are available and accessible;
 - Ensuring that PWDB policies are implemented and adhered to;
 - Adhering to the provisions outlined in the One Stop Operator contract with PWDB and the PWDB Local Plan
 - Reinforcing the strategic objectives of PWDB to the Partners; and
 - Ensuring staff are properly trained by their formal leadership organizations and provided technical assistance, as needed;
- Integrate systems and coordinate services for PWDB’s One Stop Centers and its Partners, placing priority on customer service;
- Integrate workforce services delivery, as defined by WIOA, including 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;
- Promote serving all customers seamlessly (including target populations) by providing a full range of services to job seekers and employers free of cumbersome transitions or duplicative registrations from one program service to another;
- Oversee and coordinate partner, program, and PWDB’s One Stop performance, including but not limited to:
 - Providing and/or contributing to reports of center activities, as requested by PWDB;
 - Identifying and facilitating the timely resolution of complaints, problems, and other issues;
 - Collaborating with PWDB 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 Virginia Workforce Connection, etc.;

- Ensuring open communication with Partner leaders and PWDB staff in order to facilitate efficient and effective One Stop Center operations;
- Evaluating customer satisfaction data and propose service strategy changes to PWDB based on findings;
- Managing fiscal responsibilities and records for the One Stop Centers, including assisting PWDB with cost allocations and the maintenance and reconciliation of One Stop Center operation budgets.

Partners

All Parties to the MOU commit to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. All Parties will commit to meeting the professional development requirements, if applicable, set forth by the Virginia Board of Workforce Development and the Commonwealth of Virginia. Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One Stop Operator;
- Joint planning, policy development, and system design processes;
- Commitment to the joint mission, vision, goals, strategies, and performance measures of PWDB;
- The design and use of common intake, assessment, referral, and case management processes;
- The use of common and/or linked data management systems and data sharing methods, as appropriate;
- Leveraging of resources, including other public agency and non-profit organizations services;
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and
- Participation in regularly scheduled meetings to exchange information in support of the above and encourage program and staff integration.

DATA SHARING

Parties agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. All Parties will cooperate in developing methods for customer assessment, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up, and customer satisfaction. PWDB will meet established Commonwealth of Virginia and Local customer service performance and data sharing standards.

CONFIDENTIALITY

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including Personal Identifiable Information (PII) from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable Commonwealth of Virginia and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

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

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

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

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

With respect to the use and disclosure of personal information contained in records administered by the Virginia Department for Aging and Rehabilitative Services, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

REFERRALS

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

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in PWDB's One Stop Centers;
- Develop materials summarizing their program requirements and making them available for Partners and customers;
- Develop and utilize common intake, eligibility determination, assessment, and registration forms;
- Provide substantive referrals – in accordance with PWDB's Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs;
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
- Commit to robust and ongoing communication required for an effective referral process; and Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

ACCESSIBILITY

Accessibility to the services provided by all Partner agencies is essential to meeting the requirements and goals of PWDB. Job seekers and employers must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, Veteran’s status, or based on any other classification protected under state or federal law.

Physical Accessibility

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

Virtual Accessibility

PWDB’s One Stop Centers will ensure that job seekers and employers have access to the same information online as they do in a physical One Stop facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use “clear Government communication that the public can understand and use” and all information kept virtually will be updated regularly to ensure dissemination of correct information. PWDB will have an online presence through their website at www.vcwpiedmont.com and will reference partner websites when applicable, and will also coordinate social media accounts to advertise One Stop Center events and services through the region’s Works Centers.

Virtual accessibility will be critical to the success of PWDB and required partners that are not collocated on-site at the comprehensive or affiliate One Stop Centers will provide access to services virtually. Any job seeker or employer that visits a One Stop Center will have the ability to message or video chat representatives from off-site partner agencies during regular business hours. This includes virtual accessibility to any of the other One Stop Centers in the region.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Parties agree that they will provide accommodations for individuals who have communication challenges, including but not limited to, individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments. For populations that require assistance due to language barriers, an interpreter or translation service will be provided to assist them with their employment needs.

Programmatic Accessibility

All Parties agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, Veteran’s status, or on the basis of any other classification protected under state or federal law. Parties to the MOU must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees with all applicable state and federal laws and regulations regarding these issues. All Parties will cooperate with compliance monitoring that is conducted at the Local level to ensure that all One Stop programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. Assistive devices, such as screen-reading software programs (e.g. JAWS and DRAGON) and assistive learning devices must be available to ensure physical and programmatic accessibility within the One Stop Centers.

OUTREACH

The partners and entities that serve LWDA 6 are known by the common identifier Virginia Career Works (VCW)-Piedmont Region. PWDB will develop and implement a strategic outreach plan that will include, at a minimum:

- Specific steps to be taken by each partner, if applicable;
- An outreach plan to the region’s business community;
- An outreach and recruitment plan to the region’s job seekers, including targeted efforts for populations most at-risk or most in need;
- An outreach and recruitment plan for out-of-school youth;
- Sector strategies and career pathways;
- An outreach tool kit for internal and external partner agencies;
- Regular use of social media; and
- Leveraging of any statewide outreach materials relevant to the region.

One Stop Delivery Systems are required to use a common identifier, the American Job Center Network, in addition to using the VCW-Piedmont Region identifier. All marketing materials, including but not limited to, brochures, flyers, pamphlets, and local websites will display these identifiers and promote the system as whole.

Administrative Terms and Conditions

DISPUTE RESOLUTION

The following section details the dispute resolution process designed for use by the Parties when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the PWDB Complaints & Grievances Policy). A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the PWDB Executive Director (or designee) to coordinate the MOU dispute resolution to

ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- 1) All Parties are advised to actively participate in negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- 2) Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the PWDB Executive Director (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
- 3) The PWDB Executive Director (or designee) shall place the dispute on the agenda of a special meeting of the PWDB Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a simple majority consent of the Executive Committee members present.
- 4) The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable Commonwealth of Virginia and Federal laws or regulations governing the Parties' agencies.
- 5) The right of appeal no longer exists when a decision is final. Additionally, the final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- 6) The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- 7) The PWDB Executive Director (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

MONITORING

PWDB (or its designated staff), officials from the Commonwealth of Virginia and City of Charlottesville administrative entities, the U.S. Department of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and Commonwealth of Virginia policies;
- Those laws, regulations, and policies are enforced properly;
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual

orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

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

Responsibilities of the Parties

All Parties to this MOU recognize the VCW-Piedmont Region consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Party assumes any responsibility for the other Party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge PWDB and the One Stop Operator have no responsibility and/or liability for any actions of the One Stop Center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of PWDB or the One Stop Operator.

SEVERABILITY

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

DRUG AND ALCOHOL-FREE WORKPLACE

All Parties to this MOU certify that they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq. and 2 CFR Part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR Part 180, as adopted by the U.S. Department of Education at 2 CFR 3485 and the U.S.

CERTIFICATION REGARDING LOBBYING

Department of Labor regulations at 29 CFR Part 94.

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CRF Part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

DEBARMENT AND SUSPENSION

All Parties shall comply with the debarment and suspension requirements (E.O. 12549) and 2 CFR Part 180 and as adopted by the U.S. Department of Labor at 29 CFR Part 2998 and by the U.S. Department of Education at 2 CFR 3485.

PRIORITY OF SERVICE

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including but not limited to, priority of service for Veterans and their eligible spouses, and priority of service for the WIOA Title I Adult program, as required by 38 U.S.C. Section 4215 and its implementing regulations and guidance, and WIOA Section 134(c)(3)(E) and its implementing regulations and guidance. Parties will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

BUY AMERICAN PROVISION

Each Party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et seq.) certifies that it will comply with Sections 8301 through 8303 of Title 41 of the United States Code (commonly known as the “Buy American Act”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

SALARY COMPENSATION AND BONUS LIMITATIONS

Each Party certifies that, when operating grants funded by the US Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, WIOA Program Allotments for PY 2016; Final PY 2016 Allotments for Wagner-Peyser Act Employment Services Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses on an individuals at a rate in excess of the Federal Office of Personnel Management Executive Level II.

NON-ASSIGNMENT

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

GOVERNING LAW

This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Virginia. All Parties shall comply with all applicable Federal and Commonwealth of Virginia laws and regulations, and Local laws to the extent that they are not in conflict with Commonwealth of Virginia or Federal requirements.

MODIFICATION

Notification

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

Discussion/Negotiation

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

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

If the modification involves substitution of a Party that will not impact any of the terms of the agreement, it can be accomplished by the original Party and the new Party entering into an MOU that includes PWDB, wherein the new Party assumes all of the rights and obligations of the original Party.

Upon execution, the PWDB Executive Director (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a Party is unwilling to agree to the MOU modification, the PWDB Executive Director (or designee) must ensure that the process in the Dispute Resolution is followed.

SIGNATURES

The PWDB Executive Director (or designee) must immediately circulate the MOU modification and secure signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

TERMINATION

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

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

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

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

All Parties agree that this MOU shall be reviewed and renewed not less than once every three-year (3) period to ensure appropriate funding and delivery of services.

EFFECTIVE PERIOD

This MOU is entered into on **January 1, 2018** and is effective on that date. This MOU must terminate on June 30, 2020, unless any of the reasons in the Termination section above apply.

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2018 (JULY 1, 2018 - JUNE 30, 2019)

YES or NO

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Charlottesville Center

Is this a Comprehensive Center?

Yes

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	697,169.00	82,080.00	615,089.00
	Benefits	302,454.00	18,150.00	284,304.00
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent (DARS and VEC lease through DGS)	114,646.95	6,286.39	108,360.56
	Utilities	-	-	-
	Maintenance Contracts	-	-	-
	Repairs	500.00	500.00	-
	Security	-	-	-
	Property Tax	-	-	-
	Furniture & Fixtures	-	-	-
	Other (itemize below)	-	-	-
Equipment/Communication Costs:				
	Computer Hardware	11,361.00	1,350.00	10,011.00
	Computer Software	11,966.00	-	11,966.00
	Data Line	14,522.00	-	14,522.00
	Telephone Equipment	-	-	-
	Telephone Service/Data Line for Resource Room	8,510.00	1,900.00	6,610.00
	Pagers	-	-	-
	Copier Equipment	3,240.00	3,240.00	-
	Fax Equipment	-	-	-
	Fax Service Fees	-	-	-
Other Operations:				
	Accounting Services	2,400.00	2,400.00	-
	General Supplies	1,200.00	1,200.00	-
	Freight & Messenger	-	-	-
	Printing (Outreach, Community Awareness, Signage)	200.00	200.00	-
	Other Outside Services (itemize below)	-	-	-
	Recruiting/Outreach	-	-	-
	Marketing/Community Awareness	-	-	-
	Staff Training	300.00	300.00	-
	Staff Travel	600.00	600.00	-
TOTAL COSTS		1,169,068.95	118,206.39	1,050,862.56

NOTE: If more rows are needed, ensure that they are inserted in the same position in all applicable spreadsheets, and that formulas are in place as appropriate. LWDB in consultation with partners and CEO(s) must complete the TOTAL BUDGET section above and DIRECT COSTS spreadsheet. The amounts currently listed are provided **only** as sample information.

One-Stop Center Name:

Charlottesville Center

PARTNER PROGRAM (ENTITY)	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	Customers Receiving Service *March -April 2018	% of Total
Adult Education and Family Literacy - (TJACE at PVCC)	0.50	2.63%	25.30	1.53%	1.00	0.21%
Piedmont Virginia Community College	0.50	2.63%	25.30	1.53%	23.00	4.75%
Community Action Agency - (People Incorporated of Virginia)		0.00%		0.00%		0.00%
Rentry Programs - (Virginia CARES)		0.00%		0.00%		0.00%
Community Action Agency - (Monticello Area Community Action Agency)		0.00%		0.00%		0.00%
Vocational Rehabilitation - (DARS Title I)	1.00	5.26%	50.60	3.06%		0.00%
SCSEP Program - (Goodwill Industries of the Valleys)		0.00%	50.60	3.06%	7.00	1.45%
Job Corps		0.00%		0.00%		0.00%
National Farmworkers Jobs Program (NFJP) - (Telamon Corporation)		0.00%		0.00%		0.00%
Housing Finance & Development Authority - (Charlottesville Redevelopment Housing Authority)		0.00%		0.00%		0.00%
Temporary Assitance for Needy Families (TANF) - (Charlottesville Department of Social Services)		0.00%		0.00%		0.00%
JVSG - (Virginia Employment Commission)	3.00	15.79%	204.50	12.37%	272.00	56.20%
Migrant Farm Worker - (Virginia Employment Commission)	1.00	5.26%	42.00	2.54%		0.00%
Wagner-Peyser - (Virginia Employment Commission)	8.00	42.11%	662.70	40.10%		0.00%
Unemployment Ins. (Virginia Employment Commission)	0.00	0.00%	89.00	5.39%		0.00%
WIOA Programs (Goodwill Industries of the Valleys)	5.00	26.32%	502.70	30.42%	181.00	37.40%
Commission of Native American Indian Affairs		0.00%		0.00%		0.00%
TOTALS:	19.00	100.00%	1652.70	100%	484.00	100%

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

- If new rows are inserted the formulas must be also inserted in the new rows/columns across all spreadsheets.
- Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with the program name information. The balance of the spreadsheets should be formatted appropriately to display the information.
- Once partner name is keyed, the balance of the spreadsheets will be populated with this information.

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

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

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

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Charlottesville Center

COSTS	BUDGET/ EXPENSE	Adult Education and Family Literacy (TJACE at PVCC)	Piedmont Virginia Community College	Vocational Rehabilitation - (DARS Title I)	SCSEP Program - (Goodwill Industries of the Valleys)	JVSG - (Virginia Employment Commission)	Migrant Farm Worker - (Virginia Employment Commission)	Wagner-Peyser - (Virginia Employment Commission)	Unemployment Ins. (Virginia Employment Commission)	WIOA Programs (Goodwill Industries of the Valleys)	TOTALS:
Staff Costs:											
Salaries	82,080.00	2,160.00	2,160.00	4,320.00	-	12,960.00	4,320.00	34,560.00	-	21,600.00	82,080.00
Benefits	18,150.00	477.63	477.63	955.26	-	2,865.79	955.26	7,642.11	-	4,776.32	18,150.00
INFRASTRUCTURE COSTS											
Facility Costs:											
Rent (DARS and VEC lease through DGS)	6,286.39	96.23	96.23	192.47	192.47	777.86	159.76	2,520.72	338.53	1,912.12	6,286.39
Utilities	-	-	-	-	-	-	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-	-	-	-	-	-	-
Repairs	500.00	7.65	7.65	15.31	15.31	61.87	12.71	200.49	26.93	152.08	500.00
Security	-	-	-	-	-	-	-	-	-	-	-
Property Tax	-	-	-	-	-	-	-	-	-	-	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-
Other (itemize below)	-	-	-	-	-	-	-	-	-	-	-
Equipment/Communication Costs:											
Computer Hardware	1,350.00	35.53	35.53	71.05	-	213.16	71.05	568.42	-	355.26	1,350.00
Computer Software	-	-	-	-	-	-	-	-	-	-	-
Data Line	-	-	-	-	-	-	-	-	-	-	-
Telephone Equipment	-	-	-	-	-	-	-	-	-	-	-
Telephone Service/Data Line for Resource Room	1,900.00	50.00	50.00	100.00	-	300.00	100.00	800.00	-	500.00	1,900.00
Pagers	-	-	-	-	-	-	-	-	-	-	-
Copier Equipment	3,240.00	85.26	85.26	170.53	-	511.58	170.53	1,364.21	-	852.63	3,240.00
Fax Equipment	-	-	-	-	-	-	-	-	-	-	-
Fax Service Fees	-	-	-	-	-	-	-	-	-	-	-
Other Operations:											
Accounting Services	2,400.00	63.16	63.16	126.32	-	378.95	126.32	1,010.53	-	631.58	2,400.00
General Supplies	1,200.00	31.58	31.58	63.16	-	189.47	63.16	505.26	-	315.79	1,200.00
Freight & Messenger	-	-	-	-	-	-	-	-	-	-	-
Printing (Outreach, Community Awareness, Signage)	200.00	5.26	5.26	10.53	-	31.58	10.53	84.21	-	52.63	200.00
Other Outside Services (itemize below)	-	-	-	-	-	-	-	-	-	-	-
Recruiting/Outreach	-	-	-	-	-	-	-	-	-	-	-
Marketing/Community Awareness	-	-	-	-	-	-	-	-	-	-	-
Staff Training	300.00	7.89	7.89	15.79	-	47.37	15.79	126.32	-	78.95	300.00
Staff Travel	600.00	15.79	15.79	31.58	-	94.74	31.58	252.63	-	157.89	600.00
TOTAL COSTS	118,206.39	3,035.99	3,035.99	6,071.99	207.78	18,432.36	6,036.67	49,634.89	365.46	31,385.26	118,206.39

OK

- Allocation based on number of staff
- Allocation based on square feet occupied
- Allocation based on number of customers served

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

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME: Charlottesville Center

COSTS	BUDGET/ EXPENSE	Adult Education and Family Literacy (TJACE at PVCC)	Piedmont Virginia Community College	Community Action Agency - (People Incorporated of Virginia)	Rentry Programs - (Virginia CARES)	Community Action Agency - (Monticello Area Community Action Agency)	Vocational Rehabilitation - (DARS Title I)	SCSEP Program - (Goodwill Industries of the Valleys)	Job Corps	National Farmworkers Jobs Program (NFJP) - (Telamon Corporation)	Housing Finance & Development Authority - (Charlottesville Redevelopment Housing Authority)	Temporary Assistance for Needy Families (TANF) - (Charlottesville Department of Social Services)	JVSG - (Virginia Employment Commission)	Migrant Farm Worker - (Virginia Employment Commission)	Wagner-Peyser - (Virginia Employment Commission)	Unemployment Ins. (Virginia Employment Commission)	WIOA Programs (Goodwill Industries of the Valleys)	Commission of Native American Affairs
Staff Costs:																		
Salaries	615,089.00												183,446.00	45,111.00	342,306.00	44,226.00		
Benefits	284,304.00												51,829.00	28,351.00	167,539.00	36,585.00		
INFRASTRUCTURE COSTS																		
Facility Costs:																		
Rent (DARS and VEC lease through DGS)	108,360.56		2,613.55				2,613.55	2,613.55					20,321.00	6,345.00	44,036.00	6,980.00	22,837.91	
Utilities	-																	
Maintenance Contracts	-																	
Repairs	-																	
Security	-																	
Property Tax	-																	
Furniture & Fixtures	-																	
Other (itemize below)	-																	
Equipment/Communication Costs:																		
Computer Hardware	10,011.00												4,878.00	568.00	3,940.00	625.00		
Computer Software	11,966.00												3,130.00	978.00	6,783.00	1,075.00		
Data Line	14,522.00												3,799.00	1,186.00	8,232.00	1,305.00		
Telephone Equipment	-																	
Telephone Service/Data Line for Resource Room	6,610.00		470.00				60.00	470.00					3,060.00				2,550.00	
Pagers	-																	
Copier Equipment	-																	
Fax Equipment	-																	
Fax Service Fees	-																	
Other Operations:																		
Accounting Services	-																	
General Supplies	-																	
Freight & Messenger	-																	
Printing (Outreach, Community Awareness, Signage)	-																	
Other Outside Services (itemize below)	-																	
Recruiting/Outreach	-																	
Marketing/Community Awareness	-																	
Staff Training	-																	
Staff Travel	-																	
TOTAL COSTS	1,050,862.56	-	3,083.55	-	-	-	2,673.55	3,083.55	-	-	-	-	270,463.00	82,539.00	572,836.00	90,796.00	25,387.91	-

OK

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

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME: Charlottesville Center

COSTS	BUDGET/ EXPENSE	Adult Education and Family Literacy - (TJACE at PVCC)	Piedmont Virginia Community College	Community Action Agency - (People Incorporated of Virginia)	Reentry Programs - (Virginia CARES)	Community Action Agency - (Monticello Area Community Action Agency)	Vocational Rehabilitation - (DARS Title I)	SCSEP Program - (Goodwill Industries of the Valleys)	Job Corps	National Farmworkers Jobs Program (NFJP) - (Telamon Corporation)	Housing Finance & Development Authority - (Charlottesville Redevelopment Housing Authority)	Temporary Assitance for Needy Families (TANF) - (Charlottesville Department of Social Services)	JVSG - (Virginia Employment Commission)	Migrant Farm Worker - (Virginia Employment Commission)	Wagner-Peyser - (Virginia Employment Commission)	Unemployment Ins. (Virginia Employment Commission)	WIOA Programs (Goodwill Industries of the Valleys)	Commission of Native American Indian Affairs	TOTALS:
		Staff Costs:	Salaries	697,169.00	2,160.00	2,160.00	-	-	4,320.00	-	-	-	-	-	196,406.00	49,431.00	376,866.00	44,226.00	21,600.00
	Benefits	302,454.00	477.63	477.63	-	-	955.26	-	-	-	-	-	54,694.79	29,306.26	175,181.11	36,585.00	4,776.32	-	302,454.00
INFRASTRUCTURE COSTS																			
Facility Costs:	Rent (DARS and VEC lease through DGS)	114,646.95	96.23	2,709.78	-	-	2,806.02	2,806.02	-	-	-	-	21,098.86	6,504.76	46,556.72	7,318.53	24,750.03	-	114,646.95
	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Maintenance Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Repairs	500.00	7.65	7.65	-	-	15.31	15.31	-	-	-	-	61.87	12.71	200.49	26.93	152.08	-	500.00
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Property Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other (itemize below)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment/Communication Costs:	Computer Hardware	11,361.00	35.53	35.53	-	-	71.05	-	-	-	-	-	5,091.16	639.05	4,508.42	625.00	355.26	-	11,361.00
	Computer Software	11,966.00	-	-	-	-	-	-	-	-	-	-	3,130.00	978.00	6,783.00	1,075.00	-	-	11,966.00
	Data Line	14,522.00	-	-	-	-	-	-	-	-	-	-	3,799.00	1,186.00	8,232.00	1,305.00	-	-	14,522.00
	Telephone Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Telephone Service/Data Line for Resource Room	8,510.00	50.00	520.00	-	-	160.00	470.00	-	-	-	-	3,360.00	100.00	800.00	-	3,050.00	-	8,510.00
	Pagers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Copier Equipment	3,240.00	85.26	85.26	-	-	170.53	-	-	-	-	-	511.58	170.53	1,364.21	-	852.63	-	3,240.00
	Fax Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Fax Service Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Operations:	Accounting Services	2,400.00	63.16	63.16	-	-	126.32	-	-	-	-	-	378.95	126.32	1,010.53	-	631.58	-	2,400.00
	General Supplies	1,200.00	31.58	31.58	-	-	63.16	-	-	-	-	-	189.47	63.16	505.26	-	315.79	-	1,200.00
	Freight & Messenger	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Printing (Outreach, Community Awareness, Signage)	200.00	5.26	5.26	-	-	10.53	-	-	-	-	-	31.58	10.53	84.21	-	52.63	-	200.00
	Other Outside Services (itemize below)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Recruiting/Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Marketing/Community Awareness	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Staff Training	300.00	7.89	7.89	-	-	15.79	-	-	-	-	-	47.37	15.79	126.32	-	78.95	-	300.00
	Staff Travel	600.00	15.79	15.79	-	-	31.58	-	-	-	-	-	94.74	31.58	252.63	-	157.89	-	600.00
TOTAL COSTS		1,169,068.95	3,035.99	6,119.54	-	-	8,745.54	3,291.33	-	-	-	-	288,895.36	88,575.67	622,470.89	91,161.46	56,773.17	-	1,169,068.95
PARTNER RATIO		0.3%	0.5%	0.0%	0.0%	0.0%	0.7%	0.3%	0.0%	0.0%	0.0%	0.0%	24.7%	7.6%	53.2%	7.8%	4.9%	0.0%	100.0%

OK!

Allocated costs, Direct and Indirect, must equal the amount on the One-

Modification Authority and Signature

Partner Program: Albemarle County Department of Social Services

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Charlottesville Department of Social Services

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Charlottesville Redevelopment and Housing Authority

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Virginia Department for Aging and Rehabilitative Services

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Germanna Community College

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Goodwill Industries of the Valleys

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Job Corps

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Lord Fairfax Community College

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Monticello Area Community Action Agency

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Orange County Department of Social Services

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

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: People Incorporated

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Piedmont Regional Adult and Career Education Programs

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Piedmont Virginia Community College

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Signature

Date

Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Telamon Corporation

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Print Name and Title

Agency Name

Modification Authority and Signature

Partner Program: Virginia Employment Commission

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