



**VIRGINIA
CAREER WORKS**

**Workforce System
Partner
Memorandum of
Understanding**

2024 - 2027

CAPITAL REGION

Virginia Career Works (VCW) Service Delivery System
A Proud Partner of the American Job Center Network

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Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) requires that each Local Workforce Development Board (WDB), with the agreement of the Chief Local Elected Officials of the region (CLEO), develop and enter into a Memorandum of Understanding (MOU) with mandatory workforce system partners, consistent with WIOA Sec. 121(c)(1) and (2), concerning the operation of the local one-stop delivery system. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the associated resource sharing and allocation of infrastructure costs among applicable one-stop partners with a physical presence in centers is governed by WIOA sec. 121(h), the WIOA final regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Memorandum of Understanding Established

This MOU is executed by and between the Capital Region's Local Workforce Development Board (LWDB) and Chief Local Elected Officials (CLEO), and the VA Career Works system Partners (Partners), collectively referred to as the "Parties" to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the VA Career Works Centers in Virginia's Capital Region as may be established by the LWDB in its role to establish and oversee the local workforce development delivery system.

The associated Resource Sharing Agreement and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to collectively share in the operating costs of the workforce centers which mutually benefit the partners and their programs.

The Vision, Mission, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to strive for greater collective impact in mutually serving job seekers and businesses in our service region better than what we might achieve independently.

Introduction

The purpose of this Memorandum of Understanding (MOU) is to primarily meet regulatory requirements set in federal and state laws, regulations and policies. The parties to this agreement realize that the greater purpose is the resultant partnerships that are forged and relationship built and enhanced through a mutual interest in achieving greater efficiencies and effectiveness in meeting our collective goal to serve customers.

The current vision and mission for the Capital Region's public workforce ecosystem is articulated in the local area's strategic plan: Vision 2024.

VISION

To serve as a premier gateway for workforce resources connecting people to jobs and employers to talent.

MISSION

To advance comprehensive, demand driven and accessible workforce solutions for Virginia's Capital Region. We do this by collaborating with partners leveraging resources, and advocating for a collective impact that benefits our community.

System Structure

Virginia Career Works Centers serve as the traditional “front door” to accessing the array of public workforce services that are available in the region. While evolving technological advancements may eventually minimize the need for such bricks-and-mortar, they are likely to remain a primary access point for services for the duration of this document.

❖ **Virginia Career Works – Henrico (Comprehensive)**

Center Manager: Roberto Ford, One Stop Operator	Phone: 804.652.9116
Mailing Address 121 Cedar Fork Road, Henrico	Email Address: roberto.ford@equusworks.com
Operating Hours: Weekdays 830 am to 4 pm, closes at 2 pm on Fridays	Website: https://vcwcapital.com

❖ **Virginia Career Works -Chesterfield (Affiliate)**

Center Manager: Roberto Ford, One Stop Operator	Phone: 804.652.3490
Mailing Address: 304 Turner Road, N. Chesterfield	Email Address: roberto.ford@equusworks.com
Operating Hours: Weekdays 830 am to 4 pm, closes at 2 pm on Fridays	Website: https://vcwcapital.com

❖ **Virginia Career Works – Richmond West (Affiliate)**

Center Manager: Roberto Ford, One Stop Operator	Phone: 804.652.3240
Mailing Address: 4914 Radford Avenue, Richmond	Email Address: roberto.ford@equusworks.com
Operating Hours: Weekdays 830 am to 4 pm, closes at 2 pm on Fridays	Website: https://vcwcapital.com

One-Stop Operator and Partners

The Capital Region’s Workforce Board and elected officials selected the firm Equus Workforce Solutions as the region’s one stop operator through competitive procurement. The current contract award is eligible for renewal through June 30, before a new solicitation must be released. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Locally, the below partners required under federal law to join in the MOU are active in the Capital Region.

Partners

Required Program	Local Responsible Partner Organization
WIOA Title 1	Capital Region Workforce Development Board
WIOA Title 2	Capital Region Adult Education
WIOA Title 3	Department of Workforce Development and Advancement
WIOA Title 4	Virginia Department for Aging and Rehabilitative Services
Senior Community Service Employment Program	Senior Connections AARP Foundation
Post-Secondary Career and Technical Educations	Brightpoint Community College Reynolds Community College
Trade Adjustment Assistance	Department of Workforce Development and Advancement
Jobs for Veterans State Grants	Department of Workforce Development and Advancement
Community Service Block Grant Employment and Training	CAP UP
Unemployment Compensation	Virginia Employment Commission
Temporary Assistance for Needy Families (VIEW in Virginia)	Departments of Social Services (others to be added after 7/1/24; along with SNAP E&T if present)
Required programs not present in the local area:	
Job Corps; YouthBuild; Native American programs; Migrant and seasonal farmworker programs; Department of Housing and Urban Development employment and training, Second Chance Act.	

TERMS AND CONDITIONS

Partner Services

At a minimum, partners will make the services listed below available, consistent with Virginia and LWDA policies and Virginia’s WIOA Combined State Plan. Partner program services beyond those required may be provided on a case by case basis, with the approval of the LWDB and the CEOs, and must be included on the table below. Add as many rows as necessary.

BASIC CAREER SERVICES
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Capital Region workforce system.
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment).
Access to employment opportunity and labor market information.
Performance information and programs costs for eligible providers of training, education and workforce services.
Information on performance of the local Workforce system.
Information on the availability of supportive services and referral to such, as appropriate.
Information and meaningful assistance on UI claim filing
Determination of potential eligibility for workforce Partner services, programs, referrals.
Information and assistance in applying for financial aid for training and education program not provided under WIOA.
INDIVIDUALIZED CAREER SERVICES
Comprehensive and specialized assessments of skill levels and service needs.
Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
Referral to training services.
Group counseling.
Literacy activities related to work readiness.
Individual counseling and career planning
Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance.
Work experience, transitional jobs, registered apprenticeships and internships.
Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training.
Post-employment follow-up services and support (Is not an individualized career service but listed here for completeness).

TRAINING SERVICES
Occupational skills training through Individual Training Accounts (ITAs)
Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.
On the Job Training (OJT)
Incumbent Worker Training
Programs that combine workplace training with related instruction which may include cooperative education.
Training programs operated by the private sector
Skill upgrading and retraining
Entrepreneurial training
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Other training services as determined by the workforce partner's governing rules

Roles and Responsibilities of Parties

The Parties to this agreement will work closely together to ensure that all VA Career Works centers are high-performing work places with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

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

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

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

Chief Local Elected Official (CLEO)

The CLEO for the Local Workforce Development Area (LWDA) is comprised of an elected representative from each of the member jurisdictions in the Capital Region. The CLEO will, at a minimum:

- ❖ Approve the Local Workforce Development Board (LWDB) budget and workforce center cost allocation plan
- ❖ Approve the selection of the one-stop operator following the competitive procurement process, and
- ❖ Coordinate with the LWDB to oversee the operations of the LWDA VA Career Works system.

Local Workforce Development Board (WDB)

The Local WDB ensures the workforce-related needs of employers, workers, and job seekers in the LWDA are met, to the maximum extent possible with available resources. The WDB will, at a minimum:

- ❖ In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- ❖ Lead the region's business solutions team as a focal point of coordinated business outreach and service.
- ❖ In cooperation with the Local CEO, design and approve the VA Career Works system structure as articulated in the CEO-WDB agreement.
- ❖ Adequate, sufficient, and accessible one-stop center locations and facilities as may be practical,

- ❖ Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
- ❖ A holistic system of supporting services, and
- ❖ One or more competitively procured one-stop operators.
- ❖ In collaboration with the CLEO, designate through a competitive process the region's Title I service providers and one stop operator and, oversee, monitor, their work and implement corrective actions as may be determined,
- ❖ Determine the role and day-to-day duties of the one-stop operator,
- ❖ Approve annual budget allocations for Title I activities and operational costs of the VA Career Works system to recommend to the CLEO,
- ❖ Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,
- ❖ Leverage additional funding for the VA Career Works system to operate and expand one-stop customer activities and resources, and
- ❖ Review and evaluate performance of the local service providers and one-stop operator.

Local Workforce Development Board Director and Staff

Specific responsibilities include, at a minimum:

- ❖ Executes the daily duties attributed in law to the WDB and CLEO
- ❖ Assist the CLEO and the LWDB with the development and submission of a LWDA plan,
- ❖ Support the LWDB with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies, including all duties outlined above,
- ❖ Provide operational and grant-specific guidance to the one-stop operator,
- ❖ Investigate and resolve elevated customer complaints and grievance issues,
- ❖ Prepare regular reports and recommendations to the LWDB, and
- ❖ Oversee negotiations and maintenance of MOUs with one-stop Partners.

One-Stop Operator(s)

The one-stop operator, will, at a minimum:

- ❖ Manage daily operations as articulated in the contract issued by the WDB.
- ❖ Managing and coordinating Partner responsibilities, as defined in this MOU,
- ❖ Managing hours of operation, including the once weekly extended hours of operation,
- ❖ Coordinating daily work schedules and work flow based upon operational needs, and

- ❖ Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- ❖ Assist the Local WDB in establishing and maintaining the VA Career Works system structure as articulated in the contract issued by the WDB.
- ❖ Ensuring that State requirements for center certification are met and maintained,
- ❖ Ensuring that career services such as the ones outlined in WIOA sec. 134(c)(2) are available and accessible,
- ❖ Ensuring that LWDB policies are implemented and adhered to,
- ❖ Developing and ensuring adherence to a Business Plan and Standard Operating Procedures for the Centers,
- ❖ Reinforcing strategic objectives of the LWDB to Partners,
- ❖ Developing and implementing a schedule of training and professional development opportunities for all center staff.
- ❖ Ensuring integration of systems and services coordination for the center and its partners, placing priority on customer service.
- ❖ Ensuring service integration focuses on serving all customers seamlessly (including targeted populations) through the collective provision by partners of a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- ❖ Ensuring services are seamless to the customer, reducing unnecessary duplicative or cumbersome transitions
- ❖ Coordinate partner programs, and track and make available VA Career Works system performance as practical and as may be made available by the partners. This includes but is not limited to:
 - ❖ Providing and/or contributing to reports of center activities, as requested by the LWDB,
 - ❖ Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
 - ❖ Identifying and facilitating the timely resolution of complaints, problems, and other issues,
 - ❖ Ensuring open communication with the partner leader(s) in order to facilitate efficient and effective center operations,
 - ❖ Evaluating customer satisfaction data and propose service strategy changes to the LWDB based on findings.
- ❖ Assisting the LWDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

The one-stop operator will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the LWDB. The LWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Partners

Each partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

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

Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that any collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- ❖ Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.

- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- ❖ Customer data may be shared with other programs, for those programs' purposes, within the VA Career Works system only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop center and partner staff will be trained by the employing entity in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records

Confidentiality

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

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

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

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

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

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

Referrals

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

- ❖ Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the local system,
- ❖ Develop materials summarizing their program requirements and making them available for Partners and customers,
- ❖ Assist in development of and utilize any common intake, eligibility determination, assessment, and registration forms as may be developed by the WDB and/or one stop operator,
- ❖ Provide substantive referrals – in accordance with the Local WDA procedures to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- ❖ Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- ❖ Commit to robust and ongoing communication required for an effective referral process, and
- ❖ Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level in accordance with WDB-established protocols.

Accessibility

Accessibility to the services provided in the VA Career Works centers and by Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient and accessible location, considering reasonable distance from public transportation where available and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in a manner providing access for individuals with disabilities.

Virtual Accessibility

The LWDB and its partners will work to ensure that job seekers and businesses have access to the same information online comparable to that available in a physical facility as applicable. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services

code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the local board to post content through its website.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that

HELPFUL TIP – COMMUNICATION ACCESSIBILITY

For more information, please refer to the U.S. Department of Labor's Office of Disability Employment Policy's website at <https://www.dol.gov/odep/topics/CommunicationsAccess.htm>.

they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all VA Career Works programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.

Outreach

The LWDB and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner,

- ❖ An outreach plan to the region's business and employer community,
- ❖ An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need,
- ❖ An outreach and recruitment plan for out-of-school youth,
- ❖ Sector strategies and career pathways,
- ❖ Connections to registered apprenticeship,
- ❖ Regular use of social media,
- ❖ Clear objectives and expected outcomes, and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

Non-Discrimination and Equal Opportunity

All parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

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

Responsibilities of the Parties

All parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The parties acknowledge that neither the WDB, CLEOs nor the one-stop operator have no responsibility and/or liability for any actions of the one-stop partner and center employees, agents, and/or assignees. Likewise, the parties have no responsibility and/or liability for any actions of the LWDB or the one-stop operator. Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia nor the local board and its local elected officials.

Severability

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

Drug and Alcohol-free Workplace

All parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification Regarding Lobbying

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

Debarment and Suspension

All parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

Priority of Service

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

Buy American Provision

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

Salary Compensation and Bonus Limitations

Each party certifies that, when operating grants funded by the U.S. Department of Labor or other sources as may be applicable, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

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

Governing Law

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

Dispute Resolution

The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the parties, the One-Stop Operator will negotiate a resolution with the parties. The One-Stop Operator shall determine the process to mediate and resolve the matter.

The following section details the dispute resolution process designed for use by the partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the LWDA Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair or Director to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- ❖ All parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) and all parties to the MOU regarding the conflict within five business days.
- ❖ The LWDB Chair or Director shall place the dispute on the agenda of a special meeting of the LWDB or Executive Committee, which shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the members present.
- ❖ A written response and dated summary of the proposed resolution to all Parties to the MOU must be provided within 5 working days of the meeting.
- ❖ The LWDB Chair or Director will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.
- ❖ This MOU shall not affect the right of any party to seek all available remedies provided to it by law.

Modification Process

1. *Notification of Partners*

When a partner wishes to modify the MOU, the partner must first provide written notification to the WDB director who will then share with all signatories of the existing MOU and outline the proposed modification(s).

2. *Discussion/Negotiation*

Upon notification, the LWDB Director must ensure that discussions and negotiations related to the proposed modification take place with partners in a timely manner and as appropriate.

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

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB Director or Chair presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a partner is unwilling to agree to the MOU modification, the LWDB Chair or Director must ensure that the process in the Dispute Resolution section as outline above is followed.

3. *Signatures*

The LWDB Director must immediately circulate the MOU modification and secure partner signatures. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB Director acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Effective Period

This MOU will become effective as of the date of signing by the final signatory below and must terminate no later than June 30, 2027, unless any of the reasons in the Termination section apply.

This MOU is entered into as of July 1, 2024 and shall expire no later than June 30, 2027, unless any of the reasons in the Termination section apply.

Termination

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

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

In the event of termination, the parties to the MOU must convene within thirty (30) days¹ after the breach of the MOU to discuss the formation of the successor MOU. At that time, any agreed upon allocated costs must be addressed.

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

All Parties agree that this MOU shall be reviewed not less than once every year to ensure appropriate funding and delivery of services.

1

RESOURCE SHARING AGREEMENT

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the LWDA VA Career Works Centers. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the Resource Sharing Agreement (RSA) is to develop the overarching parameters in establishing a funding mechanism that:

- ❖ Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- ❖ Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners (thereby improving each program's effectiveness);
- ❖ Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs;
- ❖ Ensures that costs are appropriately shared by VA Career Works partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance;
- ❖ Outlines and describes infrastructure costs; and,
- ❖ Describes additional costs (career services and shared services)²

The partners consider this RSA the master budget that is necessary to maintain by equivalent share the local VA Career Works system. Furthermore, the Resource Sharing Agreement (RSA) will be the actual document that reflects each partner's shared cost, or contribution, of funding the LWDA local VA Career Works Center(s) shared operating costs pursuant to the provisions of this MOU and its subparts.

The LWDB Director will complete the VA LWDA One-Stop Center Budget and Cost Allocation Template, for each Center. Once completed, this document(s) will be reviewed and agreed upon by all parties as the RSA, or per federal grant language, the Infrastructure Funding Agreement (IFA). These two acronyms (RSA & IFA) are interchangeable. RSA will be reviewed on an annual basis, recognized as a separate agreement to this MOU and that all parties may announce their consensus of the RSA through the exchange of correspondence between the LWDB and partners or by some other agreed upon procedure.

All costs will be allocated according to partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The VA Career Works RSA is expected to be transparent and negotiated among partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

² Additional Costs: WIOA Section 121(i)(1) / Final Rule 678.760

RSA Timeline is as communicated by the state’s WIOA Title I entity and LWDB Director.

Cost Allocation Methodology

Within the one-stop system, a variety of allocation methods may be used as agreed upon by the partners, which reflect the best measure of benefit received by the partner programs. The VA LWDA One-Stop Center Budget and Cost Allocation template only provides the following three options: (1) number of partner **program positions** dedicated to the one-stop center services; (2) **square feet occupied** by partner program staff; and (3) **number of one-stop center customers** served by partner program.

In the Capital Region the RSA is based on FTE levels housed in the centers so only applicable to those partners with a physical presence.

Cost Reconciliation and Allocation Base Update

All parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- ❖ Partners will provide the LWDB with the following information no later than thirty (30) days³ after the end of each quarter, as applicable:
 - ✓ Quarterly cost information and documentation of the actual costs,
 - ✓ Updated staffing information (per the 1st day of a new program year and the 1st day of each subsequent quarter), and
 - ✓ Updated square feet occupied, and
 - ✓ Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, the LWDB, or Fiscal Agent, will provide an RSA – Financial Status Report on or before 45 days after the end of the quarter.

INFRASTRUCTURE FUNDING

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the VA Career Works Center(s) including, but not limited to:

- ❖ Utilities,
 - ❖ Facility repair and maintenance in the common areas that serve all customers;
 - ❖ General equipment, furniture, and supplies that benefit partners and universal customers.
-

- ❖ Outreach and awareness efforts that benefit the system and partners
- ❖ Technology hardware or software and associated technology support costs to include assistive technology for those requiring accommodation.

Note: Rent is managed separately through sub-leasing documents with the local area Title I grant recipient (Henrico County), which holds all center leases.

Partners

Partners funding the costs of infrastructure according to the RSA are the same as identified in the RSA separate agreement for the Center(s).

Cost Allocation Methodology

All Parties subject to the RSA agree that the cost allocation methodology for the costs of one-stop infrastructure will be the same as described in the [Cost Allocation Methodology](#) section of the MOU, subpart Resource Sharing Agreement.

Cost Reconciliation and Allocation Base Update

All Parties agree that the cost reconciliation and allocation base update for the infrastructure costs will be the same as described in the [Cost Reconciliation and Allocation Base Update](#) section of the MOU, subpart Resource Sharing Agreement.

Attachment A: Definitions

One-Stop Delivery System

The one-stop delivery system (herein also referred to as the VA Career Works Service Delivery System) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]

Infrastructure Costs

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

Additional Costs

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

[WIOA sec. 121(i)(2); 20 CFR 678.760(b); 34CFR 361.760(b); 34 CFR 463.760(b); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4-5, Attachment II)]

Resource Sharing Agreement (RSA)

The resource sharing agreement (RSA) of VA Career Works Center(s) is the financial plan that the one-stop partners, the CEO, and the Local WDB have agreed to in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of shared services provided by the one-stop system and the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b)).

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services and may include shared operating costs and shared services that are related to the operation of the one-stop delivery system and do not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i). The resource sharing agreement must be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation helps to ensure that the budget reflect a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received. The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized one-stop center or an affiliate one-stop center.

One-Stop operating costs include infrastructure costs and additional costs, which are made up of applicable career service, shared operating costs and shared services.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 3-4)]

Funding Types

Cash

- ❖ Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

Non-Cash⁴

- ❖ Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the one-stop center.

Third-Party In-Kind

- ❖ Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- ❖ Support the one-stop center in general; or
- ❖ Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

⁴ The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Allocation

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

Cost Objectives

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also 2 CFR §§ 200.44 Final cost objective and 200.60 Intermediate cost objective.

[2 CFR 200.28]

Authority and Signature

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

By signing my name below, I, James Holland, certify that I have
(Print Name)

read the information contained in this Memorandum of Understanding, dated July 1, 2024. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with this MOU.

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of this MOU.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature

7/1/24

Date

James Holland, Chairman

Print Name and Title

Capital Region Workforce Partnership Consortium of Elected Officials

Agency Name

Attachment B: Partner Program Services

Partner Program: Consortium of Elected Officials	
Partner Program - Signatory Authority (Name, Job Title, email): James Holland, CLEO Chairman	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	N/A
2. Itinerant Presence and Service Provision	N/A
3. Service Provision Only	N/A
List services to be made available below (add additional pages if needed): <ul style="list-style-type: none"> ❖ Serve as Title I grant recipients and designate the local fiscal agent ❖ Approve the Local Workforce Development Board (WDB) budget and workforce center cost allocation plan ❖ Approve the selection of the one-stop operator following the competitive procurement process, and ❖ Coordinate with the WDB to oversee planning , policies and operations of the LWDA VA Career Works system in the Capital Region. 	

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



7/1/24

Signature

Date

Brian K. Davis, Executive Director

Print Name and Title

Capital Region Workforce Development Board

Agency / Organization Name

Attachment B: Partner Program Services

Partner Program: Workforce Innovation and Opportunity Act Title IB (Adult, Dislocated Worker, Youth and Business Services)

Website: www.vcwcapital.com

Partner Program - Signatory Authority (Name, Job Title, email):

Brian Davis, Director, Capital Region Workforce Partnership, brian.davis@henrico.gov

List of Services to be Made Available Through the
Virginia Career Works Center(s)

Partner will participate in the following manner (indicate Center Name and type of contact):

1. Permanent Presence and Service Provision	Chesterfield, Henrico and Richmond West
2. Itinerant Presence and Service Provision	
3. Service Provision Only	

List services to be made available below (add additional pages if needed):

In general:

- Overall coordination of the local one stop delivery system per WIOA law, regulations, state policy and provisions enumerated in this agreement on pages 7-9 for the CLEO and Workforce Board, which includes ensuring that each partner is fulfilling its required roles and responsibilities per federal and state requirements;
- Coordination of the region's business solutions team and overall integrated business service delivery under federal and state provisions which may include but not be limited to determination or business needs, leading in industry/sector roundtable efforts, recruitment and hiring events, other business-related services, and employer-focused training needs.

For the Universal Jobseeker:

- **Initial intake into the one stop system on behalf of all partners to determine needs and make referrals as appropriate and required under federal law and state requirements.**
- **Provision of resource room technology to include specialized software for resume development, cover letters, other job search tools**
- **Job search reference materials, Career Guidebooks**
- **Free computer, scanning and Fax machine access**
- **Referral to other partner and community services/resources**
- **Basic Job Readiness and Computer Skills Workshops**
- **Financial Aid Information**
- **Labor Market Information on In-Demand Careers, Skills & Wages**
- **Education, Training & Career Information and initial assessments**
- **Access to job banks, listings of available jobs, job searches, and referrals to employers with current job openings**
- **Referral to other partners who are required to or better equipped to provide needed services**

Subject to program-specific eligibility for those pursuing WIOA Title IB-funded services:

- **One-on-one assistance with resumes, cover letters and thank you letters**
- **Career counseling, in-depth interviewing skills development**
- **Development of an individual employment plan**
- **Career and skills testing and assessments**
- **Occupational skills training, on-the-job training, job readiness training**
- **Paid or unpaid work experience**
- **Supportive services to assist enrolled customers**
- **Follow up as appropriate and allowed**

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

DocuSigned by:
Demetri Antzoulatos 7/1/2024
Signature _____ Date _____

Demetri Antzoulatos

Print Name and Title

AARP Foundation

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

<p>Partner Agency or Organization Name: AARP Foundation</p> <p>Required Program: Yes</p>
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number): Retiring: June 28, 2024: Russ Rainer, PD, rrainer@aarp.org, 804-355-3600; Beginning June 28, 2024 until a PD is hired, please reach out to Kathy Tinney, PD of the Pittsburgh Office, ktinney@aarp.org, 412-271-1580.</p>

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	0	0	0
Itinerant Presence	0	0	0
Service Coordination through other means (specify below).	Referrals	Referrals	Referrals

Services offered and means made available if not on site (Attach additional sheets as needed):
 SCSEP is a paid training program for unemployed individuals 55 and over who are considered to be low income and seeking to re-enter the workforce. Partnership with VA Career Work would provide referrals and access to training program for both AARP Foundation SCSEP and VA Career Work.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



June 10, 2024

Signature

Date

William C. Fiege, President

Print Name and Title

Brightpoint Community College

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

<p>Partner Agency or Organization Name: Brightpoint Community College</p> <p>Required Program:</p> <ul style="list-style-type: none"> • Perkins Post-Secondary Education • Community College Workforce Alliance (CCWA) Non-credit programs
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</p> <p>Tara Atkins-Brady Vice President of Academic Affairs tatkins-brady@brightpoint.edu</p> <p>Elizabeth Creamer Vice President, Workforce Development ecreamer@ccwa.vccs.edu</p>

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	N/A	N/A	N/A
Itinerant Presence	N/A	N/A	N/A
Service Coordination through other means (specify below).	X	N/A	N/A

Services offered and means made available if not on site (Attach additional sheets as needed):

Access to career coaches/navigators to provide educational assistance for credit and workforce related courses and career planning services.

Access to tuition assistance advising and enrollment for education and training programs at Brightpoint CC and Community College Workforce Alliance (CCWA).

Education and training programs targeted to preparing job seekers for quality jobs at living wages and with opportunities for career and educational progression.

Capital Region MOU for 2024-2027

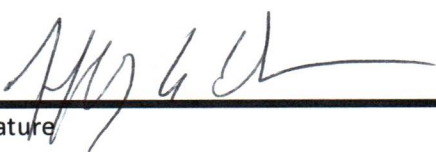
Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.


Signature

6/10/2024
Date

Jeffrey A. Elmore, Ed.D. Regional Program Manager,
Print Name and Title

Capital Region Adult Education
Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Capital Region Adult Education
Required Program: Title II
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Jeffrey A. Elmore, Ed.D. Regional Program Manager jelmore@rvaschools.net 804-401-5053

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	N/A	N/A	N/A
Itinerant Presence	Adult ed classes as necessary	Adult ed classes as necessary	Adult ed classes as necessary
Service Coordination through other means (specify below).			

Services offered and means made available if not on site (Attach additional sheets as needed):

Capital Region Adult Education has the capacity to provide in-person GED, Adult Literacy, and Adult English as a Second Language classes in the region's work force centers. We also have online classes corresponding to the areas listed above that are available to WFC clients.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature

May 15, 2024

Date

Hester Brown, President

Print Name and Title

Capital Area Partnership Uplifting People

Agency / Organization Name

Partner Program Services

(Partners with multiple programs must complete a separate sheet for each program).

<p>Partner Agency or Organization Name: Capital Area Partnership Uplifting People (CAPUP)</p> <p>Required Program: Community Service Block Grant, Employment and Training</p>
<p>Partner Program Local Area Contact (name, Job Title, email and telephone number): Contact Name: Tasya Mitchell, Case Manager, 804-788-0050</p>

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence			
Service Coordination through other means (specify below).			X

Services offered and means made available if not on site (Attach additional sheets as needed):

Information on the availability of supportive services and referral to such, as appropriate. In-person communication and available publication such as flyers, brochures, and etc.

Literacy activities related to work readiness. In-person communication and available publication such as flyers, brochures, and etc.

Capital Region MOU for 2024-2027


Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

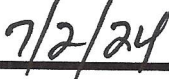
My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature



Date

Elizabeth B. Holt, Director

Print Name and Title

**Charles City County Department of Social
Services**

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Charles City County DSS Required Program: TANF/VIEW
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Elizabeth B. Holt Director e.holt@dss.virginia.gov 804-652-1708

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence			
Service Coordination through other means (specify below).		X	

Services offered and means made available if not on site (Attach additional sheets as needed):

- Individual meetings with VIEW customers to discuss job seeking needs.
- Interviewing tips and resources such as assistance with resume writing.
- Post information about job fairs on agency information board.
- Provide supportive services such as gas vouchers and childcare financial assistance.
- Refer individuals to the Community College Workforce Alliance (CCWA) to receive job-skills training.
- Referrals to Capital Region workforce services.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.



Signature

05/23/2024

Date

Kiva Rogers, LCSW **Director**

Print Name and Title

Chesterfield-Colonial Heights Department of Social Services

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Chesterfield-Colonial Heights Department of Social Services Required Program: Virginia Initiative for Education and Work (VIEW)
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Matthew Williams, Lead Family Services Specialist- Community Engagement, Williamsmatt@chesterfield.gov, 804-751-4701)

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence			
Service Coordination through other means (specify below).	X		

Services offered and means made available if not on site (Attach additional sheets as needed):
 Services are provided primarily full time at the Chesterfield-Colonial Heights Department of Social Services. We also have capacity to enter the community as needed. Services are case management for TANF recipients in the VIEW program. This includes making referrals to community partners as needed.

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Chesterfield-Colonial Heights Department of Social Services Required Program: SNAP Education and Training (SNAP E&T)
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Yumino Snyder, Lead Family Services Specialist, Snydery@chesterfield.gov , 804-748-1044

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence			
Service Coordination through other means (specify below).	X		

Services offered and means made available if not on site (Attach additional sheets as needed):
 Services are provided primarily full time at the Chesterfield-Colonial Heights Department of Social Services. Services are case management for SNAP recipients participating in the SNAP E&T program. This includes making referrals to community partners as needed.

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Chesterfield-Colonial Heights Department of Social Services Required Program: Assessment and Resource Team
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Kaylene Donovan, Senior Community Outreach Specialist, donovank@chesterfield.gov , 804-768-7817

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence	X		
Service Coordination through other means (specify below).	X		

Services offered and means made available if not on site (Attach additional sheets as needed): Social Staff come onsite to Virginia Career Works monthly to meet with customers about services and benefits they may be receiving or eligible to receive from the Chesterfield-Colonial Heights Department of Social Services. Staff help connect customers to address crisis situation and needs including housing, utilities, and other needs as appropriate. There is also an assigned staff who is community-based and meets with customers to address benefits questions, connect to appropriate resources, and educate them on available services through the Department.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding of the outlined provisions and that I also have the legal authority to bind my agency/organization to the terms contained herein. I further affirm that the attached outlined services will be made available within the Capital Region's workforce system.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) three (3) years from effective date or
- b) Upon modified termination, whichever occurs earlier.

Lisa A. Martinez

Signature

5/1/2024

Date

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Department for Aging and Rehabilitative Services

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

<p>Partner Agency or Organization Name: Department for Aging and Rehabilitative Services (DARS)- Division of Rehabilitative Services (DRS) https://www.vadars.org/drs</p> <p>Required Program: WIOA Title IV-Vocational Rehabilitation Services</p>
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number): Amanda Habel, Manager-Greater Richmond Office, 804-588-3333. Amanda.Habel@dars.virginia.gov</p>

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	No	No	No
Itinerant Presence		Henrico Center (Cedar Fork)l Staff presence 1 half day per week	
Service Coordination through other means (specify below).			

Services offered and means made available if not on site (Attach additional sheets as needed):

The Department for Aging and Rehabilitative Services (OARS) - Division of Rehabilitative Services (DRS) offers vocational rehabilitation programs and services to assist people with disabilities to prepare for, secure, retain or regain employment.

For One-Stop Delivery System job seekers, determined eligible by and appropriate for the DRS program in open order of selection categories*, the scope of workforce services based on an assessment of service needs may include:

- ✓ Vocational Evaluation/Counseling
- ✓ Career/Post-Secondary Education Planning
- ✓ Training and Credentials
- ✓ Work Readiness and Support Services
- ✓ Job Development/Coaching/Placement

* When it has been determined that DARS does not have sufficient funds to serve all eligible individuals, federal law requires that DARS 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 and they are referred to the Virginia Career Works Center(s) for workforce services.

Capital Region MOU for 2024-2027

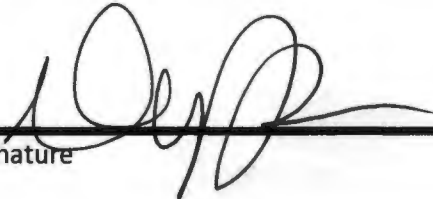
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Signature

7/11/2024

Date

Daricka Jones, Director

Print Name and Title

Hanover County Department of Social Services

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Hanover County Department of Social Services Required Program: TANF, Temporary Assistance for Needy Families
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Daricka Jones, Director, ddjones@hanovercounty.gov 804-365-4138

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence			
Service Coordination through other means (specify below).		X	

Services offered and means made available if not on site (Attach additional sheets as needed):

Initial assessments of skill level(s), aptitudes, abilities and supportive service needs. In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment). Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance. Comprehensive and specialized assessments of skill levels and service needs. Development of individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals. Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training. Post-employment follow-up services and support. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Programs that combine workplace training with related instruction which may include cooperative education. On the Job Training (OJT). Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

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- b) Upon modified termination, whichever occurs earlier.

Gretchen I. Brown
Signature

5/2/24
Date

Gretchen I. Brown, Director
Print Name and Title

Henrico County Dept. of Social Services
Agency / Organization Name

APPROVED AS TO FORM

Garrett P. Dutton
Senior Assistant COUNTY ATTORNEY

Partner Program Services

<p>Partner Agency or Organization Name: Henrico Department of Social Services</p> <p>Required Program: Temporary Assistance for Needy Families (TANF), Virginia Initiative for Education and Work (VIEW)</p>
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number): Matthew</p> <p>TANF: dssweb@henrico.gov; 804-501-4001</p> <p>VIEW: Jeff Edwards, VIEW Supervisor, edw093@henrico.us, 804-501-4065</p>

Methods and Means of Service Provision {Check all that apply}:

	Chesterfield	Henrico	Richmond West
Full time on site			
Itinerant Presence		X	
Service Coordination through other means (specify below).		X	

Services offered and means made available if not on site (Attach additional sheets as needed):

Services are provided primarily full time at the Henrico Department of Social Services eastern and western locations.

For TANF, services include temporary income assistance, job skills training, work experience, job readiness training, child care assistance, transportation and other work related expenses.

For VIEW, services include: Job search assistance and job readiness training, volunteer experience to gain work skills, GED preparation or high school diploma assistance, English for speakers of other languages, Job skills training and credentialing and opportunities for supported employment through employer incentive programs

Both program staff also have access to the Virginia Career Works inline referral portal for connection of clients to additional service opportunities.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

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Signature

May 10, 2024

Date

Paula P. Pando, President

Print Name and Title

J. Sargeant Reynolds Community College

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

<p>Partner Agency or Organization Name: J. Sargeant Reynolds Community College</p> <p>Required Program:</p> <ul style="list-style-type: none"> • Perkins Post-Secondary Education • Community College Workforce Alliance (CCWA) Non-credit programs
<p>Partner Program Local Area Contact (Name, Job Title, email and telephone number):</p> <p>Dr. Lori Dwyer Associate Vice President of Academic Affairs ldwyer@reynolds.edu</p> <p>Elizabeth Creamer Vice President, Workforce Development ecreamer@ccwa.vccs.edu</p>

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	N/A	N/A	N/A
Itinerant Presence	N/A	N/A	N/A
Service Coordination through other means (specify below).	N/A	Virginia Career Works	Virginia Career Works

Services offered and means made available if not on site (Attach additional sheets as needed):

Access to career coaches/navigators to provide educational assistance for credit and workforce related courses and career planning services.

Access to tuition assistance advising and enrollment for education and training programs at Reynolds CC and Community College Workforce Alliance (CCWA).

Education and training programs targeted to preparing job seekers for quality jobs at living wages and with opportunities for career and educational progression.

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

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Signature

April 23, 2024

Date

Amy Strite, Executive Director

Print Name and Title

**Senior Connections, The Capital Area Agency on
Aging**

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: Senior Connections, The Capital Area Agency on Aging Required Program: Senior Community Employment Service Program
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Erika Payne, Senior Employment Program Manager, epayne@youraaa.org, Direct: (804)343-3021

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	N/A	N/A	N/A
Itinerant Presence	N/A	N/A	N/A
Service Coordination through other means (specify below).	Yes	Yes	Yes

Services offered and means made available if not on site (Attach additional sheets as needed):

Job readiness and support for individuals 55 years and older.

Capital Region MOU for 2024-2027


Authority, Signature and Service Commitments

By signing my name below, I certify that I have read the information contained in this document.

My signature further certifies my understanding that this document is a plan of anticipated costs for a full fiscal year July 1, 2024 – June 30, 2027. The plan represents agreed upon costs that could be incurred by partners. Quarterly billings will be based on actual and documented expenditures. Signatories also certify that they have authority to commit their organization to this plan and will designate a contact person for this plan. This document satisfies the requirements of the Workforce Innovation and Opportunity Act as articulated by the Commonwealth of Virginia.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) Three (3) years from effective date or June 30, 2027.
- b) Upon modified termination, whichever occurs earlier.



Signature

7/5/2024

Date

Demetrios Melis, Commissioner

Print Name and Title

Virginia Employment Commission

Agency / Organization Name

Attachment B: Partner Program Services

Partner Program: Virginia Employment Commission, Unemployment Compensation	
Website: https://www.vec.virginia.gov/	
Partner Program - Signatory Authority (Name, Job Title, email): Demetris Melis, Commissioner, demetrios.melis@vec.virginia.gov	
Partner Program State Contact: Jason Padgett, Senior Analyst, Jason.padgett@vec.virginia.gov	
Partner Program Local Area Contact (Name, Job Title, email, and telephone number): Kenneth Ingham, Regional Tax Representative, Kenneth.Ingham@vec.virginia.gov Valerie Harris Jones, Customer Escalation Specialist, Valerie.Harris-Jones@vec.virginia.gov	
List of Services to be Made Available Through the Virginia Career Works Center(s)	
Partner will participate in the following manner (indicate Center Name and type of contact):	
1. Permanent Presence and Service Provision	
2. Itinerant Presence and Service Provision	Henrico/Cedar Fork
3. Service Provision Only	In-person assistance in partnership with Virginia Works staff and virtually through VEC staff.
List services to be made available below (add additional pages if needed):	
Unemployment Compensation: <ul style="list-style-type: none"> • Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. • Assistance may be provided on-site through a partnership with Virginia Works staff and the Virginia Employment Commission, where Virginia Works staff that are well trained in unemployment compensation claims filing and the benefit rights and responsibilities of claimants. This assistance may also be provided by phone or via other technology. • Tax Representatives may also assist business customers in-person or virtually. • Customer Escalation Specialists may also assist customers in-person or virtually. 	

Capital Region MOU for 2024-2027

Authority, Signature and Service Commitments

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- b) Upon modified termination, whichever occurs earlier.



Signature

7/26/2024

Date

Carrie Roth, Commissioner

Print Name and Title

Virginia Works

Agency / Organization Name

Partner Program Services
(Partners with multiple programs must complete a separate sheet for each program).

Partner Agency or Organization Name: The Department of Workforce Development and Advancement – Virginia Works Website: www.virginiaworks.gov
Partner Program Local Area Contact (Name, Job Title, email and telephone number): Carrie Roth – Director, Virginia Works carrie.roth@virginiaworks.gov Dennis Woodard – District Manager, Capital Crater District Dennis.woodard@virginiaworks.gov 434-632-4427 cell

Methods and Means of Service Provision (Check all that apply):

	Chesterfield	Henrico	Richmond West
Full time on site	X	X	X
Itinerant Presence			
Service Coordination through other means (specify below).			

Services offered and means made available if not on site (Attach additional sheets as needed):

Wagner-Peyser Act

- Provide basic career services for job seekers and workers, which may include initial assessment of general needs, skill levels, aptitudes, abilities, and supportive service needs
- Conduct outreach regarding local workforce system’s services and products in coordination with the Board’s one stop operator.
- Provide access to labor market information and assist with the interpretation of this information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and their earnings, skill requirements, and opportunities for advancement for such occupations
- Conduct outreach and assist employers in filling their workforce needs with qualified job seekers in collaboration with the regional Business Solutions Team.
- Provide customized recruitment and job applicant screening and referral services
- Assist the regional Business Solutions Team in the conduct of job fairs; coordinate on the use of one-stop center facilities for recruiting and interviewing job applicants
- Post job vacancies in the state labor exchange system and take and fill job orders
- Provide information regarding workforce development initiatives and programs

- Participate in industry or sector partnerships convened by the regional Business Solutions Team or its business partners.
- Conduct intake, outreach, and orientation to the information services, programs, tools and resources available through the workforce system
- Referral to training services
- Information on the availability of supportive services and referral to such as appropriate

Unemployment Insurance

- Provide meaningful unemployment insurance assistance to claimants in accordance with UIPL 14-18 or any relevant subsequent directive issued by the US Department of Labor.

Jobs for Veterans State Grant (JVSG)

- Provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment
- Conduct outreach and assist employers fill their workforce needs with job seeking Veterans

Rapid Response

- Respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers to ensure rapid reemployment and to minimize the negative impacts of the layoff

Trade Adjustment Assistance (TAA)

- The TAA Program is a federal program established under the Trade Act that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The program develops On-the-Job Training (OJT) contracts
- Provide occupation skills training through Individual Training Accounts (ITAs)
- Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Proactive collaboration with WIOA Title I to ensure meaningful and successful co-enrollment efforts.

Reemployment Services and Eligibility Assessments (RESEA)

- Provide specialize assessments of skill levels and service needs
- Review of Unemployment Insurance
- Development of an individual employability plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals
- Meaningful referral to the WIOA dislocated worker program and other partners to explore additional services that may also lead to a reduction in duration of UI benefits

Foreign Labor Certification

- Process H-2A and H-2B foreign labor applications, conduct employer housing inspections, conduct prevailing wage and practice surveys, and conduct employer outreach for foreign labor programs

Migrant Seasonal Farmworker Services

- In and out of area job search and placement assistance
- Conduct outreach activities with growers and other employers

Registered Apprenticeship

- Register businesses as apprenticeship sponsors
- Work with cross functional teams to identify and support employers and industry groups in their apprenticeship needs
- Identify new opportunities to expand apprenticeship in the region
- Develop work processes to support apprenticeable occupations
- Support Workforce Services Representatives and other workforce system staff in aligning job seekers interested in apprenticeships with sponsors who have job openings