

**MEMORANDUM OF UNDERSTANDING**  
**AREA 8 COMPREHENSIVE ONE STOP CENTER**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**CHAPTER 1: GENERAL PROVISIONS**

In accordance with Section 121 of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, the Commonwealth of Virginia Executive Order Sixty-One (2008), and the Commonwealth of Virginia State Partner Memorandum of Understanding, this Local Memorandum of Understanding (MOU) has been developed, with agreement of the Chief Local Elected Officials (CLEOs) of the South Central Workforce Development Board (SCWDB), and is entered into between the SCWDB and the partners within the local workforce development area.

**I. Purpose of the MOU**

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

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

- A. Vision: To provide quality-focused, employer-driven and customer centered services tailored to the needs of the regional economies.
- B. Mission: To align services with regional economic development strategies to meet the needs of local and regional employers by providing a comprehensive, accessible and high quality workforce development system.

**III. Vision and Mission of the Comprehensive One Stop Center**

- A. Vision: To promote maximum employment opportunities that will support local and regional economic development.
- B. Mission: To develop and promote a well trained, well educated, highly skilled workforce that fulfills the needs of local employers and fosters economic development and stability in Halifax County and Area 8.
- C. Goals:
  - 1. Linking local workforce investments with initiatives of local and regional economic development agencies;
  - 2. Connecting access points for Comprehensive One-Stop Center (COSC) partners and integrating them into a seamless workforce development system;

3. Assessing the future needs of employers, workers and job seekers and overseeing the development of responsive programs to meet those needs;
4. Enhancing the number accessing the partners' services and resources now, including youth and at-risk groups that have not been actively engaged in accessing these services through a network of physical and internet access points;
5. Increasing satisfaction levels of job seekers, employers, youth and any other user of the system;
6. Striving for continuous improvement in the COSC and holding agencies including educational, training and services providers accountable for measurable outcomes.

**IV. Job Seeker and Business Services:** At a minimum, the following services will be provided by partners through the Comprehensive One Stop Center.

A. Job Seeker Services		
Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System;	Comprehensive and specialized assessments of skill levels;	Occupational Skills Training through Individual Training Accounts (ITAs);
Initial assessment 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 participant to achieve the employment goals;	On-the-Job Training (OJT);
Self-help job search and placement assistance;	Referral to training services;	Programs that combine workplace training with related instruction which may include cooperative education;
Access to employment opportunity and labor market information;	Group counseling;	Training programs operated by the private sector;
Performance information and program costs for eligible providers of training services;	Literacy activities related to work readiness;	Skill upgrading and retraining;
Information on the	Individual counseling and	Entrepreneurial training/

overall performance of the One Stop System;	career planning;	
Information on the availability of supportive services and referrals to such, as appropriate;	Case management for participants seeking training services;	Adult education and literacy activities provided in combination with the training services described above;
Information on unemployment insurance claim filing;	Individual job search, referral and placement assistance;	Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training; and ,
Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s);	Work experience and internships;	Incumbent Worker Training
Information and assistance in applying for financial aid for training and education programs; and,	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,	Other training services as determined by the Partner organization's governing rules.
Access to the basic career services and information about the governing rules and programs of mandatory Partner Organizations.	Post-employment follow-up services and support;	
	Out of the area job search assistance/relocation assistance; and	

B. Business Services		
<b>Universal Access</b>		<b>Training</b>
Conduct outreach regarding One Stop System services and products;	Conduct on-site Rapid Response activities regarding closures and downsizing;	Develop On-the-Job Training (OJT) contracts;
Provide access to	Facilitate traditional and	Provide employer and industry

labor market information;	reverse job fairs;	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;	Provide incumbent work upgrade training through various modalities.
Provide information regarding workforce development initiatives and programs;	Assist with the interpretation of labor market information;	
Provide information and services related to Unemployment Insurance taxes and claims; and,	Consult on human resource issues;	
Provide information regarding disability awareness issues.	Provide assistive technology;	
	Assist with disability accommodations; and	
	Provide job coaches.	
	Individualized Career Services as determined by a Partner Organization's governing rules.	

## Definition of Role

### V. Definition of Roles and Relationships of Partners

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

The WIOA establishes the Comprehensive One Stop Center as the physical location for service delivery programs funder under the WIOA and partner programs. Center management staff will eliminate duplication of common administrative functions and services, will manage public funds efficiently and will assure team management and quality staff performance in a seamless, integrated environment.

Following are partners required to administer and deliver services at the South Boston Workforce Center:

- A. Chief Local Elected Officials (CLEOs): The local WIOA CLEOs will play a major role in designing the local workforce delivery system.
  1. In cooperation with the local SCWDB, develops the consolidated space requirements for the Comprehensive One Stop Center.
  2. In partnership with the SCWDB, develops and submits a comprehensive five (5) year plan to the Governor that identifies and describes policies, procedures and local activities carried out in the local area that are consistent with the State Plan.
  3. Approves the SCWDB budget and the One Stop Center cost allocation plan.
  4. Approves the selection of the One Stop Operator
  5. Coordinates with the SCWDB to oversee the operations of the local Virginia Workforce Network, including Comprehensive One Stop Centers.
- B. Local South Central Workforce Investment Board (SCWDB): Ensures the workforce related needs of employers, workers, and jobseekers in the region are met.
  1. In cooperation with the local WIOA grant recipient or other workforce area local government is responsible for developing the consolidated space requirements for the Comprehensive One Stop Center.
  2. In partnership with the CLEOs, develops and submits a comprehensive five (5) year plan to the Governor that identifies and describes policies, procedures and local activities carried out in the local area that are consistent with the State plan.
  3. In collaboration with the CLEOs, develops the vision, goals, objectives and workforce related policies for the local area.
  4. Develops the strategic vision for the local One Stop System.
  5. In cooperation with the CLEOs, approves selection of the Comprehensive One Stop Center, satellite centers and information sites.
  6. Develops the Comprehensive One Stop Center.
  7. In collaboration with the CLEOs, designates the One Stop Operator and may terminate for cause.
  8. Determines the role of the One Stop Operator, over and above those responsibilities specified by the contract.
  9. Establishes performance standards for the One Stop System, including customer satisfaction factors.

10. Approves annual budget allocation for operation of the One Stop System and Centers.
  11. Helps the One Stop Center Operator recruit operational partners and helps negotiate MOUs with new partners.
  12. Seeks additional funding for the local Workforce Network to operate and expand One Stop customer activities and resources.
  13. Certify Virginia Workforce Center sites, consistent with state policy.
  14. Reviews and evaluates performance of the local Virginia Workforce System and the local Virginia Workforce System Operators.
- C. Board Staff: Board staff may investigate and resolve elevated customer complaints and grievance issues, but do not provide direct One Stop Center services to program applicant and participants. This includes the provision of intake, counseling, eligibility determination and case management services.
1. Markets the Comprehensive One Stop Center, including public relations and client development, with advice from the One Stop Center Operator and/or individual program managers.
  2. Provides operational and grant-specific guidance to the One Stop Operator.
  3. Monitors operations and quality control of Center.

*Title I of the Workforce Innovation and Opportunity Act (WIOA) assigns responsibilities at the local, state and federal level to create and maintain a One Stop delivery system to enhance the range and quality of workforce development services for those seeking assistance. The system must include at least one (1) Comprehensive One Stop Center in each local area that must provide core services specified in the WIOA. Comprehensive centers will be staffed, at a minimum, by mandated partner organizations as specified by the WIOA.*

*The WIOA provides that other entities that carry out a human resource program, including federal, state, local or private sector programs may also be partners in the One Stop System if the Local Board and CLEOs approve such participation.*

Note: Comprehensive One Stop Center partners must be located in facilities that accommodate the following:

- Both individual and group work with customers
- A common reception area
- A self-serve resource area
- Space for itinerant staff
- Space for employer interview functions.

D. SCWDB Executive Committee:

1. Oversees negotiations and maintenance of Memoranda of Understanding with One Stop partners as required by the Act.
2. Recommends new partners in the Center to the SCWDB based on input from the Center Management Team.
3. Recommends actions for breach of the MOU to the SCWDB.
4. Approve shared costs to be included in the Center budget.
5. Recommend modifications to the MOU.
6. Review expenditures monthly and approve budget revisions.

E. SCWDB Policy/Oversight Committee: Provides operational oversight and accountability pursuant to the WIOA and state policy and guidelines, to ensure exceptional customer services to job seekers, current workers and employers in the area. The Committee:

1. Identifies measurable program outcomes and related performance measures including customer satisfaction.
2. Monitors operations and quality control of the Comprehensive One Stop Center.
3. Prepares regular reports and recommendations to the SCWDB and the Executive Committee for One Stop policy development, enhancements and program performance.
4. Identifies and provides reporting mechanisms to the SCWDB.
5. Acts on behalf of the SCWDB to ensure high quality performance of the One Stop Delivery System.
6. Oversees local center chartering and staff certification set forth by the Virginia Workforce Council.

F. Workforce Center Operator: The Operator coordinates, facilitates, promotes, designs and expedites services for the Comprehensive One Stop Center as determined by the SCWDB. Specific responsibilities include the following:

1. General:
  - a. Adheres to the provisions outlined in the contract and the Business Plan with the SCWDB.
  - b. Serves as liaison with the SCWDB and the SCWDB Policy/Oversight Committee.
  - c. Communicates the strategic objectives of the SCWDB to the partners and vice versa.
  - d. The Workforce Center Operator will be the liaison to the SCWDB and the Policy/Oversight Committee on behalf of the Workforce Center Management
2. Operational:

Integrates systems and coordinates services for the Center and its partners to place priority on customer service.

*Integrated Workforce Service Delivery, as defined by the State MOU, means collaboration among partners and people supported by operational processes, which enable the bringing together of common services and effective and efficient fiscal and staff resource management and accountability. The services are seamless to the customer, meaning that the services are free of cumbersome transitions from one program service to another and there is a smooth customer flow to access the array services in the Center.*

- a. Writes and maintains a budget and operational plan (with approval of the SCWDB Policy/Oversight Committee) that meets operational needs.
- b. Defines and plans the implementation of the Center Business Services Team (with assistance provided by SCWDB staff).
- c. Negotiates operational MOUs with mandated partners (with assistance provided by SCWDB staff).
- d. Expands MOUs with other desired partners.
- e. Makes staffing and training/development decisions to provide necessary professionalism, support and oversight for the Center.
- f. Defines the Manager's responsibilities with input from the Policy/Oversight Committee and the SCWDB.

- g. Manages fiscal responsibilities and records for the Center.
  - h. Ensures that data is entered, shared and maintained for the center.
  - i. Responds to customer and community needs by establishing information centers in surrounding counties (with input from the SCWDB).
  - j. Forges relationships with employers to align with economic development needs.
  - k. Meets Virginia Workforce Council requirements for Center certification.
  - l. Responds to community needs, including alignment with economic development.
  - m. Markets Virginia Workforce System services.
3. Monitoring and Evaluation:
- a. Provides required reports and information to the SCWDB and the Policy/Oversight Committee in agreed upon format and frequency.
  - b. Monitors adherence to Business Plan and MOUs with partners.
  - c. Evaluated performance and implements required actions to meet performance standards.
  - d. Evaluates customer satisfaction data and (with the assistance of the SCWDB Policy/Oversight Committee) implements service strategy changes based upon review of the data.
  - e. Evaluates effectiveness of staff training/development activities.
  - f. Provides or conducts applicable continuous improvement training.
- G. Workforce Center Partner Management Team: Duties include:
1. Manages the day-to-day operations of the Virginia Workforce Center facility.
  2. Determines functional teams necessary for the operation of the Center with approval of the One Stop Operator.
  3. Assigns appropriate staff to participate in functional teams.
  4. Develops operational procedures for the functional teams.
  5. Drafts position descriptions for the functional teams.
  6. Attends to and resolves facilities issues such as contacting the landlord, IT issues, etc.
  7. Conducts training and develops systems to ensure the safety and security of center staff and equipment.
  8. Develops procedures to protect the confidentiality of program participant information regarding the customer referral process.
  9. Develops One Stop Center staff orientation to inform, establish expectations and address issues and concerns.
- H. Local Comprehensive Workforce Center Partners:
1. Each partner located in the Comprehensive One Stop Center must be a partner to the local MOU for the Center. Physical site plans must integrate staff, equipment and resources. Service delivery and center operational plans must integrate common functions. At the onset, all partner staff must enter the Center with knowledge about their roles and responsibilities. Program partners must participate in functional teams and such participation must be reflected in staff performance evaluations.
  2. See **Attachment A** for Site Plan.
  3. Below is a list of the mandatory WIOA Comprehensive One Stop Center Partner Programs, Workforce Innovation and Opportunity Act, Public Law 113-128 and the local administrative entity.



Mandatory One Stop Partner Program	Administrative Agency
WIOA Title I Adult, Youth and Dislocated Workers	Consortium with Southside Virginia Community College (SVCC) as Coordinator and Contractor for Youth Services
WIOA Title III-Wagner-Peyser	Virginia Employment Commission (VEC)
WIOA Title II-Adult Education & Literacy	SVCC
WIOA Title IV-Rehabilitation Act, as amended	Virginia Department for the Aging and Rehabilitative Services (DARS) Virginia Department for the Blind & Vision Impaired (One of these partners satisfies the physical presence requirement in the Comprehensive One Stop Center)
Title V of the Older Americans Act	STEPS, Inc.
Postsecondary Carl Perkins Career & Technical Education	SVCC
Trade Adjustment Assistance	VEC
Veterans Employment & Training	VEC
Unemployment Compensation	VEC

I. Admitting New Partners to the Center:

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

**VI. Referral Method for the Universal Customer and Confidentiality**

The center should be designed and marketed so that it is accessible to the "universal customer". The customer flow between programs must be seamless. All information acquired in the One Stop Center will be mutually accessible to avoid duplication of services, to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate.

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

See **Attachment B** for Customer Flow Chart for South Boston Center.

**VII. Information Sharing and Performance Tracking**

All partners will cooperate to develop methods for customer assessments, information sharing, evaluation, performance measurements and tracking, data entry, customer follow-up and customer satisfaction. The SCWDB will meet established state and local customer satisfaction performance standards.

**VIII. Financing and Allocating Costs:**

**A.** Each partner organization to this MOU must adhere to the following:

1. Fund and provide all core and intensive services that are applicable to each partner's program.
2. Fund and provide all supportive and follow-up services that are applicable to each partner's program.
3. Contribute a fair share of the operating costs of the Comprehensive One Stop Center proportionate to the use of the Center by the partner's program (benefit received).
  - a. The following Federal Circulars must be adhered to as they apply to each partner organization:
    - i. OMB Circular A-21, Cost Principles for Educational Institutions
    - ii. OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
    - iii. OMB Circular A-122, Cost Principles for Non-Profit Organizations
    - iv. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
    - v. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

**B.** See **Chapter 2** for Resource Sharing Provisions, **Chapter 3** for Cost Allocation and **Chapter 4** for Budget.

**IX. Breach of MOU**

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

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

- A. Failure to pay monies due under the Cost Allocation and Budgeting Agreement in timely manner.
- B. Failure to cooperate with the local Workforce Center Operator or any other agent of the SCWDB with regard to staffing or operations of the local Workforce Center.
- C. Additional activities as identified by the Executive Committee and SCWDB staff and deemed inappropriate by the SCWDB and in compliance with applicable federal, state and local regulations and policies.

Remedies for partner program failure to comply with provisions in this MOU are specified through the local policies for Equal Opportunity and Grievances or subsequently developed policies as appropriate.

## **X. Impasse Resolution**

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

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

## **XI. Miscellaneous Provisions**

### **A. Standardized Forms for Workforce Centers**

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

### **B. Mutual Respect of Organizational Practices**

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

### **C. Liability**

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

### **D. Insurance**

1. The parties recognize the partnership may consist of various levels of government, not-for-profit and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No partner assumes any responsibility for any other party, state or non-state, for the consequences of any act of omission of any third party. The parties acknowledge the SCWDB and the Workforce Center Operator have no responsibility and/or liability for any actions of the Workforce Center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the SCWDB or the Workforce Center Operator.

## **XII. Modification Process**

- A. Partners may request, in writing, an amendment to the MOU through the SCWDB. The SCWDB may amend the MOU whenever the SCWDB determines it is appropriate or necessary.
- B. In order for any modification to this MOU to be valid, the changes must be documented in writing, signed and dated under the conditions agreed upon by ALL of the partners, and

attached to the original MOU. Revisions to the Cost Allocation Plan must include signatures of all partners and require incorporation through a modification into the MOU. If any provision of the MOU is held invalid, the remainder of the MOU will not be affected.

### **XIII. Duration of the MOU**

- A. This MOU is entered into this first day of December 2015. This MOU will become effective as of the date of the signing by the final signatory below and will be reviewed annually and amended as needed with the agreement of the partners and the SCWDB. The MOU will terminate on November 30, 2018 unless terminated earlier by any of the partners of the agreement. The agreement will be renewed every three years unless repealed by the SCWDB or due to any revisions, reauthorization, elimination or other elimination of the WIOA of 2014. Any modifications are subject to the process identified in Section XII.
- B. Non-mandated partners may terminate participation in the MOU by December 1 of any year with 90 days written notice to South Central Workforce Development Board, the Workforce Center Operator and the other partners. Partners may also terminate participation in this MOU at any time with 90 days written notice should the funding source for which their participation is required is eliminated.
- C. Any partner who vacated the center or fails to participate in the provisions of the MOU for any reason than loss of funding will remain responsible for financial costs outlined in the budget in compliance with the cost allocation plan until the end of the current fiscal year.
- D. The partners agree to participate in a resolution process with the Workforce Center Partner Management Team and the SCWDB prior to terminating this agreement for cause.

### **XIV. Equal Opportunity and Nondiscrimination Obligations**

- A. The methods to be used, to ensure compliance with the Americans with Disabilities Act, will be based on expertise from the Commonwealth of Virginia Department for Aging and Rehabilitative Services (DARS), to include, but not limited to, the assignment of a Disability Program Navigator (DPS), and the Commonwealth of Virginia Department for the Blind and Vision Impaired (DBVI), will be utilized as technical resources to ensure programmatic and physical accessibility to system services, as needed.
- B. The partners agree to comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
  - 1. Section 188 of the Workforce Innovation and Opportunity Act of 1998
  - 2. Title VI of the Civil Rights Act of 1964, as amended
  - 3. Section 504 of the Rehabilitation Act of 1973, as amended
  - 4. The Age Discrimination Act of 1975, as amended
  - 5. Title IX of the Education Amendments of 1972, as amended
  - 6. 29CFR Part 37

## **CHAPTER 2: RESOURCE SHARING PROVISIONS**

### **I. Overview**

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

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

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

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

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

Any method that utilizes estimated numbers (i.e. participants, data elements, space usage, or pre-budgeted amounts) must be adjusted to actual data when it is available. Partners shall select the appropriate allocation base for the shared costs. They will determine the proportionate shares attributable to the specific partner programs, will review the shared costs budgets, determine which methodologies are acceptable, and, from the acceptable methodologies, choose a method which should be applied to the shared costs. (e.g. Participation by eligible customers: a proportionate share is to be determined by comparing the number of individuals either eligible for or receiving services from a partner to the total number of participants served.)

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

## **II. Resource Sharing Management**

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

## **III. Performance and Accountability**

Each partner agency is responsible for ensuring its legislated programs, services and activities are provided in accordance with its goals, objectives and performance measures. Each partner agrees to work to support the achievement of the Workforce Center's and system's performance measures, goals, and objectives which includes applicable WIOA measures and additional measures established by the U.S Department of Labor, the Commonwealth of Virginia, the Virginia Board of Workforce Development, the SCWDB and the Workforce Center's Management Team.

#### **IV. Monitoring**

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

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

#### **IV. Assurances**

- A. This agreement will be interpreted under Commonwealth of Virginia Law or federal law as applicable.
- B. Each partner warrants that it will comply with all federal, state and/or local laws and regulations that apply to this agreement.
- C. It is understood and agreed, by the partners, that employees receiving compensation for work performed under this agreement are employees of the partner agency that compensates, supervises, and provides benefits and other support for that employee.
- D. Functions or separateness mandated by state statute or public law will not be violated or abridged in the pursuit of co-location of center partners.
- E. Areas designated as common areas within the partnership facilities may be used by all partners. These areas will be maintained, by the building owner or leaseholder, in good condition and in compliance with the applicable provisions of the Americans with Disabilities Act and the regulations issued thereunder.
- F. Space vacated under the terms of this agreement will be designated common area until which time it is occupied. All partners will participate in efforts to secure additional partners or other organizations to occupy the space.
- G. Partners will participate in developing a coordinated planning process. This process will assist the partners in identifying the needs of the local workforce and the business community and help set priorities for services based on those needs.
- H. Partners will participate in the development of the center's procedures, policies, business plan, operational agreement and accounting processes as applicable.
- I. Partners will participate in establishing processes for center customer flow, assessment case management, job development, referrals, placements, staff capacity building, space requirements, standards of operations, and resolution of disputes with other system partners in accordance with the General Provisions (Chapter 1) of the MOU.
- J. Partners will participate in a process of center program review and continuous improvement to offer the best possible services and identify opportunities for further integration and coordination of services where appropriate.
- K. Partners will survey system customers to obtain feedback on customer satisfaction in order to assure that services are responsive to the needs of the local community.
- L. Self-service, electronic access, and personal service delivery choices will be part of the available Workforce Center services.
- M. Charlotte County will serve as the fiscal agent for the South Boston Workforce Center and is responsible for accounting and other fiscal and administrative activities. Fiscal and administrative costs will be allocated to the partners according to the terms of the Cost Allocation Plan (Chapter 3).

- N. All partners agree to the participation of staff in Workforce Center and/or system training based on time and staffing requirements.
- O. Partners will utilize any branding standards, including common logo/names adopted by the SCWDB, the South Boston Workforce Center or the Virginia Workforce Network for press releases, brochures, printed material, reports, newsletters, etc. related to services under this agreement.

### **Chapter 3: Cost Allocation Plan**

#### **Background**

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

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

#### **I. Introduction**

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

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

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

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

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

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

This Cost Allocation Plan:

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

## II. Definitions

### A. Allocable Costs

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

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

### B. Benefiting Cost Objective

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

### C. Definitions

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



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

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

Cost: An incurred or accrued expenditure.

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

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

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

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

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

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

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

methodology/base. Shared program costs can be pooled and distributed to the various funding titles using an appropriate allocation base.

D. Administrative Costs

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

1. The costs of administration are the allocable portion of necessary and reasonable allowable costs of state and local workforce investment boards, direct recipients, including state grant recipients under Subtitle B of Title I and recipients of awards under Subtitle D of Title I, as well as local grant recipients, local grant sub-recipients, local fiscal agents and one-stop operators that are associated with those specific functions identified below and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
2. The costs of administration are the costs associated with performing the following functions:
  - a. Performing the following overall general administrative functions and coordination of those functions as applicable:
    - i. Accounting, budgeting, financial and cash management functions;
    - ii. Procurement and purchasing functions;
    - iii. Property management functions;
    - iv. Personnel management functions;
    - v. Payroll functions;
    - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
    - vii. Audit functions;
    - viii. General legal services functions; and
    - ix. Developing systems and procedures, including information systems, required for these administrative functions.
  - b. Performing oversight and monitoring responsibilities related to administrative functions;
  - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
  - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the system, and;
  - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
  - f. Awards to sub-recipients of vendors that are solely for the performance of administrative functions are classified as administrative costs.
  - g. Personnel and related non-personnel costs of staff who perform both administrative functions specified above and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
  - h. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

- i. Except as provided above, all costs incurred for functions and activities of sub-recipients and vendors are program costs.
- j. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
  - i. Tracking or monitoring of participant and performance information;
  - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information;
  - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
  - iv. Information relating to supportive services and unemployment insurance claims for program participants;
- 3. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

**E. Program Costs**

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

**III. Cost Methods for Allocating Costs**

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

**A. Costs to be Shared**

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

**Operational costs**

- Staff Costs:
- Salaries
- Benefits
- Training
- Travel

**Center Staff:**

- Center Manager (50%)
- All Center Staff Training
- Center Staff Travel meals/ lodging
- Center manager cell phone
- Office Space-Man./Admin
- Administrative Staff (2) (10%)

**Program specific**

- Program Supplies
- Events

**Equipment/Communication Costs:**

- Computer Hardware
- Computer Software
- DSL/T1 Service Fees( local partners)
- Data Line (S)
- Phone (P)
- Copy/Print/Fax/Scan Lease
- Resource Room
- Computers
- Phone line and equip
- Networking

**Center Operations**

- Office Supplies
- Resource Room Supplies
- Center Supplies (letterhead, pencils,

Marketing	pens, etc)
<b>Facility Costs:</b>	Center Marketing
Rent	Grand Opening
Utilities, maintenance, security	postage and mailing
Data Cabling	Dues & Memberships
Shared Space	Name tags
Resource Room	Subscriptions
Interview Rooms	<b>Building Wide Costs</b>
Reception	Break room/kitchen
Mail Area	Equipment
Common Space	Supplies
Halls, bath, break, conference	
Classroom	
Area Furniture & Fixtures	
Common Furniture	
One Stop Furniture	
Signage- Partner Specific	
Signage- General	
Security System	

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

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

#### B. Cost Pools

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

##### 1. Broad, Integrated Cost Pool

A cost pool may be broad enough to benefit all programs and integrated service cost centers. An example would be a Facility Cost Pool, where rent, utilities, janitorial, receptionist costs, phone and other facility overhead costs would be recorded. Some costs, such as supplies, may be partly a direct charge and partly a shared cost. Supplies purchased exclusively for one program should be direct charged; supplies purchased for a general supply room may be pooled.

##### 2. Categorical Cost Pool

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

##### 3. Organization Cost Pool

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

#### C. Allocation Bases

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

Allocation Bases used in this CAP meet the following criteria:

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

#### D. Methods:

Three (3) cost allocation methods have been identified and may be utilized in allocating costs for the South Boston Workforce Center. Example calculations are included in Attachment B.

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

#### IV. Commitment

Parties to the agreement commit to covering the applicable cost for the entire program year. The Workforce Center Operator will invoice partners by the 15th day of each month; partners agree to remit payment within 30 days of receipt of proper invoice.

## V. Modifications

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

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

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

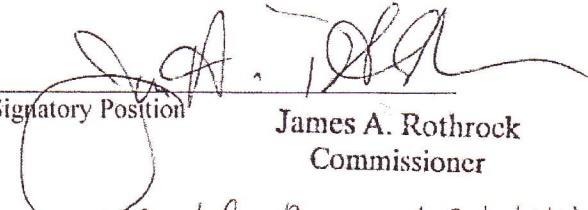
### Chapter 4: Budget

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

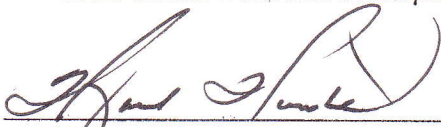
The annual budget for the South Boston Workforce Center for Fiscal Year 2015-16 is **Attachment D**.

**SIGNATURES**

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

By  Date: 12/25/15  
Signatory Position **James A. Rothrock**  
Commissioner  
Representing: VA Dept for Aging Ad Rehabilitative Services  
Partner Agency

By Lisa Crews, Chairman Date: 1/6/16  
Lisa Crews  
Chairman  
South Central Workforce Development Board

By  Date: 1/13/16  
Haywood Hamlet  
Chairman  
Chief Local Elected Officials

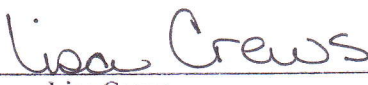
**SIGNATURES**

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

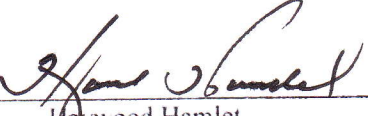
By  VP  
Signatory Position

Date: 11/14/15

Representing: Southside Virginia Community College  
Partner Agency

By   
Lisa Crews  
Chairman  
South Central Workforce Development Board

Date: 11/19/15

By   
Howard Hamlet  
Chairman  
Chief Local Elected Officials

Date: 1/13/16



**SIGNATURES**

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

By Sami C. Moff  
Signatory Position

Date: Nov. 24, 15

Representing: Charlotte Co DSS  
Partner Agency

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

Date: 1/12/16

By [Signature]  
Haywood Hamlet  
Chairman  
Chief Local Elected Officials

Date: 1/13/16

**SIGNATURES**

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

By Sharon Z. Stamp Date: 2-9-16  
Signatory Position

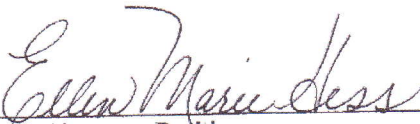
Representing: STEPS, Inc / Title V  
Partner Agency

By Lisa Crews Date: 2/10/16  
Lisa Crews  
Chairman  
South Central Workforce Development Board

By Paul J. Hamlet Date: 2-17-16  
Haywood Hamlet  
Chairman  
Chief Local Elected Officials


**SIGNATURES**

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

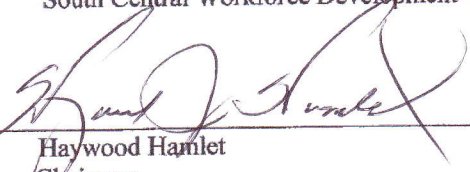
By   
Signatory Position

Date: 02/03/2016

Representing: Virginia Employment  
Partner Agency Commission

By   
Lisa Crews  
Chairman  
South Central Workforce Development Board

Date: 2/9/16

By   
Haywood Hamlet  
Chairman  
Chief Local Elected Officials

Date: 2-17-16

## South Boston Comprehensive Center Cost Allocation 2016-17

Agency	Square Footage	*# of Customers/Qtr.	FTEs
DARS	2250 (33.9%)		3.40 (29.62%)
SVCC	417 (6.3%)		2.58 (22.47%)
Title V	294 (4.4%)		0.50 (4.36%)
VEC	2786 (41.7%)		4.00 (34.84%)
WIOA	907 (13.7%)		1.00(8.71%)
<b>Total</b>	<b>6633 (100%)</b>		<b>11.48 (100%)</b>

\*Number of Customers/Quarter is based on Common Intake form and changes quarterly

From Management Team meeting 8/4/16 with the following members present:

DARS (Tora Terry)

3 @ 40 hours= 3.0 (Sherry, Liz, Loretta)

1 @ 8 hours= 0.2 (Vacancy)

1@8 hours = 0.2 (Tora)

**TOTAL= 3.4**

VEC (Cathy Conner)

3 @ 40 hours=3.0 (Cathy, May, Val)

2 @ 20 hours= 1.0 (Mitzi, Lillian)

**TOTAL=4.0**

SVCC (K. Harkins, M. King, C. Jackson)

2 @ 40 hours= 2 (Mike, Pam)

1 @ 15 hours = 0.38 (Suzanne)

1 @ 8 hours = 0.20 (Adult Ed.)

**TOTAL = 2.58**

WIOA (Sari Goff)

1 @ 40 hours= 1.0 (Kris)

**TOTAL = 1.00**



Title V (none)

1 @ 20 hours= 0.5 (Sarah)

**TOTAL=0.5**

**GRAND TOTAL = 11.48**

South Boston Workforce Center Partner Budget  
 PY 2016-2017

Line Item	Budget	DRS %	SVCC %	Title V %	VEC %	WIA %	Total Budget
Advertising	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Communications-Resource Room/Classroom	\$ 2,500.00	\$268	\$263	\$30	\$1,400	\$540	\$ 2,500.00
Communications-Offices ***	\$ 9,500.00		\$6,008	\$1,165		\$2,328	\$ 9,500.00
Contractual Services-Client Use	\$ 540.00	\$58	\$57	\$6	\$302	\$117	\$ 540.00
Contractual Services-Staff Use	\$ 1,400.00		\$885	\$172		\$343	\$ 1,400.00
Equipment-Client Use	\$ 250.00	\$27	\$26	\$3	\$140	\$54	\$ 250.00
Equipment-Staff Use	\$ 250.00		\$158	\$31		\$61	\$ 250.00
Office Operations-Resource Room/Classroom	\$ 1,400.00	\$150	\$147	\$17	\$784	\$302	\$ 1,400.00
Office Operations-Offices	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Subscriptions-client use	\$ -						\$ -
Outreach/Marketing	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Utilities	\$ 9,500.00	\$3,221	\$599	\$418	\$3,962	\$1,302	\$ 9,500.00
Salary/Fringes-One Stop Manager	\$ 33,160.00	\$9,822	\$7,451	\$1,446	\$11,553	\$2,888	\$ 33,160.00
Salary/Fringes-OSS	\$ -						\$ -
Staff Training	\$ -						\$ -
Staff Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Total	\$ 60,000.00	\$ 13,704.82	\$ 15,750.76	\$ 3,305.05	\$ 18,980.84	\$ 8,258.53	\$ 60,000.00
Communications *** Long distance Charges are based on Staff Use		\$ 400.00	\$ 175.00	\$ 50.00	\$ 275.00	\$ 400.00	\$ 1,300.00
Budgeted Amounts Subject to Change due to Actual Costs							
Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count.							
Partner Signature:  James A. Rothrock, Commissioner		Date: 10/16/16					
SCWIB Signature:  Robert Weaver		Date: 10/20/16					

0 XRS

**South Boston Workforce Center Partner Budget  
PY 2016-2017**

Line Item	Budget	DRS %	SVCC %	Title V %	VEC %	WIA %	Total Budget
Advertising	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Communications-Resource Room/Classroom	\$ 2,500.00	\$268	\$263	\$30	\$1,400	\$540	\$ 2,500.00
Communications-Offices ***	\$ 9,500.00		\$6,008	\$1,165		\$2,328	\$ 9,500.00
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Office Operations-Offices	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Subscriptions-client use	\$ -						\$ -
Outreach/Marketing	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Utilities	\$ 9,500.00	\$3,221	\$599	\$418	\$3,962	\$1,302	\$ 9,500.00
Salary/Fringes-One Stop Manager	\$ 33,160.00	\$9,822	\$7,451	\$1,446	\$11,553	\$2,888	\$ 33,160.00
Salary/Fringes-OSS	\$ -						\$ -
Staff Training	\$ -						\$ -
Staff Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Total	\$ 60,000.00	\$ 13,704.82	\$ 15,750.76	\$ 3,305.05	\$ 18,980.84	\$ 8,258.53	\$ 60,000.00
Communications *** Long distance Charges are based on Staff Use		\$ 400.00	\$ 175.00	\$ 50.00	\$ 275.00	\$ 400.00	\$ 1,300.00
Budgeted Amounts Subject to Change due to Actual Costs							
Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count.							
Partner Signature:	<i>Danielle V. Valt</i>	Date:	<i>September 19, 2016</i>				
SCWIB Signature:	<i>Debra Rivera</i>	Date:	<i>9-20-16</i>				

*WIA*

**South Boston Workforce Center Partner Budget  
PY 2016-2017**

Line Item	Budget	DRS %	SVCC %	Title V %	VEC %	WIA %	Total Budget
Advertising	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Communications-Resource Room/Classroom	\$ 2,500.00	\$268	\$263	\$30	\$1,400	\$540	2,500.00
Communications-Offices ***	\$ 9,500.00		\$6,008	\$1,165		\$2,328	9,500.00
Contractual Services-Client Use	\$ 540.00	\$58	\$57	\$6	\$302	\$117	540.00
Contractual Services-Staff Use	\$ 1,400.00		\$885	\$172		\$343	1,400.00
Equipment-Client Use	\$ 250.00	\$27	\$26	\$3	\$140	\$54	250.00
Equipment-Staff Use	\$ 250.00		\$158	\$31		\$61	250.00
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Office Operations-Offices	\$ 750.00	\$80	\$79	\$9	\$420	\$162	750.00
Subscriptions-client use	\$ -						\$ -
Outreach/Marketing	\$ 750.00	\$80	\$79	\$9	\$420	\$162	750.00
Utilities	\$ 9,500.00	\$3,221	\$599	\$418	\$3,962	\$1,302	9,500.00
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Salary/Fringes-OSS	\$ -						\$ -
Staff Training	\$ -						\$ -
Staff Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
<b>Total</b>	<b>\$ 60,000.00</b>	<b>\$ 13,704.82</b>	<b>\$ 15,750.76</b>	<b>\$ 3,305.05</b>	<b>\$ 18,980.84</b>	<b>\$ 8,258.53</b>	<b>\$ 60,000.00</b>
Communications *** Long distance Charges are based on Staff Use	\$ 400.00		\$ 175.00	\$ 50.00	\$ 275.00		\$ 400.00
Budgeted Amounts Subject to Change due to Actual Costs							\$ 1,300.00
Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count.							
Partner Signature:	<i>[Signature]</i>	Date:	9-19-16				
SCWIB Signature:	<i>[Signature]</i>	Date:	9-19-16				

SVCC

South Boston Workforce Center Partner Budget  
PY 2016-2017

Line Item	Budget	DRS %	SVCC %	Title V %	VEC %	WIA %	Total Budget
Advertising	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Communications-Resource Room/Classroom	\$ 2,500.00	\$268	\$263	\$30	\$1,400	\$540	\$ 2,500.00
Communications-Offices ***	\$ 9,500.00		\$6,008	\$1,165		\$2,328	\$ 9,500.00
Contractual Services-Client Use	\$ 540.00	\$58	\$57	\$6	\$302	\$117	\$ 540.00
Contractual Services-Staff Use	\$ 1,400.00		\$885	\$172		\$343	\$ 1,400.00
Equipment-Client Use	\$ 250.00	\$27	\$26	\$3	\$140	\$54	\$ 250.00
Equipment-Staff Use	\$ 250.00		\$158	\$31		\$61	\$ 250.00
Office Operations-Resource Room/Classroom	\$ 1,400.00	\$150	\$147	\$17	\$784	\$302	\$ 1,400.00
Office Operations-Offices	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Subscriptions-client use	\$ -						\$ -
Outreach/Marketing	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Utilities	\$ 9,500.00	\$3,221	\$599	\$418	\$3,962	\$1,302	\$ 9,500.00
Salary/Fringes-One Stop Manager	\$ 33,160.00	\$9,822	\$7,451	\$1,446	\$11,553	\$2,888	\$ 33,160.00
Salary/Fringes-OSS	\$ -						\$ -
Staff Training	\$ -						\$ -
Staff Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Total	\$ 60,000.00	\$ 13,704.82	\$ 15,750.76	\$ 3,305.05	\$ 18,980.84	\$ 8,258.53	\$ 60,000.00
Communications *** Long distance Charges are based on Staff Use	\$ 400.00		\$ 175.00	\$ 50.00	\$ 275.00	\$ 400.00	\$ 1,300.00
Budgeted Amounts Subject to Change due to Actual Costs							
Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count.							
Partner Signature: <i>Therese Young</i>		Date: <i>9.21.16</i>					
SCWIB Signature: <i>Debra Crawford</i>		Date: <i>9-21-16</i>					

STEPS FILE V



**South Boston Workforce Center Partner Budget  
PY 2016-2017**

Line Item	Budget	DRS %	SVCC %	Title V %	VEC %	WIA %	Total Budget
Advertising	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Communications-Resource Room/Classroom	\$ 2,500.00	\$268	\$263	\$30	\$1,400	\$540	\$ 2,500.00
Communications-Offices ***	\$ 9,500.00		\$6,008	\$1,165		\$2,328	\$ 9,500.00
Contractual Services-Client Use	\$ 540.00	\$58	\$57	\$6	\$302	\$117	\$ 540.00
Contractual Services-Staff Use	\$ 1,400.00		\$885	\$172		\$343	\$ 1,400.00
Equipment-Client Use	\$ 250.00	\$27	\$26	\$3	\$140	\$54	\$ 250.00
Equipment-Staff Use	\$ 250.00		\$158	\$31		\$61	\$ 250.00
Office Operations-Resource Room/Classroom	\$ 1,400.00	\$150	\$147	\$17	\$784	\$302	\$ 1,400.00
Office Operations-Offices	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Subscriptions-client use	\$ -						\$ -
Outreach/Marketing	\$ 750.00	\$80	\$79	\$9	\$420	\$162	\$ 750.00
Utilities	\$ 9,500.00	\$3,221	\$599	\$418	\$3,962	\$1,302	\$ 9,500.00
Salary/Fringes-One Stop Manager	\$ 33,160.00	\$9,822	\$7,451	\$1,446	\$11,553	\$2,888	\$ 33,160.00
Salary/Fringes-OSS	\$ -						\$ -
Staff Training	\$ -						\$ -
Staff Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$ -
Total	\$ 60,000.00	\$ 13,704.82	\$ 15,750.76	\$ 3,305.05	\$ 18,980.84	\$ 8,258.53	\$ 60,000.00
Communications *** Long distance Charges are based on Staff Use	\$ 400.00		\$ 175.00	\$ 50.00	\$ 275.00	\$ 400.00	\$ 1,300.00
Budgeted Amounts Subject to Change due to Actual Costs							
Line Items allocated by Customer Count will change Quarterly based on Actual Customer Count:							
Partner Signature: <i>Edna Magidson</i>		Date: <i>01/03/2017</i>					
SCWIB Signature: <i>Debra L. Webster</i>		Date: <i>1/3/17</i>					

*VCC*