

ATTACHMENT D
COPIES OF EXECUTED COOPERATIVE AGREEMENTS

NOTE: Copy of Agreement with Thomas Nelson Community College being provided as example of similar agreement that LWDA #14 has established with all partner agencies as listed on top of Agreement. Copies of other agreements can be provided upon request.



PROGRAM YEAR 2016
(July 1, 2016 – June 30, 2017)
MEMORANDUM OF UNDERSTANDING FOR THE
PENINSULA WORKLINK ONE-STOP SERVICE DELIVERY SYSTEM
Between
PENINSULA WORKLINK
And
EACH ONE-STOP OPERATOR TEAM AGENCY

- ☐ Peninsula Council for Workforce Development/Federal Division
☐ New Horizons Regional Education Centers
☒ Thomas Nelson Community College
☐ Virginia Department for Aging and Rehabilitative Services
☐ Virginia Employment Commission

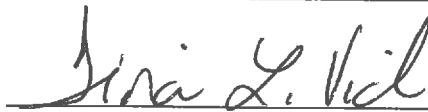
EXTENSION SIGNATURE PAGE

Effective July 1, 2015, the Workforce Investment Act (WIA) was repealed and replaced with the Workforce Innovation and Opportunity Act (WIOA). As a consequence, for the purpose of extending the provisions of the PY '14 One-Stop Memorandum of Understanding (MOU) into PY '15 and PY '16, all references to WIA are to be understood to mean their corresponding WIOA counterpart.

PROGRAM YEAR 2016 EXTENSION APPROVED WITH (check one): ☐ No updates


☐ Updates as follows:

GREATER PENINSULA WORKFORCE DEVELOPMENT CONSORTIUM:


The Honorable Tina Vick, Chairman


Date 10/4/2016

GREATER PENINSULA WORKFORCE DEVELOPMENT BOARD:


John Olson, Ed.D., Chairman

Date 10/4/16

ONE-STOP OPERATOR TEAM AGENCY SIGNATURE:


John T. Dever, Ph.D., President

Date 8-26-2016

Enclosures:

PY 2015 MOU Extension Signature Page

PY 2014 MOU Agreement with Addendums

Attachment 1 – Updated PY '16 One Stop Team Core Services Resource sharing Agreement Draft Budget Summary

Attachment 2 – Removed (PWDC Budget) - discontinued for PY '15 and PY '16 Extensions

One Stop Operator Team Core Services Resource Sharing Agreement Draft Budget* Summary
Greater Peninsula WDB (LWIA #14) - Peninsula Worklink Core Services
PY '16
Estimate as of Aug 18, 2016

Personal Services Estimated: (Full Time Equivalent - includes Fringe Benefit estimate if applicable) (Using fixed salary cost est. for each position classification)

	GPWDC	VEC	TNCC	DARS	NHREC (WIOA Youth)	SNAP Sites	Other	Total
Program Manager	0.4	0.2	0	0	0.05	0	0	0.65
Program Coordinator	0.1	0.1	0.1	0	0	0	0	0.3
Career Information Specialist or Equivalent	3	1.5	0.75	0.5	0.1	0.2	0	6.05
Community Relations & Business Services	0.15	0	0	0	0	0	0	0.15
Workshops Support	1	0.15	0.1	0	0	0	0.1	1.35
Test Administrator (Work Keys)	0	0	0.2	0	0	0	0	0.2
Other	0	0	0	0	0.1	0	0	0.1
Total FTE	4.65	1.95	1.15	0.5	0.25	0.2	0.1	8.8

Subtotal Resource Room Personal Services	\$266,571	\$82,265	\$45,063	\$18,750	\$16,381	\$3,750	\$2,500	\$435,280
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Non - Personal: PWDC

Communications:	\$11,213	\$0	\$0	\$848	\$180	\$0	\$0	\$12,241
Lease:	\$26,794	\$28,400	\$17,580	\$2,769	\$16,108	\$0	\$0	\$91,651
Lease: Work Keys (20% Allocation)	\$0	\$0	\$2,010	\$0	\$0	\$0	\$0	\$2,010
Insurance:	\$2,234	\$0	\$0	\$0	\$433	\$0	\$0	\$2,667
Supplies:	\$4,340	\$0	\$0	\$100	\$70	\$0	\$0	\$4,510
Printing:	\$9,800	\$0	\$0	\$100	\$1,774	\$0	\$0	\$11,674
Capital Outlay:	\$1,200	\$0	\$0	\$0	\$22	\$0	\$0	\$1,222
Subtotal Resource Room (Non-Personal)	\$55,580	\$28,400	\$19,590	\$3,817	\$18,587	\$0	\$0	\$125,974

Percent Distribution:	79%	12%	7%	2%	0%	0%	0%	100%
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In - Kind:

Computers	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Furniture	\$738	\$0	\$0	\$0	\$0	\$0	\$0	\$738
Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Resources	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal In-Kind	\$1,938	\$0	\$0	\$0	\$0	\$0	\$0	\$1,938

Grand Total	\$324,089	\$110,665	\$64,653	\$22,567	\$34,968	\$3,750	\$2,500	\$563,192
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Grand Total Percent	58%	20%	11%	4%	6%	1%	0%	100%
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* All estimates are based on existing understandings and previously approved actions and agreements among all local partner Agencies and their respective internal management approval procedures.

**PROGRAM YEAR 2015
(July 1, 2015 – June 30, 2016)
MEMORANDUM OF UNDERSTANDING FOR THE
PENINSULA WORKLINK ONE-STOP SERVICE DELIVERY SYSTEM**

**Between
PENINSULA WORKLINK**

And

EACH ONE-STOP OPERATOR TEAM AGENCY

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Centers
- ☒ Thomas Nelson Community College
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PROGRAM YEAR 2015 EXTENSION APPROVED WITH (check one): ☐ No updates

☐ Updates as follows:

GREATER PENINSULA WORKFORCE DEVELOPMENT CONSORTIUM:


The Honorable Tina Vick, Chairman

Date 3/9/2016

GREATER PENINSULA WORKFORCE DEVELOPMENT BOARD:


John Olson, Ed.D., Chairman

Date 3/9/16

ONE-STOP OPERATOR TEAM AGENCY SIGNATURE:


Authorized Signature

Date 2/29/2016

Enclosures: PY 2014 MOU Agreement with Addendums

- Attachment 1 – Updated PY '15 One Stop Team Core Services Resource sharing Agreement Budget Summary
- Attachment 2 – Removed (PWDC Budget) - discontinued for PY '15 Extension

One Stop Operator Team Core Services Resource Sharing Agreement Draft Budget* Summary
Greater Peninsula WDB (LWIA #14) - Peninsula Worklink Core Services
PY '15
Estimate as of Oct. 16, 2015

Personal Services Estimated: (Full Time Equivalent - includes Fringe Benefit estimate if applicable) (Using fixed salary cost est. for each position classification)

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PROGRAM YEAR 2014
(July 1, 2014 – June 30, 2015)
MEMORANDUM OF UNDERSTANDING FOR THE
PENINSULA WORKLINK ONE-STOP SERVICE DELIVERY SYSTEM
Between
PENINSULA WORKLINK
A Member of the Virginia Workforce Network
And
EACH ONE-STOP OPERATOR TEAM AGENCY
☐ Peninsula Council for Workforce Development/Federal Division
☐ New Horizons Regional Education Centers
☒ Thomas Nelson Community College
☐ Virginia Department for Aging and Rehabilitative Services
☐ Virginia Employment Commission

I. Introduction

In accordance with Section 121 (c) of the Workforce Investment Act (the Act) of 1998, it is the intent of the Greater Peninsula Workforce Investment Board (the Board), with the agreement of the Greater Peninsula Workforce Development Consortium (the Consortium), to enter into a Memorandum Of Understanding (MOU) with such Agencies of the Commonwealth of Virginia and other legal entities, who by virtue of their public service programs have been recognized and designated under Section 121 (b) of the Act as required "One-Stop Partners."

The purpose of this MOU is to articulate the working relationships and commitment of resources that are required of the Board, the Consortium and its One-Stop Partners to support the effective and efficient operation of a one-stop service delivery system within Virginia Local Workforce Investment Area (LWIA) XIV. LWIA XIV includes the cities of Hampton, Newport News, Poquoson, and Williamsburg, and Gloucester, James City, and York Counties.

As expressed in the Act, the purpose of the one-stop service delivery system is to unify the numerous employment and training programs that may exist within a LWIA into a single, customer-friendly set of services. This is achieved through the integration of high-value, demand-driven program services and governance structures that focus on serving both members of the region's workforce and its employer community. Locally, for purposes of serving these two customer groups, LWIA XIV's One-Stop System has been branded and is marketed under the trade name, "Peninsula Worklink."

II. Peninsula Worklink: Vision, Mission, and Core Values

As set forth under the provisions of this MOU, the purpose of Peninsula Worklink is to advance the economic well being of the Greater Peninsula Region (LWIA XIV) by helping to develop and maintain a quality workforce ready to meet the skilled labor requirements of the region's employers. Toward that end the following vision and mission statements have been adopted by the Board.

One-Stop Operator Team Agency MOU

Vision: "To create a world-class workforce for the Greater Virginia Peninsula region."

Mission: Peninsula Worklink actively works to bring together business, government, education and labor to collaborate and to invest in the Peninsula Region's future by linking education and training to the area's workforce needs of today and tomorrow.

To achieve this mission Peninsula Worklink will implement a seamless system of co-located and integrated education, job training, employment, and participant support services that are reflective of the region's economic development plans and positively impacts the long-term career/employment outcomes of job seekers and the growth and expansion of existing and new business enterprises within the region.

Core Values: The Greater Peninsula Workforce Investment Board promotes a coordinated workforce development system consistent with the needs of business and industry that assures the success of the Greater Peninsula's workforce by emphasizing the following core values:

- Locally designed and market based;
- Comprehensive Service delivery;
- Collaborative Relationships and partnerships;
- Continuous improvement;
- Customer focused;
- Accountable and performance oriented; and,
- Supportive of a higher standard of living/quality of life for its customers.

These core values have been incorporated into a multi-level operational framework that has been adopted by the WIB to describe its approach to workforce development. This approach begins at Level I with the identification of multiple education, training, and job placement programs available within the local region. Level II of this framework integrates these multiple programs into a comprehensive one-stop service delivery system designed to provide a skilled workforce for in-demand occupations. Level III broadens the focus of the public workforce system by leveraging investments from the private sector and adopting broad scale economic development strategies.

The primary intent of the One-Stop service philosophy is to create a seamless system of integrated services designed to meet the needs of both jobseekers and employers. To the extent the entire Peninsula Worklink system depends upon and is made up of a collection of multiple offices and partner programs, the need for establishing a "no wrong door" operating environment is critical to the System's ability to meet its objective. The Peninsula Worklink system can only be successful in meeting its mission by providing all customers with the assurance that effective coordination and follow-through can be expected at each of the System's service locations regardless of which individual Center may be visited or accessed. In every situation, customers should receive the same level of professional courtesy and responsiveness at any of the Peninsula Worklink offices.

One-Stop Operator Team Agency MOU

III. One-Stop Operator Team

As provided in Section 121 (d) of the Act, the Board with the agreement of the Consortium is authorized to designate or certify One-Stop Operators. Such an operator may be a consortium of entities that, at a minimum, includes three or more required One-Stop Partners as listed in Section 121 (b) (1) (A) of the Act.

By virtue of their primary operational roles and willingness to be a signatory to this MOU (Addendum A), all of the entities listed below are recognized and designated as equal voting members of the One-Stop Operator Team (the OSO Team).

- The Peninsula Council for Workforce Development (PCFWD)/Federal Division, responsible for services funded under WIA Title I, Subtitle B;
- New Horizons Regional Education Center (NHREC), responsible for contracted Youth Services funded under WIA Title I, Subtitle B, Chapter 4, and post-secondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act;
- Thomas Nelson Community College, responsible for post-secondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act;
- The Virginia Employment Commission, responsible for services funded under the Wagner-Peyser Act, activities authorized under Chapter 2 of Title II of the Trade Act of 1974, as amended, activities relating to job counseling, training, and placement for veterans as authorized under Chapter 41 of Title 38, of the United States Code, and programs authorized under the Commonwealth of Virginia's Unemployment Compensation Laws (in accordance with applicable Federal Law); and
- The Virginia Department for Aging and Rehabilitative Services, responsible for programs funded under Title I of the Rehabilitation Act of 1973 as amended under WIA Title IV.

Under the terms of this MOU (Addendum A), the role of the One-Stop Operator is to coordinate the delivery of partner services and related activities throughout the Peninsula Worklink One-Stop Service Delivery System. The PCFWD/Federal Division will serve as the lead entity for the OSO Team and will be responsible for the following:

- Convening meetings of the team;
- Coordinating the development of such operating plans and budgets as may be required by the Department of Labor and or the Commonwealth of Virginia pertinent to the operation of local One-Stop Centers; and,
- With the active assistance of the other OSO Team members make periodic reports as may be required by the Board, the Consortium or other cognizant federal and or state authorities. All Partners will retain responsibility for the reporting and monitoring of their respective programs as may be required by their cognizant federal and or state authorities.

One-Stop Operator Team Agency MOU

Toward this end each of the member entities of the OSO Team will be expected to designate a senior level staff member to serve on the team and provide such support as may be necessary to the lead entity to insure that the team can effectively and efficiently carry out its duties and responsibilities as provided under the requirements of the Act and such policies as may be promulgated by the Board or the Commonwealth of Virginia.

IV. One-Stop Partners

While the five agencies noted above as One-Stop Partners and OSO Team Members are recognized as the system's anchor agencies, Peninsula Worklink as a whole is a coalition of many different groups, organizations and entities. While some of these other organizations are mandatory One-Stop partners, other partners may wish to participate and/or play a more limited role. Collectively, all of the One-Stop partner organizations share the common objective of wanting to establish and support the most effective public workforce system possible.

As a signatory to this MOU (Addendum A), each Partner Agency will be required to complete and a Declaration of Partnership Level (Addendum B) and Statement of Work: Partner Participation and resource Sharing (Attachment C) which together will provide a detailed discussion of each partner's role along with their level of resource sharing. All work statements and budgets will be subject to each agency's authorizing legislation and current or projected appropriations and may be modified as necessary in accordance with the provisions of this MOU.

V. System Organization, Roles and Relationships

The System includes the following administrative and service delivery/operational elements:

Administrative Elements:

- **Greater Peninsula Workforce Development Consortium:** The organization of Local Elected Officials representing each of the Greater Peninsula region's seven jurisdictions. The Consortium serves as the Grant Recipient for the WIA Funds and such other federal funds as may be awarded for the support of One-Stop operations.
- **Greater Peninsula Workforce Investment Board:** The Board, working in cooperation with the Consortium, has responsibility for approving the plans, budgets, and policies regulating One-Stop operations. It also has oversight responsibilities for the services delivered and the results achieved. It is assisted in this effort by the PCFWD Private/Public Strategic Partnerships Division.

Operational Elements:

- **One-Stop Operator Team:** Serves as the responsible party to the Board and Consortium for the day-to-day operations of the One-Stop System.

One-Stop Operator Team Agency MOU

- **One-Stop Mandatory Partners:** Includes all agencies responsible for the delivery of those programs described in Section 121 (B) of the Act or as required by the Virginia General Assembly that are operational within LWIA XIV. As part of this One-Stop System, all mandatory One-Stop Partners are responsible for providing the services and carrying out such One-Stop functions as described in the Act, its Final Rules, (8/11/00, 20 CFR 652 et al) and each individual entity's respective authorizing statute and implementing regulations as amended by WIA:
- **One-Stop Optional Partners:** Includes all other local agencies offering programs that can positively impact the local delivery and outcome of employment and training programs provided through the One-Stop System.

One-Stop Centers:

Based on the array of services available within a given One-Stop facility, a Peninsula Worklink One Stop Center may be classified in one of the following three categories:

- **Comprehensive Centers** offer the broadest array of and/or access to services*, including all of the mandatory WIA services, and must meet annual certification standards issued by the Virginia Workforce Council.

*Access to partner services is not intended to suggest or imply that all partner services are physically present and available at the Comprehensive Centers. Instead, the intent is to ensure that customers are afforded easy access to more information through the One-Stop about these programs and that a formal referral mechanism has been established to facilitate case coordination between the partner programs.

- **Satellite Centers** offer a minimum of two or more of the mandatory WIA services on-site and access to all other available services and are usually characterized by offering a more limited menu of specialized services.
- **Information Centers** serve as an official extension office or information hub, and are usually operated to provide Core Level services on a part-time basis with volunteers or through a partner's office, in support of the Peninsula Worklink System. Most offices will serve in a very specialized and/or targeted population capacity. Shared Network Access Points (SNAPs) are good examples of this type of center.

Relationship to the Virginia Workforce Network:

As previously noted, Peninsula Worklink is the local brand name for similar activities and services being promoted under the State's Virginia Workforce Network branding campaign. As such, all of the Comprehensive Centers being operated under the Peninsula Worklink banner must meet the certification requirements established for the Virginia Workforce Network as set forth by the Virginia Workforce Council.

One-Stop Operator Team Agency MOU

Currently, Peninsula Worklink through its many partnerships and relationships is providing services and/or access to the many programs as specified on the following chart at the Centers indicated:

Key: **AC** = Comprehensive Center – All
 CH = Comprehensive Center – Hampton
 SW = Satellite Center – Williamsburg

<u>PROGRAMS/SERVICES</u>	<u>CENTER</u>
➤ Title I of WIA: Adult	AC
➤ Title I of WIA: Dislocated Worker	AC
➤ Title I of WIA: Youth	AC
➤ Title I of WIA: Veteran Workforce Programs	AC
➤ Title I of WIA: Migrant and Seasonal Farm Worker Programs	AC
➤ Title V of Older Americans Act	AC
➤ Other PW Grants as applicable at the time (e.g. Incentive, NEG, H-1B, etc.)	AC
➤ State Unemployment Insurance (UI) Programs	AC
➤ Vocational Rehabilitation Programs	AC
➤ Adult Education and Literacy Programs	SW
➤ Community Service Block Grants, Employment and Training Programs (as applicable)	N/A
➤ Employment Service under Wagner-Peyser Act	AC
➤ Local Employment and Training Programs Administered by HUD	N/A
➤ Post-Secondary Vocational Education under Carl Perkins	CH
➤ Trade Adjustment Assistance Act Programs and Services	AC
➤ NAFTA Transitional Adjustment Assistance	AC
➤ Food Stamp Benefits Program and FSET	AC
➤ Temporary Assistance to Needy Families, funded through State Block Grants under TANF	AC
➤ Virginia Initiative for Employment, not Welfare under TANF (VIEW)	AC
➤ Local Providers of Social Services, including Housing, Utilities, Health, Mental Health and Family Services	AC
➤ Economic Development Agencies	AC
➤ Business Assistance Units, Small Business Development Centers	CH

One-Stop Operator Team Agency MOU

SERVICES

At a minimum, the following services will be provided by partners through the Comprehensive One Stop Center:

A. JOB SEEKER SERVICES

UNIVERSAL ACCESS CORE	INTENSIVE	TRAINING
<p>Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System;</p> <p>Initial assessment of skill level(s), aptitudes, abilities and supportive service needs;</p> <p>Self-help job search and placement assistance;</p> <p>Access to employment opportunity and labor market information;</p> <p>Performance information and program costs for eligible providers of training services;</p> <p>Information on the overall performance of the One-Stop System;</p> <p>Information on the availability of supportive services and referral to such, as appropriate;</p> <p>Information on unemployment insurance claim filing;</p> <p>Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s);</p> <p>Information and assistance in applying for financial aid for training and education programs; and,</p> <p>Access to the core services and information about the governing rules and programs of mandatory Partner Organizations.</p>	<p>Comprehensive and specialized assessments of skill levels;</p> <p>Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;</p> <p>Referral to training services;</p> <p>Group counseling;</p> <p>Literacy activities related to work readiness;</p> <p>Individual counseling and career planning;</p> <p>Case management for participants seeking training services;</p> <p>Individual job search, referral and placement assistance;</p> <p>Work experience and internships;</p> <p>Short-term prevocational services (i.e. development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills and professional conduct) to prepare individuals for unsubsidized employment or training; and,</p> <p>Post employment follow-up services and support;</p> <p>Other intensive services as determined by a Partner Organization's governing rules; and,</p> <p>Out of the area job search assistance/relocation assistance.</p>	<p>Occupational Skills Training through Individual Training Accounts (ITAs);</p> <p>On-the-Job Training (OJT);</p> <p>Programs that combine workplace training with related instruction which may include cooperative education;</p> <p>Training programs operated by the private sector;</p> <p>Skill upgrading and retraining;</p> <p>Entrepreneurial training;</p> <p>Adult education and literacy activities provided in combination with the training services described above;</p> <p>Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training; and,</p> <p>Other training services as determined by the Partner Organization's governing rules.</p>

One-Stop Operator Team Agency MOU

B. BUSINESS SERVICES

UNIVERSAL ACCESS CORE	INTENSIVE	TRAINING
Conduct outreach regarding One-Stop System Services and products;	Conduct on-site Rapid Response activities regarding closures and downsizings;	Develop On-the-Job Training (OJT) Contracts;
Provide access to labor market information;	Facilitate traditional and reverse job fairs;	Provide employer and industry cluster driven Occupational Skills Training through Individual Training Accounts with eligible training providers;
Use of One-Stop Center facilities for recruiting and interviewing job applicants;	Provide customized recruitment and job applicant screening, assessment and referral services;	Develop customized training opportunities to meet specific employer and/or industry cluster needs;
Post job vacancies;	Take and fill job orders;	Coordinate with employers to develop and implement layoff aversion strategies; and,
Provide information regarding workforce development initiatives and programs; and,	Assist with the interpretation of labor market information;	Provide incumbent worker upgrade training through various modalities.
Provide information and services related to Unemployment Insurance taxes and claims; and,	Consult on human resource issues;	
Provide information regarding disability awareness issues.	Provide assistance technology;	
	Assist with disability accommodations; and,	
	Provide job coaches.	

VI. Resource Sharing

The parties to this MOU agree to provide resources (in-kind and/or cash contributions) for the shared costs of the partnership in accordance with Resource Sharing Agreements that will be executed separately from this agreement. All Resource Sharing Agreements shall be incorporated into this MOU by reference.

The Partners assume full responsibility for their respective costs associated with their performance of the terms of this MOU. In no event, except as may be provided in a fully executed subsequent resource sharing agreement, shall any partner be obligated to pay or reimburse any expense incurred by another partner under this MOU.

It is expressly understood that this MOU does not constitute a financial commitment, but rather the intent to commit specific resources as the partners' allocations and budgets are known and as the Peninsula Worklink delivery system continues to evolve. The contributions of each partner are intended to be in proportion to the contributions of the other partners.

Any separate Peninsula Worklink Resource Sharing Agreements shall identify the specific resources committed and will clearly delineate shared resources in the Peninsula Worklink One-Stop Center(s) differently than those provided by non-anchor partners not housed in a Peninsula Worklink One-Stop Center(s).

One-Stop Operator Team Agency MOU

It is the responsibility of the One Stop Operator and Peninsula Worklink (PW) to develop the Resource Sharing Agreement in collaboration and discussion with PW Partners choosing to co-locate or be itinerant partners in any Peninsula Worklink One-Stop Center.

At a minimum, parties to this MOU shall have access to customer front-office and customer meeting facilities within the Peninsula Worklink One-Stop Centers as available and not previously scheduled for use by the Partners co-located in the Workforce Centers.

VII. Financing and Allocating Cost

Each partner organization to this MOU must adhere to the following:

Fund, and provide all core and intensive services that are applicable to each partner's program. Fund and provide all supportive and follow-up services that are applicable to each partner's program; and

Each partner must 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). Although, federal regulations and circulars do not specify a method to determine applicable costs or the fair share for participating programs, the general guidance is to allocate costs based on benefit received provided that the cost is allowable under program regulations and statute and that method is applied consistently. Benefit received may be defined by a combination of factors including the number of individuals served, the number of computers used and /or the amount of space used in a facility. The methodology used depends on the character of the cost; intake of individuals, utilities, telecommunications, etc.

The Department of Labor has issued detailed guidance through the publication of the One Stop Comprehensive Financial Management Technical Assistance Guide. Following are excerpts from the Guide:

- Those partner agencies providing the services through the One Stop Center for their local area have the responsibility to identify shared costs. Shared costs are defined as those costs of the One Stop center that benefit multiple partners and are incurred in support of the services delivered through a One Stop.
- The WIA regulations require that each partner contribute a fair share of the operating costs of a One Stop Center proportionate to the use of the Center by customers who are attributable to the partner's program. [20 CFR 662.270] While this requirement is intended to ensure that 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. In fact, the regulations make it clear that partner agencies may choose from any number of methods, provided they are consistent with the OMB circulars.

One-Stop Operator Team Agency MOU

- Any method that initially uses estimated numbers, whether participants, data elements, space use, or other costs that must use pre-budgeted amounts, must be adjusted to actual data when it is available. Determining the proportionate shares attributable to the specific partner programs is the preliminary phase in the process. In this preliminary stage, the partners review the shared costs budgets, determine which methodologies are acceptable, and, from the acceptable methodologies, which method should be applied to the shared costs. In other words, the partners are selecting the appropriate allocation base for the shared costs. One simple method that may be employed to determine proportionate share would be based on participation by eligible customers. Under this method, in its most basic form, the proportionate share would be determined by comparing the number of individuals either eligible for or receiving services from a partner to the total number of participants served.

The following Federal Circulars must be adhered to as they apply to each partner organization.

- OMB Circular A-21, Cost Principles for Educational Institutions.
- OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments.
- OMB Circular A-122, Cost Principles for Non-Profit Organizations.
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

This section must include an explanation of how those electronic One Stop partners are expected to contribute in the One Stop operating costs. Partners providing program services electronically through a One Stop Center, such as program services available on a partner organization's website, are required to participate in funding costs that are appropriately associated with making the services available. Such costs may be associated with computer equipment or communication line costs. The partners are to agree on a methodology to be used to identify and allocate these costs to the benefiting programs.

Attachments to MOU:

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

Addendum B - Declaration of Partnership Level

Addendum C - Statement of Work - Partner Participation and Resource Sharing

Attachment 1 - One Stop Operator Team Core Services Resource Sharing Agreement
Draft Budget Summary (Estimated Only) dated May 12, 2014

Attachment 2 - Proposed PWDC FY 15 Budget

ADDENDUM A
PROGRAM YEAR 2014
(July 1, 2014 – June 30, 2015)

PENINSULA WORKLINK
ONE-STOP SYSTEM OPERATOR TEAM AGREEMENT
AND
MOU AGREEMENT BOILER PLATE AND SIGNATURE PAGE

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

Per the requirements of Section 121 (C) of the Workforce Investment Act (Public Law 105-220, August 7, 1998) (hereinafter referred to as the Act) and by the Commonwealth of Virginia, this AGREEMENT establishes the local **One-Stop Operator** consortium (a.k.a. One-Stop Operator Team) for Virginia's Local Workforce Area XIV for the period July 1, 2014 through June 30, 2015.

This One-Stop Operator consortium agreement is authorized pursuant to statute and full execution of this Agreement among all subject parties by the Workforce Investment Board (hereinafter referred to as the Board or WIB), serving the Cities of Hampton, Newport News, Williamsburg, Poquoson, and the counties of Gloucester, James City and York, the Greater Peninsula Workforce Development Consortium (GPWDC) acting for the Chief Local Elected Officials of the Greater Peninsula Workforce Investment Area (hereinafter referred as the Consortium), and by agreement of the One-Stop Operator consortium member agencies for Workforce Area XIV (a.k.a. the One-Stop Operator Team, hereinafter referred to as the Team).

The Board and the Team agree as follows:

1. The Board and Consortium along with the support of the subject Agencies hereby designates the One-Stop System Operator Consortium to include: The Peninsula Council for Workforce Development PCFWD/Federal Division, Virginia Employment Commission (VEC), Thomas Nelson Community College (TNCC), New Horizons Regional Education Center (NHREC), and the Department for Aging and Rehabilitative Services (DARS).
2. The Board and the Team agree to establish a One-Stop Operator Team Management Committee made up of a local manager representative from each of the One-Stop Partner agencies to ensure the effective collaboration and coordination of integrated program services throughout the One-Stop System, consistent with the provisions of the Business Plan and One-Stop Partners' Memorandum of Understanding.
3. On a day-to-day basis, the PCFWD/Federal Division will serve as the lead entity, fiscal agent and employer of record for the WIA-funded One-Stop staff. Collectively, the Management Committee will provide general operational oversight for the One-Stop System
4. One-Stop Operator Team Agencies are expected to arrange for and/or participate in required staff development and staff certification as required by the Virginia Workforce Council (VWC) to ensure meeting the certification standards required and established by the Virginia Workforce

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate
[] Peninsula Council for Workforce Development/Federal Division
[] New Horizons Regional Education Center
[X] Thomas Nelson Community College
[] Virginia Department for Aging and Rehabilitative Services
[] Virginia Employment Commission

Council and to ensure continuous quality improvement as part of Workforce Area XIV One-Stop Operations.

Also, all One-Stop Operator Team Agencies are expected to actively participate in the One-Stop Center Certification process and standards as required by the Virginia Workforce Council (VWC). Partner Agencies will assist the Lead Agent and Peninsula Worklink Manager to address the written submission requirements as required by the VWC. This Center Certification process is a required element of Workforce Area XIV's Annual Plan and Five Year Strategic Planning process. As part of this same process, the Team will develop and publish a One-Stop System Operator Business Plan (Business Plan), as necessary, for Workforce Area XIV's implementation concurrent with and supportive of the Board's Annual and Five-Year Strategic Plan(s) as required by the Workforce Investment Act or Virginia Workforce Council.

5. The Board and the Team agree that all required and optional partners in Workforce Area XIV shall enter into a separate written partner agreement (MOU) with the Board and the Consortium with the concurrence of the Team. Such agreement will delineate the responsibilities and commitments of each mandated and optional partner. All such agreements will be entered into by the Board, the Consortium, the Partner Agency and the One-Stop Operator Team's Lead Agency. Such agreements shall be submitted to the Board by the Team.
6. The Lead Agent will employ an individual to serve as the One-Stop System Coordinator. Responsibilities of the One-Stop System Coordinator shall include, but not be limited to: overseeing and managing the implementation of the local Workforce One-Stop System effort; developing and facilitating the functioning of community partnerships which advance the Board's and Workforce Area XIV goals; maintaining relationships with Federal, State, and local funding sources; maintaining and promoting effective operational level activities in support of the broader and fully integrated One-Stop Delivery System.
7. The Team will ensure that core, intensive, and training services are seamlessly integrated by the required and optional partners and accessible for assignment at the Workforce Area XIV Comprehensive Center.
8. The Team will provide regular reports and updates on activities at each Workforce Area XIV Investment Board meeting and at other times as requested by Board staff.
9. The Team will assist in developing the Board's Annual and/or Five-Year Strategic Plan(s) and other related items for Workforce Investment Act services. Any differences of opinion between Team Agencies, whether on the development of the plan or any required agreements of the member agencies will be resolved through consultation between the parties to this agreement, or if that is unsuccessful, through the Executive Committee of the Workforce Investment Board or other Board designated committee, or finally through the Consortium.

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

- ☐ Peninsula Council for Workforce Development/Federal Division
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- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

10. By each April, the Team will submit to the Board a proposed comprehensive budget document that includes all leveraged contributions being provided by member/partner agencies in support of the One-Stop System.
11. The Team will adhere to all applicable program specific performance standards as established by the Board and the Consortium and/or other applicable state/federal cognizant authorities.
12. The Team will work with state, regional and local economic development organizations and allies to coordinate and integrate workforce development and to serve and develop linkages between employers and customers.
13. The Team will assist the Board and the Governor in developing regional and statewide employment statistics.
14. The Team will promote the private sector involvement in the local and statewide workforce investment system.
15. The Team, in coordination with the Board will develop methods for referral of individuals between the One-Stop Centers and the Workforce Area XIV required and optional partners for the appropriate services and activities.
16. The Team will adopt and promote activities and practices consistent with high-performing, continuously learning organizations.
17. If any terms of this agreement or application thereof become invalid or unenforceable, the remainder of this agreement shall not be affected thereby, and every other term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.
18. By executing this voluntary Agreement, the Team members represent that they have not offered or given any gratuity to any official or agent of the cities or counties, or any political party, with the purpose of securing anything of value, or favorable treatment, or affecting any determination with respect to the performance of their duties or responsibilities.
19. This agreement may be amended by written agreement of the Board and the Team in accordance with Section 121 (C) of the Workforce Investment Act (Public Law 105-220, August 7, 1998) and by the Commonwealth of Virginia. Such amendment(s) shall be endorsed by each Operator Consortium member to this Agreement.
20. This agreement shall remain in force until June 30, 2014, or until either party provides the other with sixty (60) days written notice of intent to terminate.

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

- ☐ Peninsula Council for Workforce Development/Federal Division
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- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

MOU AGREEMENT BOILER PLATE AND SIGNATURE PAGE

I. MICELLANEOUS PROVISIONS

A. Performance Goals

Peninsula Worklink and its partners intend to contribute towards meeting and exceeding all performance measures established by the GPWIB, the Virginia Workforce Council, the United States Department of Labor and the cognizant authority of all other partner programs.

B. The Virginia Workforce Connection (VAWC) Management Information System (MIS)

The VAWC MIS is the state-mandated computerized system of record keeping that serves as the common data repository for Workforce Investment Act activities. All partners will cooperate to develop methods for customer assessment, information sharing, evaluation performance measurements and tracking, data entry, customer follow-up, and customer satisfaction. The local workforce investment system will meet established state and local customer service performance standards.

C. Mutual Respect of Organizational Practices

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

D. Indemnification and Liability

By executing this MOU, each entity agrees to work together to deliver authorized One-Stop services for employers, employees and those seeking employment. However, the entities are not "partners" in the legal sense of the word to the extent that term encompasses both joint and several liabilities. Each legal entity under this MOU is responsible for its own employees, representatives, agents and subcontractors.

E. Equal Opportunity And Nondiscrimination Obligations

Nondiscrimination Clause: The partners acknowledge familiarity with applicable federal and Commonwealth of Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to discrimination policies, compliance with the Americans with Disabilities Act, and maintenance of drug free workplaces. Reference is made, but not limited to, Sec. 181 – "Requirements and Restrictions," and Sec. 188 – "Nondiscrimination," of the WIA.

The method to be used, to ensure compliance with the Americans with Disabilities Act related to accessibility for customers with disabilities will include the expertise from the Commonwealth of Virginia Department for Aging and Rehabilitative Services (DARS) and the Commonwealth of Virginia Department for the Blind and Vision Impaired (DBVI) as technical resources to ensure programmatic and physical accessibility to System services.

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

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DARS Order of Selection: In the event that the Vocational Rehabilitation program does not have sufficient funds to serve all eligible individuals, federal law requires that it implement an Order of Selection. Order of Selection prioritizes individuals into categories according to the significance of their disabilities and ensures that those with the most significant disabilities are selected first to receive services. Those individuals assigned to a closed category remain on a waiting list for services until there are sufficient resources to open closed categories.

The interested parties to this MOU recognize and will support the Order of Selection and shall work with other partners, as appropriate, in understanding and implementing service delivery in the face of Order of Selection.

II. BREACH OF MOU

The following activities may constitute a breach of the MOU:

- A. Failure to cooperate with the Peninsula Worklink Operator and Partners or any other agent of the GPWIB/GPWDC with regard to items stipulated under Section VI-A. Partnership Opportunity and Section VI-C. Mutual Agreement.
- B. Failure to honor the general Resource Sharing responsibility as stipulated under Section VI-B. System Operating Costs section.

III. IMPASSE RESOLUTIONS

In the event that an impasse should arise between the respective partners regarding the terms and conditions, the performance, or administration of this MOU, the following procedure must be initiated: (1) the GPWDC, GPWIB, the One-Stop Operator and the appropriate Partners must document the nature of the impasse and all negotiations and efforts that have taken place to resolve the issue; (2) the GPWDC, GPWIB and/or the Peninsula Worklink Operator and Partner(s) will meet to resolve the issue. If an agreement cannot be reached, (3) the WIA Division of the Virginia Community College System will provide assistance in resolving the issue.

IV. MODIFICATION PROCESS

Partners may request, in writing, an amendment to the MOU through the One-Stop Operator Team for submission to the GPWDC and GPWIB. The GPWDC/WIB may amend the MOU whenever the Board determines it is appropriate or necessary.

In order for any modifications to this MOU, including the addendums, to be valid, the changes must be documented in writing, signed, dated under the conditions agreed upon by ALL of the partners, and attached to the original MOU. Revisions to the Cost Allocation Plan must include

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

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- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

signatures of all partners and require incorporation through a modification into the MOU. If any provision of this MOU is held invalid, the remainder of the MOU not directly affected by the referenced provision, will still be considered valid.

V. DURATION OF THE MOU

The MOU is entered into the **1st day of July, 2014** and immediately effective upon full execution by all signatory partners and will remain in effect until **June 30, 2015**, unless modified by agreement of all parties. Any addenda to this agreement, as noted in VI., shall be reviewed annually and updated with agreement by all parties. The MOU may be terminated early by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days written notice to the other partners without cause.

Attachments to MOU:

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

Addendum B - Declaration of Partnership Level

Addendum C - Statement of Work - Partner Participation and Resource Sharing

Attachment 1 - One Stop Operator Team Core Services Resource Sharing Agreement
Draft Budget Summary (Estimated Only) dated May 12, 2014


Attachment 2 - Proposed PWDC FY 15 Budget

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

APPROVED:

GREATER PENINSULA WORKFORCE DEVELOPMENT CONSORTIUM:


The Honorable Tina Vick, Chairman

Date 11/10/14

GREATER PENINSULA WORKFORCE INVESTMENT BOARD:


John Olson, Ed.D., Chairman

Date 11/10/14

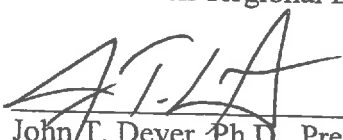
ONE-STOP OPERATOR TEAM AGENCY SIGNATURE:

☐ _____
William H. Mann, Jr. Executive Vice President
and Chief Operating Officer
Peninsula Council for Workforce Development

Date _____

☐ _____
J. Joseph Johnson, III, Executive Director
New Horizons Regional Education Center

Date _____

☐ 
John T. Dever, Ph.D., President
Thomas Nelson Community College

Date 10-7-2014

☐ _____
James A. Rothrock, Commissioner
Virginia Department for Aging and Rehabilitative Services

Date _____

☐ _____
John R. Broadway, Commissioner
Virginia Employment Commission

Date _____

ADDENDUM B
PROGRAM YEAR 2014
(July 1, 2014 – June 30, 2015)
ONE-STOP SYSTEM DECLARATION OF PARTNERSHIP LEVEL
BY
EACH ONE-STOP OPERATOR TEAM AGENCY


- ☐ Peninsula Council for Workforce Development/Federal Division
☐ New Horizons Regional Education Center
☒ Thomas Nelson Community College
☐ Virginia Department for Aging and Rehabilitative Services
☐ Virginia Employment Commission

The Peninsula Worklink invites community partnership with agencies and nonprofit organizations throughout the region to assist in the operation of a truly integrated employment and training One-Stop Service Delivery System. Please indicate your Organization's/Agency's proposed level of involvement and/or participation by checking the appropriate level on the service continuum described below. The levels are presented sequentially in that any participation at one level assumes participation at any lower level as well.

- ☐ **Level 1: Information Sharing; Formal Customer Referral and Coordination; Web-Page Linkage:**
- Exchange and Posting of Marketing materials, brochures, contact information, etc.
 - Written cross-referral agreement and policy between agencies
 - Mutual Posting of Partnership information on each agency's web-site, if applicable
- ☐ **Level 2: Pilot Program Coordination; Joint Grant Participation; Dual Enrollments:**
- Clear evidence of joint activities and pilot projects
 - Mutual involvement in joint grant applications, where appropriate
 - Coordinated case management of dual enrollments
- ☐ **Level 3: Limited Resource Sharing in support of One-Stop Centers; Part-time co-location of Out-Stationed Staff; Informational cross-training of select staff;**
- Clear evidence of some resource sharing (minimum of 1 tangible on-going example) in the form of staffing, equipment, facility; cash or in-kind.
 - Limited sharing of office staffing responsibility (minimum of 4 FTE hours a week)
 - Evidence of regular informational cross-training exchanges between agencies
- ☐ **Level 4: Moderate Resource Sharing in support of One-Stop Centers; Limited Cross-Training of Select Staff; Limited Cross-Functional Staffing Assignments; Limited program integration in select areas:**
- Clear evidence of a moderate degree of resource sharing (minimum of 2 tangible on-going examples) in the form of staffing, equipment, facility ; cash or in-kind
 - Increased sharing of office staffing responsibility (minimum of 8 FTE hours per week)
 - Evidence of cross-training activities and cross-functional routines (minimum of 1 tangible on-going examples)
- ☒ **Level 5: Extensive Resource Sharing in support of One-Stop Centers; Moderate Cross-training of Select Staff; Near Full Program Integration in select areas:**
- Clear evidence of an extensive degree of resource sharing (minimum of 4 tangible on-going examples) in the form of staffing, equipment, facility ; cash or in-kind
 - Increased sharing of office staffing responsibility, resources permitting, (minimum of 20 FTE hours per week) Evidence of cross-training activities and cross-functional routines (minimum of 3 tangible on-going examples)

EXECUTION:

Authorized Agency Signature:


John T. Dever, Ph.D., President
Thomas Nelson Community College

Date this Attachment was last
Executed/Revised:

10-7-2014

Attachments to MOU:

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

Addendum B - Declaration of Partnership Level

Addendum C - Statement of Work - Partner Participation and Resource Sharing

Attachment 1 - One Stop Operator Team Core Services Resource Sharing Agreement
Draft Budget Summary (Estimated Only) dated May 12, 2014

Attachment 2 - Proposed PWDC FY 15 Budget

ADDENDUM C
Program Year 2014

**STATEMENT OF WORK
PARTNER PARTICIPATION AND RESOURCE SHARING
BY
EACH ONE-STOP OPERATOR TEAM AGENCY**

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

I. Description of Current Partnership Level and Existing Activities:

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

II. Brief Listing of Primary Partnership Goals and Objectives:

A. Minimum Goals and Objectives:

- Increased Level Three Performance in the Co-Operation of the region's One Stop System
- Improved Information Sharing and System Linkages between Agencies
- Increased Knowledge and Understanding of Key Agency Staff about Partner Programs
- Effective Case-Coordination and Support for any Mutual Customers

B. Additional Goals and Objectives:

- Cross training as needed to facilitate core for career pipelines, pathways, and grants
- Increased partnership career pipelines
- Effective coordination and support on Rapid Response teams
- Shared resources with a return equal at least to the investment of each partner
- Increased participation in regional adult and youth career pathways to employment
- Provide customers with access to a fully certified Regional Skills Certification Center on site

Addendum C – One-Stop Operator Team Agency Participation and Resource Sharing

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

III. Description of How Successful Partnership Performance will be Jointly Defined and Measured:

A. Minimum Performance Expectations, Definitions and Measurements:

- Physical Evidence of Agency Brochures, Marketing materials in being maintained in all appropriate Customer Resource Areas
- Evidence of Website cross-links between Agencies
- Consistent use of the Customer Release of Information form
- Consistent use of the Customer Referral form on a routine basis
- Execution of a minimum of four staff meetings with specific agendas
- Clear evidence of effective Customer Case-Coordination between Agencies
- Establishment of at least one joint activity/project between two Agencies (e.g. shared Workshop, WorkKeys Pilot, etc.)
- Monthly cross-check of mutual customers between Agencies
- Staff certification as Certified Workforce Professionals and HT Career Center as SNAP Site

B. Additional Performance Expectations, Definitions and Measurements:

- Evidence of increased partnership in Rapid Response Workforce Intelligence Network
- Evidence of partnership on regional and employer driven employment pipelines
- Evidence of increased partnership in cohort training to meet Peninsula Worklink employer needs
- Evidence of increased ITA usage by TNCC target populations, especially low income and minority
- Evidence of community utilization of HT College Career Center as SNAP location

IV. Itemized Listing (and/or elaboration) of Partner Agency Provided Activities/Services and/or Partner's Actual Role in the Integrated One-Stop (use clear, measurable, and specific descriptions):

- Shared lease cost in the Peninsula Worklink One Stop Space with partner able to conduct its business in that location at least equal to its percentage of leased square footage
- Provide college staff for the Center as Career Information Specialist up to 29 hours per week.
- Cross training in One Stop Career Resource Center customer service
- Shared facilitation of free workshops
- Shared coordination of annual career and job fairs
- Shared service to students and public
- Shared workforce/economic development intelligence for customer rapid reemployment
- Free financial aid workshops

Addendum C – One-Stop Operator Team Agency Participation and Resource Sharing

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

- Operation of HT College Career Center at a SNAP site
- Collaboration on grant applications and grant writing with appropriate agency taking the lead
- Staff leadership in development of postsecondary training and employment pipelines
- Recruitment of customers into agency led initiatives including employment and training pipelines, coop education programs, Plugged-In Program, TAA grants, and Middle College

V. Itemized Listing of Benefits/Services to be gained by Partner Agency's participation in the integrated One-Stop:

1. More participation by students in services of Peninsula Worklink
2. More employment pipelines engaging One Stop, VEC, and community college for the increased training and employment of the region's workforce
3. More Peninsula Worklink customers with access to Financial Aid
4. More placement of Peninsula Worklink customers in Career Pipeline jobs
5. More one stop customers accessing Financial Aid
6. Greater achievement of each agency's goals for its participation in the partnership

VI. Itemized Listing of All Partner Resource Sharing Contributions (Cash and/or In-Kind):

1. TNCC pays just under 40% of the shared space in the Career Resource Center and operates a Regional High Stakes Testing Center in about 20% of the space.
2. TNCC shares in assisting customers and Peninsula Worklink shares in providing information on continuing education at a Virginia public community college.
3. TNCC staff develop and deliver customized curricula needed in response to Peninsula Worklink employer requests.
4. TNCC bears operational and staff costs of College Career Center and High Stakes Testing Center.
5. TNCC makes space available for Peninsula Worklink events as possible, and Peninsula Worklink makes space available for TNCC events as needed.
6. TNCC HT College Career Center operates SNAP Site at least 4 hours per week.


Addendum C – One-Stop Operator Team Agency Participation and Resource Sharing

- ☐ Peninsula Council for Workforce Development/Federal Division
- ☐ New Horizons Regional Education Center
- ☒ Thomas Nelson Community College
- ☐ Virginia Department for Aging and Rehabilitative Services
- ☐ Virginia Employment Commission

EXECUTION:

Authorized Agency Signature:

Date this Attachment was last
Executed/Revised:



John T. Dever, Ph.D., President
Thomas Nelson Community College

10-7-2014

Attachments to MOU:

Addendum A - One-Stop System Operator Team Agreement and MOU Agreement Boiler Plate

Addendum B - Declaration of Partnership Level

Addendum C - Statement of Work - Partner Participation and Resource Sharing

Attachment 1 - One Stop Operator Team Resource Room Draft Budget Summary
(Estimated Only) dated May 12, 2014

Attachment 2 - Shared Cost Information: PWDC FY '15 Budget

**One Stop Operator Team Core Services Resource Sharing Agreement Draft Budget* Summary
Greater Peninsula WIB (LWIA #14) - Peninsula Worklink Core Services**

PY '14

Estimate as of May 12, 2014

Personal Services Estimated: (Full Time Equivalent - Includes Fringe Benefit estimate if applicable) (Using fixed salary cost est. for each position classification)

	GPWDC	VEC	TNCC	DARS	NHREC (WIA Youth)	Snap Sites	TOTAL
Hampton:							
Program Manager	0.75	0.2	0	0	0	0	0.95
Program Coordinator	0.1	0.1	0.1	0	0	0	0.3
Career Information Specialist or Equivalent	2.6	1.5	0.75	0.5	0.25	0.2	5.8
Administrative Support Technician	0	0	0	0	0	0	0
Community Relations & Business Services (SNAP Support)	0.15	0	0	0	0	0	0.15
Test Administrator (Workkeys)	0	0	0.2	0	0	0	0.2
Williamsburg:							
Manager	0.25	1	0	0	0	0	1.25
Program Coordinator	0.4	0	0	0	0	0	0.4
Career Information Specialist or Equivalent	0.4	2	0	0	0	0.2	2.6
Total FTE	4.65	1.8	1.05	0.5	0.25	0.2	11.65

Subtotal Resource Room Personal Services	\$193,063	\$219,375	\$43,750	\$18,750	\$9,375	\$7,500	\$491,813
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Non - Personal:

Communications: Hampton	\$18,726	\$0	\$0	\$1,330	\$806	\$0	\$20,862
Communications: Williamsburg	\$708	\$1,800	\$0	\$0	\$0	\$0	\$2,508
Lease: Hampton	\$28,945	\$28,169	\$17,437	\$2,542	\$2,547	\$0	\$79,640
Lease: Workkeys Hampton (20% Allocation)	\$0	\$0	\$1,191	\$0	\$0	\$0	\$1,191
Lease: Williamsburg	\$2,335	\$6,672	\$0	\$0	\$0	\$0	\$9,007
Insurance:	\$3,235		\$0	\$152	\$113	\$0	\$3,500
Supplies: Hampton	\$8,550	\$0	\$0	\$400	\$360	\$0	\$9,310
Supplies: Williamsburg	\$690	\$0	\$0	\$0	\$0	\$0	\$690
Printing: Hampton	\$7,435	\$750	\$0	\$318	\$584	\$0	\$9,087
Printing: Williamsburg	\$549	\$350	\$0	\$0	\$0	\$0	\$899
Capital Outlay:	\$8,760	\$0	\$0	\$0	\$240	\$0	\$9,000
Subtotal Resource Room (Non-Personal)	\$79,933	\$37,741	\$18,628	\$4,742	\$4,650	\$0	\$145,694

In - Kind:

Computers	\$0	\$0	\$0	\$0	\$5,873	\$0	\$5,873
Furniture	\$519	\$0	\$0	\$0	\$0	\$0	\$519
Other Equipment	\$99	\$0	\$0	\$0	\$0	\$0	\$99
Other Resources	N/A	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal In-Kind	\$618	\$0	\$0	\$0	\$5,873	\$0	\$6,491

Grand Total	\$273,614	\$257,116	\$62,378	\$23,492	\$19,898	\$7,500	\$643,998
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Grand Total Percent	42%	40%	10%	4%	3%	1%	100%
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* All estimates are based on existing understandings and previously approved actions and agreements among all local partner Agencies and their respective internal management approval procedures.

Proposed PWDC FY 15 Budget

		FY 14	FY 15	Change	% change
Operating Income					
Rental Income					
Thomas Nelson Community College		166,128	170,829	4,701	2.83%
Old Dominion University		154,616	159,243	4,627	3.00%
Va Employment Commission		57,941	59,462	1,521	2.63%
Greater PWDC		20,991	21,541	550	2.62%
Total Rental Income		<u>\$ 399,676</u>	<u>\$ 409,777</u>	<u>10,101</u>	<u>2.53%</u>
Operating Expenses					
Utilities					
Electricity		67,936	69,814	1,878	2.76%
ODU Electricity		1,888	1,743	47	2.79%
Natural Gas		2,900	5,066	2,166	74.68%
Water		3,270	3,701	431	13.18%
Sewer		1,291	1,285	(6)	-0.46%
Total Utilities Cost		77,085	81,611	4,526	5.86%
Maintenance					
Contractual Services					
Fire Suppression Systems		5,135	5,683	548	10.68%
Elevators (ODU Direct Cost)		5,979	5,777	(202)	-3.37%
Generator Maintenance		333	353	20	6.00%
Parking Lot Lighting		5,000	5,000	0	0.00%
Painting		5,000	5,000	0	0.00%
TNCC Maintenance Personnel		3,000	3,000	0	0.00%
Total Contractual Services		<u>24,447</u>	<u>24,814</u>	<u>367</u>	<u>1.50%</u>
Maintenance Repair/Supplies		<u>29,308</u>	<u>29,308</u>	<u>0</u>	<u>0.00%</u>
Total Maintenance Expense		<u>53,755</u>	<u>54,122</u>	<u>367</u>	<u>0.68%</u>
Housekeeping					
Contractual Services					
Housekeeping		102,404	104,861	2,457	2.40%
Pest Control		614	660	46	7.49%
Trash Removal		2,510	2,444	(66)	-2.63%
Window Cleaning		416	416	0	0.00%
Total Contractual Services		<u>105,943</u>	<u>108,381</u>	<u>2,438</u>	<u>2.30%</u>
Housekeeping Supplies		<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Total Housekeeping Expense		<u>106,943</u>	<u>109,381</u>	<u>2,438</u>	<u>2.28%</u>
Grounds					
Contractual Services					
Snow Removal		3,100	3,100	0	0.00%
Sprinkler Maintenance		913	913	0	-0.05%
TNCC Grounds Personnel		31,000	31,000	0	0.00%
Parking Lot Sweeping		2,976	2,976	0	0.00%
Total Contractual Services		<u>37,989</u>	<u>37,989</u>	<u>0</u>	<u>0.00%</u>
Grounds Maintenance/Supplies		<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0.00%</u>
Total Grounds Expense		<u>52,989</u>	<u>52,989</u>	<u>0</u>	<u>0.00%</u>

Proposed PWDC FY 15 Budget

	FY 14	FY 15	Change	% change
Administrative				
Personnel Costs				
Salaries/Wages	50,256	50,179		
Benefits	25,638	25,495	(137)	-0.53%
Total Personnel Costs	75,894	75,674	(220)	-0.29%
Contractual Services				
Indirect Cost/Overhead	30,000	30,000	0	0.00%
Total Contractual Services	30,000	30,000	0	0.00%
Miscellaneous Supplies	500	500	0	0.00%
Travel/Training	2,500	2,500	0	0.00%
Total Administrative Expenses	108,894	111,674	2,780	2.55%
Total Budgeted Expenses	399,676	408,777	9,101	2.28%
Less ODU Direct Cost				
Elevator	5,979	5,777	(202)	-3.37%
1st floor ODU utility cost	1,688	1,745	57	3.37%
Budgeted expenses to allocate to tenants	391,999	402,254	10,255	2.62%

One Stop Operator Team Core Services Resource Sharing Agreement Draft Budget* Summary
Greater Peninsula WDB (LWIA #14) - Peninsula Worklink Core Services
PY '15

Estimate as of Oct. 16, 2015

Personal Services Estimated: (Full Time Equivalent - includes Fringe Benefit estimate if applicable) (Using fixed salary cost est. for each position classification)

	GPWDC	VEC	TNCC	DARS	NHREC (WIOA Youth)	SNAP Sites	Other	Total
Program Manager	0.4	0.2	0	0	0.05	0	0	0.65
Program Coordinator	0.1	0.1	0.1	0	0	0	0	0.3
Career Information Specialist or Equivalent	3	1.5	0.75	0.5	0.1	0.2	0	6.05
Community Relations & Business Services	0.15	0	0	0	0	0	0	0.15
Workshops Support	1	0.15	0.1	0	0	0	0.1	1.35
Test Administrator (Work Keys)	0	0	0.2	0	0	0	0	0.2
Other	0	0	0	0	0.1	0	0	0.1
Total FTE	4.65	1.95	1.15	0.5	0.25	0.2	0.1	8.8

Subtotal Resource Room Personal Services	\$266,571	\$82,265	\$45,063	\$18,750	\$16,381	\$3,750	\$2,500	\$435,280
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Non - Personal: PWDC

Communications:	\$11,213	\$0	\$0	\$848	\$180	\$0	\$0	\$12,241
Lease:	\$26,794	\$28,400	\$17,580	\$2,769	\$16,108	\$0	\$0	\$91,651
Lease: Work Keys (20% Allocation)	\$0	\$0	\$2,010	\$0	\$0	\$0	\$0	\$2,010
Insurance:	\$2,234	\$0	\$0	\$0	\$433	\$0	\$0	\$2,667
Supplies:	\$4,340	\$0	\$0	\$100	\$70	\$0	\$0	\$4,510
Printing:	\$9,800	\$0	\$0	\$100	\$1,774	\$0	\$0	\$11,674
Capital Outlay:	\$1,200	\$0	\$0	\$0	\$22	\$0	\$0	\$1,222
Subtotal Resource Room (Non-Personal)	\$55,580	\$28,400	\$19,590	\$3,817	\$18,587	\$0	\$0	\$125,974

Percent Distribution:	79%	12%	7%	2%	0%	0%	0%	100%
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In - Kind:

Computers	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Furniture	\$738	\$0	\$0	\$0	\$0	\$0	\$0	\$738
Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Resources	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal In-Kind	\$1,938	\$0	\$0	\$0	\$0	\$0	\$0	\$1,938

Grand Total	\$324,089	\$110,665	\$64,653	\$22,567	\$34,968	\$3,750	\$2,500	\$563,192
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Grand Total Percent	58%	20%	11%	4%	6%	1%	0%	100%
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* All estimates are based on existing understandings and previously approved actions and agreements among all local partner Agencies and their respective internal management approval procedures.

One Stop Shared Space Based on Rent Contribution

	Hampton
WIOA (Less DRS - 150)	1645
VEC	600
VEC (Front Office Common)	1102
Subtotal VEC	1702
TNCC (Includes 361 sq. ft. - WK)	1417
TNCC (Dedicated - 361 sq ft)	-361
TNCC (Dedicated - xxx sq ft - Student Career Center)	72
Subtotal TNCC	1128
DRS	150
Total Shared Use Space	4,553

One Stop Cost for Shared Space

	Hampton
WIOA	\$29,082
VEC	\$18,386
VEC (Front Office Common)	\$9,987
Subtotal VEC	\$28,373
TNCC	\$17,581
TNCC (Dedicated -361 sq ft)	-\$3,996
Subtotal TNCC	\$13,585
DRS	\$2,769
Total Shared Space	\$73,809

PWDC Dedicated Office Space in direct support of WIOA I/B

	Hampton Sq Feet
WIOA One Stop	1,531
VEC (Employment Service Office)	7,373
TNCC	72
DRS	0
Total Dedicated Office Space	8,976

PWDC Cost for Dedicated Office Space in direct support of WIOA I/B

WIOA One Stop	\$42,902
VEC (Employment Service Office, UI ?)	\$113,041
TNCC	\$2,010
DRS	\$0
Total Lease	\$157,953

One Stop Operator Team Core Services Resource Sharing Detail

GPWDC

Estimate as of Oct 16, 2015

Space Per Sq Ft	4053	
Dedicated Space	1531	39%
Shared Space	1645	42%
Common Space	727	19%
Total WIA Space	3903	100%

Lease per Year	\$47,685	\$12.22
O & M Per Year	\$21,317	\$5.46
Total	\$69,002	\$17.68

Lease Detail for Space

Dedicated Space	\$18,705	\$12.22
Shared Space	\$20,098	\$12.22
Common Space	\$8,882	\$12.22
Total \$ Lease	\$47,685	

O & M Detail for Space

Dedicated Space	\$8,362	\$5.46
Shared Space	\$8,984	\$5.46
Common Space	\$3,971	\$5.46
Total O & M	\$21,317	

Grand Total GPWDC

Dedicated Space	\$27,067	\$17.74
Shared Space	\$29,082	\$17.74
Common Space	\$12,853	\$17.74
Total \$ Lease	\$69,002	

One Stop Operator Team Core Services Resource Sharing Detail

VEC

Estimate as of Oct 16, 2015

Hampton

Dedicated	6,791	61%
Reg Offices	582	5%
Emply Services	1,102	10%
Shared	600	5%
Common	2,134	19%
Total	11,208	

Lease	127,607	\$11.39
O & M	58,959	\$5.26
Total	186,566	\$16.65

Lease Detail for Space

Dedicated	77,318	\$11.39
Reg Offices	6,621	\$11.39
Emply Services	12,541	\$11.39
Shared	6,831	\$11.39
Common	24,296	\$11.39
Total	127,607	

O & M Detail for Space

Dedicated	35,723	\$5.31
Reg Office	3,059	\$5.31
Emply Services	5,795	\$5.31
Shared	3,156	\$5.31
Common	11,226	\$5.31
Total	58,959	

Grand Total VEC

Dedicated	113,041	\$16.69
Reg Office	9,679	\$16.69
Emply Service	18,336	\$16.69
Shared	9,987	\$16.65
Common	35,522	\$16.65
Total	186,566	

One Stop Operator Team Core Services Resource Sharing Detail

TNCC

Estimate as of Oct 16, 2015

Hampton

	Sq. Ft	
Dedicated	24,886	77%
Shared	1,056	3%
Shared	361	1%
Common	6,126	19%
Total	32,429	

Lease	369,239	\$11.39
O & M	170,573	\$5.26
Total	539,812	\$16.65

Lease Detail for Space

Dedicated	284,740	\$11.39
Shared	12,026	\$11.39
Shared	2,721	\$11.39
Common	69,751	\$11.39
Total	369,239	

O & M Detail for Space

Dedicated	131,521	\$5.26
Shared	5,555	\$5.26
Shared	1,275	\$5.26
Common	32,222	\$5.26
Total	170,573	

Grand Total TNCC

Dedicated	416,261	\$16.73
Shared	17,581	\$16.65
Shared	3,996	\$16.64
Common	101,973	\$16.65
Total	539,812	

One Stop Operator Team Core Services Resource Sharing Detail

DARS

Estimate as of Oct 16, 2015

Hampton

Dedicated Space	0	0%
Shared Space	150	100%
Common Space	0	0%
Total DARS Space	150	

Lease Per Year	\$1,907
O & M Per Year	\$862
Total	\$2,769

One Stop Operator Team Core Services Resource Sharing Detail
Youth
Estimate as of Oct 16, 2015

Hampton

Dedicated Space	0	0%
Shared Space	911	100%
Common Space	0	0%
Total Youth Space	911	

Lease Per Year	\$14,104
O & M Per Year	\$2,004
Total	\$16,108