



March 12, 2015

9:00 – 11:00 a.m.

Virginia Department of Transportation (VDOT)

3536 North Valley Pike

Harrisonburg, VA

- **Call to Order**
 - a) Roll Call
 - b) Introduction of Guests
 - c) Prior Meeting Minutes**Board vote required.**

Jeff Stapel
Susan Schoenthaler
Jeff Stapel
- **SVWIB Operations (Valley Workforce Centers)**
 - a) Valley Workforce Centers Update
 - b) Performance Measures
 - c) Training Provider Decision Brief**Board vote required.**

Elizabeth Bouldon-Clopton
Clay Stein
Sharon Johnson
Jeff Stapel
- **WIOA Implementation**

Sharon Johnson

 - a) Local Area Designation
 - b) Board Composition
 - c) SV Workforce Development Board - CLEO Consortium Agreement
 - d) Regional Convener Document
 - e) Service Provider Contract Addendum
- **SVWIB Workforce Initiatives**
 - a) Valley On-the-Job Training Update
 - b) Job Driven National Emergency Grant (JD NEG)
 - c) American Apprenticeship Initiative Grant Proposal
 - d) Incumbent Worker Training Initiative

Debby Hopkins

Sharon Johnson
- **Committee Reports**
 - a) Finance Committee
 - b) Executive Committee
 - c) Compliance Committee**Board vote required.**

Paul McFarland
Jeff Stapel
Brian Brown
- **Other Business**

Jeff Stapel
- **Public Input (Rules and Guidelines attached)**

Jeff Stapel
- **Adjournment**

Jeff Stapel

Next Meeting Date and Time: May 14, 2015, 9:00 – 11:00 a.m.

Meeting Location: To be determined

Public Input Rules and Guidelines

- 1) Citizens desiring to speak during the public input period must sign in on the Public Input Sign-in sheet to provide information which includes printed name, organization (if applicable) and input topic. This will allow for citizens to be recognized by the Chairman of the Board during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Board; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Board.
- 4) Individuals are limited to no more than five (5) minutes. The time limit applies per individual and not per topic. Individual input to address multiple topics is limited to five minutes.
- 5) Individuals representing a group of citizens are limited to five (5) minutes; members comprising the group represented forfeit their individual time to speak.
- 6) When there are multiple individuals requesting time for public input on a single topic and the input is the same, at the Chairman of the Board's discretion, the number of speakers may be limited in order to make effective use of Board member's time and to allow an opportunity for input on multiple topics to be heard by the Board.
- 7) All citizens are strongly encouraged to put their comments in writing to the Board prior to the meeting for inclusion in the Board materials. Such written comments should be submitted to the SVWIB office the Monday prior to the Board meeting.

VIRGINIA DEPARTMENT OF TRANSPORTATION FACILITY GUIDELINES

- Please be quiet entering and exiting the building, as there are offices both upstairs and downstairs.
- Be considerate of VDOT employees conducting business.
- The building is open from 8:30 am – 4:30 pm. Please reflect these hours when visiting the facility.
- Parking is restricted to the gravel lot. Handicap parking is available for those who need it.



**November 20, 2014
9:00 – 11:00 a.m.**

The Shenandoah Valley Workforce Investment Board (SVWIB) held a business meeting on Thursday, November 20, 2014, at Blue Ridge Community College, Plecker Center, Room P126A, One College Lane, Weyers Cave, Virginia. Jeff Stapel, Board Chair, called the meeting to order.

Call to Order

Members present included:

Patrick Barker
Kip Brannon
Brian Brown
Carroll Comstock
John Downey
Meredith Downey
Tomika Ferguson (For Carol Fleming)
Linda Hershey
Julie Goodlick (for Donna Holloway)
Gary Keener

Mike Lowe
Linda Matthews
Paul McFarland
Sandy Rinker (for Marshall Price)
Cynthia Roberts
Janice Shanks
Jeff Stapel
Jonah Windham
Steven Burnette (CLEO)

The following guest attended this meeting: Kerry Krause (WWRC), Clay Stein (Valley Workforce Centers), Anna Teter (Valley Workforce Center), Melanie Blosser (Valley Workforce Center), Sherry Pinto (LFCC) and Bruce Phipps (VBWD).

Staff attending the meeting included Sharon Johnson, Loretta Snow, Debbie Berry, Susan Schoenthaler, Tish Harris and Debby Hopkins.

Review of Prior Meeting Minutes

Meeting minutes were reviewed.

Motion was made to approve the prior Meeting Minutes: Brian Brown made the motion, with John Downey, seconding. The motion passed.

SVWIB Operations

Valley Workforce Centers Update – Clay Stein

Clay Stein noted that the September dashboard was found in the board packet on pages 10-15 and he discussed the highlights of the October dashboard, an additional packet handed out. He discussed comments received on the customer service survey. Facility ratings were good for all locations. The outreach efforts are reflected with growing numbers.

Clay discussed WIA numbers and CRC numbers and they are in position to meet all goals by end of the year. It was noted that majority of individuals are in training involving many varied eligible training providers. The traffic is increasing at all locations and a majority of those are individuals returning. The Valley Workforce centers are also seeing referrals from other agencies so the word is getting out.

Question from Board member, Patrick Barker: Is the volume of traffic indicative of labor size in the area? He is questioning what is influencing the increased traffic, if any actions can be taken to benefit other areas? Increased traffic can be attributed to factors such as unemployment and referrals from other agencies. Sharon Johnson noted that they have also received quite a few referrals from the Career Connections located in the Staunton and Harrisonburg Goodwill stores. Linda noted that the Career Connections are more established in some areas providing a more established network.

Incumbent Worker Policy and Procedure – Tish Harris

Tish Harris had everyone review the Decision Brief on Incumbent Worker Training (IWT) Policy found on page 16 of the packet. She noted the factors that led to the development of the policy and Brian Brown, a member of the Compliance Committee discussed considerations that went into review of the policy.

Jeff Stapel voiced a concern that the term “aversion layoff” would be a deterrent to employers’ participation. Discussion followed with general agreement to avoid layoff terminology. Tish noted that we do need to use certain terms within the policy to meet requirements, but outreach can be geared more to employee development.

Further discussion ensued to clarify the policy requirements. Tish explained that once the policy is approved, an instruction packet will be prepared. She further noted that a 50/50 match exists between the employer and program. Sharon Johnson will have authority to issue waivers on training programs. Sharon Johnson noted that the Regional Business Services Council has developed a matrix that can be used to show partners what services are available and incumbent worker training would be one of the services available to employers. She further explained the work of the Regional Business Services Council.

Brian Brown made a motion to approve the Incumbent Worker Policy as presented. Meredith Downey seconded and the motion passed.

Training Provider Decision Brief – Jeff Stapel

Jeff Stapel presented the decision brief requesting recertification approval from Eastern Mennonite University, James Madison University, Lord Fairfax Community College, Massanutten Technical Center, Road Pro Commercial Truck Driving School, TriMech Solutions, and Woodrow Wilson Rehabilitation Center.

Motion was made by John Downey and seconded by Linda Hershey to approve the recertification applications for Providers of Training Services for training referrals under the Workforce Investment Act (WIA) for Eastern Mennonite University, James Madison University, Lord Fairfax Community College, Massanutten Technical Center, Road Pro Commercial Truck Driving School, TriMech Solutions, and Woodrow Wilson Rehabilitation Center and also to approve the request from James Madison University to add the program to its approved listing and adding them to the Approved WIA Certified Training Providers list for Area IV. The motion passed.

SVWIB Workforce Initiatives

Valley On-the-Job Training – Debby Hopkins

Debby Hopkins reviewed the report on page 19 of the packet. She noted that they exceeded the Grant Goal with 405 total trainees. The next phase is one of analysis of various scenarios to review meeting or exceeding all goals by the current grant ending date of March 2016 and if a no cost extension is granted to end the grant period of performance March 2017.

Questions from Board: Linda Hershey questioned which industry had better involvement. Debby Hopkins noted that manufacturing industry has larger response. Currently the health care involvement is from small physician offices rather than hospitals. John Downey noted that Rockingham County was lower than Augusta County and questioned if it was related to the number of manufacturers. It was noted that we have had better response from smaller companies as the larger ones tend to hire more temps.

Sharon Johnson announced that we will have the DOL monitoring the Dislocated Worker Training National Emergency Grant (DWT-NEG) on December 3, 2014.

Job Driven National Emergency Grant (JD NEG) – Sharon Johnson

Sharon Johnson announced we have been awarded 1.39 million in the Job Driven National Emergency Grant (JD NEG). We received this grant primarily due to our successes with Valley OJT and the dislocated worker NEG grant. This grant will give us the ability to reach 150 additional placements. The WIB is responsible for the OJT contracts, working through Lord Fairfax Community College and Dabney Lancaster Community College as they work with the participants. We have requested a budget modification that allows hiring new staff to complete the 150 additional contracts.

John Downey noted that currently the grant is working with other colleges and not represented in the Central Valley area. He asked if the grant would be available to this area (central part of the valley) at a later time. Sharon Johnson noted it could be and they could discuss this. It was noted that personnel could be an issue as there would be a need to handle the expected caseloads.

Sharon noted that two of our grants closed; the Business Services Capacity Building Grant (\$50,000) and the Blue Ridge Community College Manufacturing Project (\$50,000). She also gave an update on search for more grants. We are still waiting for the release of the Registered Apprenticeship grant. Sharon noted we are eager to expand the search for funding through all grant sources; federal, state, foundations, etc.

Business Services Update – Sharon Johnson

Sharon Johnson provided an update on the recent meeting of the Regional Business Services Council. She referred everyone to pages 20 -21 of the packet to review the agenda and outcomes of the Business Services Team meeting held on 11/13/14. They developed the vision, mission and next steps. She noted one positive outcome is that our WIB is taking the steps and time to bring people together to create a collaborative business services process. Jeff Stapel noted that in order to be successful it must be a collaborative effort. Sharon reminded the board that the WIB was tasked as a convener, tasked with creating a shared vision, strategy, and communication plan. It was noted that we have a strong informal structure that has worked successfully for years, but now need to turn it into a more formal, documented structure.

Executive Order 23: Workforce Credentials – Sharon Johnson

Sharon Johnson provided information on Executive Order 23, reviewing information found on pages 22-25 of the packet. She reported that we need to submit a report on our actions to promote and increase credentials and identify barriers. The 15 WIBS in the state are developing strategies to increase the amount of funds expended on training and to increase the number of credentials awarded. Jeff Stapel questioned how credential attainment became a

priority. It was noted that in our area (IV), we awarded 1800 credentials and not one was recorded in the VOS system that is providing the credential information. It was noted that there is a gap in capturing performance measurements for all workforce initiatives at the local level, especially with grant awarded initiatives. There is no integration between the various workforce databases for WIA VOS and Federal grants management systems. John Downey noted that it would be helpful if you could add the source that the list is coming from on the chart on page 29 of the packet.

Virginia Board for Workforce Development (VBWD) WIA Committee – Bruce Phipps

Sharon Introduced Bruce Phipps, President and CEO for Goodwill of the Valleys. He is involved with workforce initiatives through the work of Goodwill, as a service provider for the delivery of WIA services through five WIBs, and as an appointee to the Virginia Board for Workforce Development (VBWD). He discussed Goodwill's involvement in workforce and described the role and responsibilities of the VBWD and their current work. This includes such activities as common intake, WIOA, one set of performance measures, accountability by all organizations, co-location of one-stop partners, stronger evaluation and reporting requirements, supporting stronger infrastructures, and prioritizing goals for Executive Order 23.

Linda Matthews announced she was leaving the board as she is retiring. Congratulations and recognition of her service was issued by the board members.

Committee Reports

Youth Council – Paul McFarland

Youth Council had a very good meeting recently. They reviewed the work that Goodwill is doing and discussed innovative ways to invest the money received to help out-of-school youth.

Finance Committee – Paul McFarland

Paul McFarland reviewed contents of the finance packet. He reported that we received a positive report from the audit and thanked all Board members for turning in the required conflict of interest forms.

A motion was made by Meredith Downey, seconded by Brian Brown to accept the committee's recommendation to accept the draft audit report. The motion was approved.

Question was asked if the 990 form is being filed, or does Jeff Stapel or Paul McFarland have to send it. It was noted that our Accountant does it (Larry Saunders & Associates). John Downey noted that the board should see the 990 form. Recognition and thanks were given to Loretta for a 'no problem' audit.

The Budget was approved as submitted as there were no questions.

Executive Committee – Jeff Stapel

There is no report at this time. The Executive Committee will meet in January.

Other Business

Conflict of Interest Forms – Jeff Stapel

Thanks were given to all for submitting the forms.

Meeting Dates 2015 – Sharon Johnson

Sharon reviewed the handout showing the proposed meeting dates. She noted that the meetings had moved to the 2nd Thursday of the month due to conflicting VCCS board and committee meetings. The location will continue to be at VDOT as long as it remains free. **The meeting dates were approved by consensus.**

WIOA and EO 23 Information Session Rescheduled – Sharon Johnson

Sharon Johnson reported that we need to reschedule the WIOA and EO 23 Information Session. It was agreed to schedule it for January 8, 2015 at BRCC from 1:30 pm – 3:30 pm. This will be a joint meeting with the CLEO Consortium and Board.

Adjournment

The meeting adjourned at 10:51 a.m. as there was no public input or further business.

**The next meeting Date and Time: March 12, 2015 at 9:00-11:00 a.m.
Meeting location: TBD.**

Valley Workforce Center

January 2015

19 days of operation

WIA PROGRAM INFORMATION

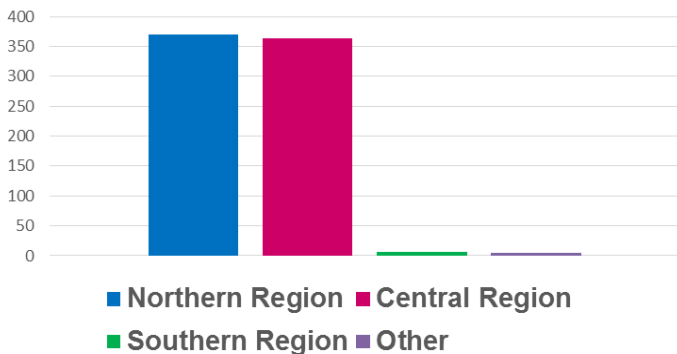
WIA Clients Program YTD	Adult	Dislocated Worker	Youth	Totals
Carryover Clients from Previous Program Year	79	64	36	179
New Enrollment for this Program Year	80	62	51	193
New Enrollment December 2014	9	2	6	17
Exited January 2015	13	8	1	22
Exits this Program Year	36	32	8	76
Total Active WIA Participants	123	94	79	296
Placement Rate	61%	69%	43%	
Average Wage at Placement	\$12.24	\$14.52	\$9.91	
Exited Exclusion from Performance	3	3	1	7

TRAFFIC	MONTH	YTD
Northern New	89	786
Northern Returning	281	1,025
Central New	101	1,132
Central Returning	262	1,257
Southern New	5	115
Southern Returning	1	180
Other (outside of Area 4)	4	19
Classes	152	378
Total Traffic	895	4,892
Last Year Same Month	N/A	
Monthly Avg YTD	7 months	699
Daily Avg - Month and YTD	47	33

REFERRALS		
RESOURCE ROOM	81.1%	726
WIA/SCSEP	29.2%	261
MTC/VCTC/PTC	27.2%	243
DRS/DEI	5.0%	45
DSS	10.4%	93
ADULT ED/GED	8.6%	77
COMMUNITY COLLEGE	16.5%	148
VETERAN'S SERVICES	2.6%	23
TELAMON	3.1%	28
ESOL	3.5%	31
Total Referrals from front desk		1,675

RESIDENCY

Visitors by location



NORTHERN REGION	49.8%
Clarke, Frederick, Page, Shenandoah, Warren and Winchester	
CENTRAL REGION	48.9%
Augusta, Harrisonburg, Highland, Rockingham, Staunton, Waynesboro	
SOUTHERN REGION	0.8%
Bath, Buena Vista, Lexington, Rockbridge	
Other	0.5%

UNEMPLOYMENT RATE (most recent available)

	December 2014	December 2013	Percent Change
LWIA IV	4.6%	4.8%	-0.2
VIRGINIA	4.5%	4.8%	-0.3
US	5.4%	6.5%	-1.1
AUGUSTA	4.3%	4.3%	0.0
BATH	4.1%	4.7%	-0.6
BUENA VISTA	4.8%	5.7%	-0.9
CLARKE	4.2%	3.7%	0.5
FREDERICK	4.6%	4.4%	0.2
HARRISONBURG	4.6%	5.0%	-0.4
HIGHLAND	5.0%	4.7%	0.3
LEXINGTON	8.4%	8.5%	-0.1
PAGE	9.2%	9.2%	0.0
ROCKBRIDGE	5.0%	4.6%	0.4
ROCKINGHAM	3.9%	4.1%	-0.2
SHENANDOAH	4.7%	5.2%	-0.5
STAUNTON	4.5%	4.9%	-0.5
WARREN	4.9%	4.9%	0.0
WAYNESBORO	4.9%	5.1%	-0.2
WINCHESTER	4.2%	4.7%	-0.5

Program	MeasureDescr	Area	Num	Den	Performance	Target	threshold_80	PerformDescr	flag
Adult	Entered Employment Rate	04	27	35	77.1	74	59.2	Exceed	
Adult	Employment Retention Rate	04	39	46	84.8	87	69.6	Met	
Adult	Average Six- Month Earnings	04	386,340	37	10,441.6	9340	7472.0	Exceed	
Adult	Employment and Credential Rate	04	15	20	75.0	58	46.4	Exceed	
Dislocated Worker	Entered Employment Rate	04	36	49	73.5	79	63.2	Met	
Dislocated Worker	Employment Retention Rate	04	62	63	98.4	93	74.4	Exceed	
Dislocated Worker	Average Six- Month Earnings	04	696,391	53	13,139.5	12500	10000.0	Exceed	
Dislocated Worker	Employment and Credential Rate	04	21	32	65.6	62	49.6	Exceed	
Youth	Attainment of Degree or Certificate	04	30	49	61.2	51	40.8	Exceed	
Youth	Literacy- Numeracy Gains	04	5	5	100.0	53	42.4	Exceed	
Youth	Placement in Employment or Education	04	34	49	69.4	48	38.4	Exceed	
All	CRC Attainment	04	69	272	25.4	25	25.0	Exceed	

Program	MeasureDescr	Area	Num	Den	Performance	Target	threshold_80	PerformDescr	flag
Adult	Entered Employment Rate	SW	602	904	66.6	77	61.6	Met	
Adult	Employment Retention Rate	SW	967	1,121	86.3	87	69.6	Met	
Adult	Average Six- Month Earnings	SW	9,534,940	911	10,466.5	12000	9600.0	Met	
Adult	Employment and Credential Rate	SW	338	580	58.3	63	50.4	Met	
Dislocated Worker	Entered Employment Rate	SW	857	1,051	81.5	83	66.4	Met	
Dislocated Worker	Employment Retention Rate	SW	1,016	1,082	93.9	93	74.4	Exceed	
Dislocated Worker	Average Six- Month Earnings	SW	14,964,708	952	15,719.2	18000	14400.0	Met	
Dislocated Worker	Employment and Credential Rate	SW	334	507	65.9	67	53.6	Met	
Youth	Attainment of Degree or Certificate	SW	277	398	69.6	65	52.0	Exceed	
Youth	Literacy- Numeracy Gains	SW	138	196	70.4	57	45.6	Exceed	
Youth	Placement in Employment or Education	SW	250	411	60.8	63	50.4	Met	
All	CRC Attainment	SW	2,002	5,323	37.6	25	25.0	Exceed	



Shenandoah Valley Workforce Investment Board
Eligible Training Provider
DECISION BRIEF

March 12, 2015

Date: March 12, 2015

Reference: Once it has been determined that a WIA client is in need of training in order to secure full-time employment and has the ability to successfully participate and complete training and work in the occupation for which he or she is seeking training, the one-stop center case manager may provide the client with a list of Workforce Investment Board-approved "Eligible Training Providers". Training vendors wishing to be certified as Eligible Training Providers may submit an application to the Board. Applications are examined for completeness and accuracy by Board staff and acted upon at the next regularly-scheduled Board meeting. Eligible Training Providers are subject to annual recertification by the Board.

Purpose: The staff has received a request for recertification from Rappahannock Regional Criminal Justice Academy (RRCJA) for Law Enforcement Basic Training and a request to add one additional program, Jail Basic for Jail Officer Certification Eligibility.

Background: Currently the Board has twenty active Eligible Training Providers with the addition of Mary Baldwin College which was omitted from the count in the November 2014 presentation.

Issues: There are no issues with currently approved trainers. Details are present at today's meeting and available for any WIB member's perusal (see Ms. Schoenthaler).

Status: SVWIB Staff has reviewed the recertification training provider packets received for completeness. The Board may now consider the applications for recertification for training referrals under the Workforce Investment Act.

Action Suggested: A motion for the Board to approve or not approve the recertification applications for Providers of Training Services for training referrals under the Workforce Investment Act (WIA) for Rappahannock Regional Criminal Justice Academy (RRCJA) and a request to add one additional program, Jail Basic, to its approved listing and adding them to the Approved WIA Certified Training Providers list for Area IV.

Effective Date: Effective with Board approval on March 12, 2015.



Approved WIA Certified Training Providers List for Area IV

Blue Ridge Community College, Weyers Cave, VA

Eastern Mennonite University

Harken-Reidar, Inc.

James Madison University Outreach & Engagement

Lord Fairfax Community College

Mary Baldwin College

Massanutten Technical Center

National College

Page County Technical Center

Rappahannock Regional Criminal Justice Academy

Road Pro Commercial Truck Training, Inc.

Shenandoah Valley School of Therapeutic Massage

The Haines Agency, LLC/ Haines Security Institute, LLC

TriMech Solutions

Valley Vo-Tech, Fishersville

Virginia Manufacturers Association

Warren Memorial Hospital

Waynesboro Area Learning Tree (WALT)

Winchester Medical Center

Woodrow Wilson Rehabilitation Center

Unpacking WIOA (Workforce Innovation and Opportunity Act)

George Taratsas, Resource Administrator
Virginia Community College System

October 1, 2014

Session Objectives

Review of the reauthorization of WIA with WIOA (Workforce Investment Opportunity Act) including:

- Key Themes
- Major Changes & Improvements
- Process & Timing
- FAQ (Frequently Asked Questions)

What is WIOA?

THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

- President Barack Obama signed WIOA into law on July 22, 2014.
- Replaces Workforce Investment Act of 1998 (WIA)
- It is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
- It is the first legislative reform of the public workforce system in more than 15 years.

WIOA

Changes to the Workforce Development System:

- Applies one set of accountability metrics to every federal workforce program under the bill.
- Requires strategic planning and streamlining current governance and administration by requiring core workforce programs to develop a single, comprehensive state plan to break down silos, reduce administrative costs, and streamline reporting requirements.
- Reduces the number of required members on state and local workforce boards.
- Strengthens alignment between local workforce areas and labor markets and economic development regions.
- Requires colocation of employment services offices with one-stop centers.
- Strengthens evaluation and data reporting requirements.

WIOA

Changes to Training and Employment Services:

- Eliminates the “sequence of services” and merges “core and intensive activities” into a combined “career services.”
- Emphasizes access to real-world training opportunities through:
 - Increasing the ability to use on-the-job training (*reimbursement rates up to 75 percent for eligible employers*), incumbent worker training (*may use up to 20 percent of local funds*), and customized training;
 - New opportunities to utilize prior learning assessments;
 - Pay-for-performance training contracts for adults and youth (*local boards may use up to 10 percent of funds*); and
 - Requirements for implementation of industry or sector partnerships and career pathway strategies.
- Requires 75 percent of youth funding to support out-of-school youth, of which 20 percent is prioritized for work-based activities.

WIOA

Better coordination by:

- Aligning workforce development programs with economic development and education initiatives.
- Enabling businesses to identify in-demand skills and connect workers with the opportunities to build those skills.
- Ensuring individuals with disabilities have the skills necessary to be successful in businesses that provide competitive, integrated employment.

WIOA

Improved outreach to disconnected youth by:

- Focusing youth program services on out-of-school youth, high school dropout recovery efforts, and attainment of recognized postsecondary credentials.
- Providing youth with disabilities the services and support they need to be successful in competitive, integrated employment.

Changes to Adult Education:

- Strengthens the connection between adult education, postsecondary education, and the workforce.
- Improves services to English language learners.
- Requires evaluations and additional research on adult education activities.

WIOA

Changes to State Vocational Rehabilitation Services:

- Sets high expectations for individuals with disabilities with respect to employment.
- Provides youth with disabilities the services and supports necessary to be successful in competitive, integrated employment.

WIOA: Key Implementation Dates

Dates	Required Action
1/18/15	Department of Labor (DOL), Department of Education (ED) and Department of Health and Human Services (HHS) must publish Notices of Proposed Rulemaking to implement WIOA (No later than 180 days after enactment)
7/1/15	Provisions take effect, unless otherwise noted in the Act (1st full program year (PY) after enactment)
7/1/15	WIA State and local plan provisions continue to apply for the 1st full PY.
7/1/15	Current performance accountability system remains in effect for 1st full PY.
7/22/15	Eligible Training Providers provisions are implemented by Governors and boards (not later than 12 months after enactment)
7/22/15	Template for performance reports by state, local, and Eligible Training Providers must be developed by Secretary of Labor and Secretary of Education within 12 months after the date of enactment

WIOA: Key Implementation Dates

Dates	Required Action
1/22/16	DOL, ED and HHS must publish Final Rules to implement WIOA (18 months after enactment)
3/3/16	Deadline for state Unified Plan submission (120 days before 2nd full PY)
3/3/16	Levels for new performance indicators are negotiated as part of approval of State Unified Plans.
6/30/16	DOL and ED must develop performance indicator relating to effectiveness in serving employers (prior to 2nd full PY)
7/1/2016	One-Stop Infrastructure cost requirements take effect (July 1, 2016)
7/1/2016	Use of common One-Stop delivery identifier must be implemented (not later than start of 2nd full PY)
7/22/2018	Independent evaluation of the programs and activities authorized in WIOA is completed (at least once every 4 years)

Useful Links

United States Department of Labor

<http://www.doleta.gov/wioa/>

Virginia Community College System
Send questions and comments to:

WIOA@VCCS.EDU

Brainstorming

What questions do you have?



Contract Information:

George Taratsas
gtaratsas@vccs.edu



March 27, 2015

The Honorable Maurice A. Jones
Secretary of Commerce and Trade
Office of Governor Terence R. McAuliffe
Patrick Henry Building
1111 East Broad Street
Richmond, Virginia 23219

Dear Secretary Jones,

Under the provisions of the Workforce Innovation and Opportunity Act (WIOA), Section 106 (b)(2), local area designation is the responsibility of the Governor, which is to occur through consultation with the Virginia Board of Workforce Development (VBWD), as well as local boards and chief local elected officials.

Through review and approval by the local Shenandoah Valley Workforce Investment Board and Shenandoah Valley CLEO Consortium, we request designation as a local workforce development area, which is in good standing and was designated as a local area for the purpose of the Workforce Investment Act of 1998 for a two year period preceding the enactment of WIOA. The local workforce development area will be known as the Shenandoah Valley Workforce Development Board, Inc., doing business as Valley Workforce. The local workforce area designation, which will remain the same, includes 16 localities; the counties of Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah, and Warren, and the cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro, and Winchester. It is understood that the initial designation will be in place for the first two full program years following the date of enactment of WIOA.

The Shenandoah Valley CLEO Consortium met March 27 and voted to retain the same local workforce development area designation. Minutes from the meeting are attached.

Sincerely,

The Honorable Frankie Hogan
Mayor, Buena Vista
Chairman, Shenandoah Valley CLEO Consortium

WIA WIOA Board Composition Comparison Chart
Preparation for State Certification of Local Workforce Development Boards
Deadline for Local Area Submission for State Certification: April 30, 2015

WIA Requirement	Name/Organization	Locality	WIOA Requirement	Recommendation
Education (2)	Jeanian Clark LFCC	Frederick	Community College (1)	Retain
	Gary Keener DSLCC	Rockbridge		Retain
	John Downey BRCC	Augusta		Retain
	Carol Fleming JMU	Harrisonburg		Retain
Organized Labor (2)	John Albert IBEW Local 50	Regional	20% of Board composition from organized labor, labor - management apprenticeship program, or community based organizations (CBO)	Retain all Labor and CBO partners and add 4 additional CBO partners. Total of 9 labor, CBO partners for 45 (?) member Board to meet 20% requirement.
	Jerry Lewis IBEW Local 26	Regional		Retain
Community Based Organizations (2)	Paul McFarland Friendship Industries	Harrisonburg		Retain
	Rob Goldsmith People Inc.	State		Retain
	Jackson Green Goodwill of the Valleys	Regional		Retain
	Nelson Diaz Telamon	State		Retain
			Add CBO Partner Central Region	New
			Add CBO Partner Southern Region	New

			Add CBO Partner Northern Region	New
Economic Development (2)	Brian Brown Buena Vista	Buena Vista	Economic and Community Development (1)	Retain
	Patrick Barker Frederick	Frederick County		Retain
Local School System (1)	Marshall Price Massanutten Technical Center (MTC)	Rockingham Harrisonburg	Provider administering adult education and literacy activities under Title II and representative from secondary school CTE program	Retain
Community Action Agency	People Inc Representative	Regional	No longer required	Do not fill
WIA Title I Adult/DW/Youth	Goodwill Representative	Regional	No longer required	Do not fill
WIA Title IV DARS (1)	Cynthia Roberts DARS	Regional	WIA Title IV DARS (1)	Retain
WIA Title V Older Worker (1)	Linda Matthews Goodwill	Regional	No longer required	Do not fill
Wagner-Peyser (1) VEC	Donna Holloway	Winchester	Wagner-Peyser (1)	Retain
Redevelopment & Housing Authority (1)	Michael Wong	Harrisonburg	No longer required	Retain
Migrant & Seasonal Worker (1)	Nelson Diaz Telamon	Regional	No longer required	Do not fill
Department of Social Services	Meredith Downey	Rockbridge	No longer required TANF is a new required partner in one stops.	Retain
Other Public Sector	Don Mutersbaugh	Warren	Not required	Term Ends
Private Sector 51% or more of the Board must be private sector representatives			Private Sector 51% or more of the Board must be private sector representatives	
Augusta County	Pam Snyder			2016

	Charlease Deathridge		Leaving the region	Fill
	Linda Hershey			2018
Bath County	Jonah Windham			2016
Clarke County	Tricia James		Cannot attend meetings	?
Frederick County	Chris Neff		Requested to be removed	Fill
	Jo Lee Loveland-Link			2018
Highland County	Robin Sullenberger			2018
Page County	Mike Lowe			2018
Rockbridge County	Karen Parker			2017
Rockingham County	Jeff Stapel			2018
	Daniel Blosser			2015
Shenandoah County	Kip Brannon			2018
Warren County				Fill
City of Buena Vista	Janice Shanks			2018
City of Harrisonburg	Brydie Ragan		Cannot attend meetings	?
	Andrew Breeding			2018
	Bonnie Keppel			2018
City of Lexington	Carroll Comstock			2017
	Kristy Conley		Cannot attend meetings	?
	Corey Berkstresser			2018
City of Staunton				Fill
City of Waynesboro	Steve Burnette			2018
City of Winchester				Fill
Other Private Sector	Seth Liskey		Augusta County and Staunton	2017

Shenandoah Valley Chief Elected Officials Consortium Agreement

Shenandoah Valley Workforce Development Area

March, 2015

Consortium Agreement

Shenandoah Valley Workforce Development Area

*The purpose of this Agreement is to formalize the creation of the **Shenandoah Valley Workforce Development Area, the Shenandoah Valley Chief Elected Officials Consortium, and the Shenandoah Valley Workforce Development Board** in accordance with the CODE OF VIRGINIA, Section 9-329.1(H); and Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, Section 106. It is Made and Entered into by and between **Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro, and the City of Winchester.***

WHEREAS, the respective Boards of Supervisors of the Counties of Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren, and the City Councils of the Cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester have adopted resolutions authorizing the execution of this Consortium Agreement;

NOW THEREFORE THIS AGREEMENT FURTHER WITNESSTH: That for and in consideration of the promises and of the mutual benefits to be derived hereunder, that each and all of the jurisdictions enumerated immediately above, do hereby reciprocally agree as follows:

SECTION 1: CREATION OF THE CONSORTIUM

THERE IS HEREBY CREATED, BY THE UNDERSIGNED Chief Elected Official of the Counties and Cities, the **Shenandoah Valley Chief Elected Officials Consortium** (Consortium), which shall exist under and be subject to the terms and conditions of this **Consortium Agreement** (Agreement), and which constitutes the agreement required by Section 15.2-1300 of the Code of Virginia (1958) as amended, for the joint exercise of powers by participating political subdivisions of the Commonwealth of Virginia. The purpose of the **Consortium** shall be to plan, establish, and operate a Local Workforce Development Area (LWDA) and Workforce Development Services Delivery System according to the provisions of the Workforce Innovation and Opportunity Act of 2014, and the Federal Regulations issued by the U.S. Department of Labor, as amended, (Regulations) for the implementation of the Act together with any and all other subsequent and relevant federal and Commonwealth of Virginia statutes, policies and interpretations.

SECTION 2: AREA TO BE SERVED

The Local Workforce Development Area to be served shall be known as the **Shenandoah Valley Workforce Development Area**, and shall include the jurisdictions of Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro and the City of Winchester.

SECTION 3: STRUCTURE, DUTIES AND RESPONSIBILITIES OF CONSORTIUM

3.01: MEMBERSHIP

The voting members of the Consortium shall be the Chief Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Development Board (SVWDB), formerly the Shenandoah Valley Workforce Investment Board, or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.

3.02: TERMS OF OFFICE

The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.

3.03: OFFICERS

The Consortium shall elect from its membership a Chair, a Vice-Chair and such other officers as may be provided in the Consortium by-laws to serve for a term as may be prescribed in the By-Laws.

3.04: VOTING RIGHTS

Each member jurisdiction shall have one (1) vote on all matters considered by the Consortium.

3.05: MEETINGS

The Consortium shall hold meetings as prescribed in the By-Laws. A quorum is required for the Consortium to conduct business. A simple majority of the membership of the Consortium constitutes a quorum. Actions of the Consortium shall be approved by a simple majority of the members present at the meeting.

3.06: DUTIES AND RESPONSIBILITIES

A. The Consortium shall collectively perform the following functions established for the Chief Elected Official, as specified in Public Law 113-128:

- (1) Shall, at its annual organization meeting, designate a member jurisdiction to serve as local grant recipient for the WIOA funds, and further may designate another entity to serve as fiscal agent for the Consortium;
- (2) Receive member nominations and make appointments of members to the SVWDB in accordance with State criteria. Each member jurisdiction of the Consortium shall recommend nominees and coordinate with other member jurisdictions to ensure appropriate geographic representation. Diversity considerations should be given when appointing members to the SVWDB to ensure racial, ethnic, and cultural diversity, as well as the diversity of individuals with disabilities from labor markets within the LWDA;

- (3) Set policy for the local workforce development system in partnership with the SVWDB;
- (4) Collaborate with the SVWDB to provide oversight of local Youth, Adult and Dislocated Worker programs and regional workforce development initiatives;
- (5) Approve the budget developed by the SVWDB;
- (6) Perform other duties as may be prescribed from time to time for Chief Elected Officials (CEO) under the Act or as prescribed by the Commonwealth of Virginia; and,
- (7) Establish such by-laws and such other rules as it deems necessary to govern its operations.

B. In partnership with the SVWDB, the Consortium shall develop, approve and submit all workforce development plans for the LWDA.

SECTION 4: THE SHENANDOAH VALLEY WORKFORCE DEVELOPMENT BOARD

The Consortium hereby establishes the **Shenandoah Valley Workforce Development Board**. The Shenandoah Valley Workforce Investment Board (SVWIB) shall take the necessary steps to change its name to the Shenandoah Valley Workforce Development Board (SVWDB), incorporated under the laws of the Commonwealth of Virginia as a private, non-profit corporation, and shall be subject to the provisions of the Virginia Freedom of Information Act, Chapter 21, Code of Virginia, 1987, as amended.

4.01: APPOINTMENT OF MEMBERS TO THE SVWDB

A. The Consortium shall appoint at least one representative from each of the following public sector categories to the SVWDB:

- (1) Economic and Community Development Entities;
- (2) Department of Aging and Rehabilitative Services
- (3) Eligible providers administering adult education and literacy activities under title II, including a representative from a secondary public school's Career and Technical Education program;
- (4) Community Colleges
- (5) Virginia Employment Commission
- (6) Labor Organizations
- (7) Training Director or labor representative from a joint labor-management apprenticeship program

B. Not less than 20 percent of the members shall be from categories A(6) and A(7) above, or from community based organizations that have a demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities or in addressing the employment, training, or education needs of eligible youth, including organizations that serve out-of-school youth.

C. The Consortium shall appoint a sufficient number of private industry members to the SVWDB to ensure that the total membership shall be comprised of at least a 51% majority of private industry members, who are owners, chief executives or operating officer with policy making or hiring authority. These businesses, including small businesses, provide employment opportunities that include high-quality, work relevant training and development in high demand industry sectors or occupation in the local area. The Consortium shall appoint members in compliance with section 3 A ii. In order to maintain a majority of private industry members, it may be necessary for some jurisdiction members to have more than one private industry member. In determining the allocation of additional private industry members the Consortium shall consider the relative populations of the member jurisdictions and Sub-Regions.

D. Subject to the limitations imposed by the mandatory representation outlined above, the Consortium may appoint representatives of other agencies or community based organizations providing regional planning, housing assistance, public assistance, educational services, employment training services, and other services and other individuals as the chief elected officials may determine to be appropriate.

4.02: DUTIES AND RESPONSIBILITIES

The SVWDB shall perform such duties and responsibilities as required under the Workforce Innovation and Opportunity Act and other laws and regulations promulgated by the Commonwealth of Virginia. The SVWDB shall carry-out its functions in a collaborative manner with the Consortium. The duties and responsibilities of the SVWDB include, but are not limited to:

- A. Establish such by-laws and such other rules as it deems necessary to fulfill its responsibilities under the Workforce Innovation and Opportunity Act.
- B. Select eligible providers of services for adults and dislocated workers.
- C. Select eligible providers of youth services with consideration of recommendations from the Youth Council.
- D. Select training providers.
- E. Assist the Governor in developing a statewide employment statistics system.
- F. Link private sector employers with local and statewide workforce activities in collaboration with local offices of economic development and secondary education, and institutions of higher education.
- G. Hire staff as necessary, and as funding permits, to support the program of the SVWDB.
- H. Direct the disbursement of all funds dispersed under the ACT for the LWDA4 and the subsequent dispersion of such funds to designated service providers and/or subcontractors in accordance with the approved Workforce Development Plan.
- I. Prepare and recommend the following for consideration and approval of the Consortium:

- (1) A local strategic workforce plan.
- (2) Selection of the One Stop Operator or a One-Stop Consortium
- (3) An annual local operating budget
- (4) Local performance measures for approval by the Governor
- (5) Candidates for a Youth Council to serve as a subgroup of the SVWDB
- (6) A youth work plan

J. Work collectively with the Consortium to monitor and evaluate all programs initiated under this agreement.

4.03: TERMS

Beginning with program year July 1, 2015, the term of appointment for SVWDB members shall be four (4) years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms,

4.04: VOTING RIGHTS

Each SVWDB member shall have one (1) vote on all matters before the SVWDB. Members shall be present to vote and voting by proxy shall not be permitted.

4.05: OFFICERS

The officers of the SVWDB shall include Chair, Vice Chair, and Secretary/Treasurer. Each officer shall serve for one (1) year; and, may be eligible for re-election. Only private industry members shall be eligible for election to the office of Chair and Vice Chair.

4.06: MEETINGS

The SVWDB shall hold regular or called meetings at such times, dates, and places as may be established in the by-laws of the SVWDB.

SECTION 5: LIABILITY

5.01: LIABILITY

In accordance with the Workforce Innovation and Opportunity Act, the Consortium shall be liable for any misuse of funds received under this agreement. Designation of a member jurisdiction or other entity as local grant recipient or fiscal agent does not relieve the member jurisdictions of the Consortium from liability for any misuse of WIOA grant funds. Each consortium member jurisdiction shall be liable only for its share of any loss equal to its respective share of WIOA funding.

5.02: INSURANCE REQUIREMENT

The Board shall procure and maintain *Directors and Officers Liability Insurance* sufficient to safeguard the Consortium, member jurisdictions, SVWDB officers and members, and SVWDB

employees from errors, omissions, and misuse of funds received and held by the Consortium, its grant recipient, fiscal agent, and the SVWDB.

SECTION 6: TERMINATION

This Agreement shall be terminated upon the repeal of the Workforce Innovation and Opportunity Act or successor legislation pertaining to Workforce Development or upon mutual consent of at least two-thirds (2/3) of the members of the Consortium.

SECTION 7: ADDITION TO/WITHDRAWAL FROM CONSORTIUM MEMBERSHIP

7.01: NEW MEMBERS

A political subdivision or municipal corporation of the Commonwealth of Virginia may petition the Consortium for membership provided that such local jurisdiction is part of the LWDA, as designated by the Governor in accordance with the provisions of the Workforce Innovation and Opportunity Act.

7.02: WITHDRAWAL

Any party to this Agreement shall have the right to withdraw from the Consortium after providing at least ninety (90) days written notification to the Consortium.

SECTION 8: AMENDMENT

This Agreement may be amended with the approval by resolution of the governing body of two-thirds (2/3) of the members of the Consortium.

SECTION 9: SEVERABILITY

If any of the provisions of this Agreement shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the Agreement shall remain in force and effect.

SECTION 10: EFFECTIVE DATE

This amended Agreement shall become effective July 1, 2015.

This agreement is approved by the following member jurisdictions as authorized by Section 15.2-1300 of the Code of Virginia as amended, for the joint exercise of powers by participating local government units of the Commonwealth of Virginia:

Augusta County Board of Supervisors

By_____

Title_____

City of Buena Vista, Virginia

By_____

Title_____

Highland County Board of Supervisors

By_____

Title_____

Page County Board of Supervisors

By_____

Title_____

Rockingham County Board of Supervisors

By_____

Title_____

City of Waynesboro, Virginia

By_____

Title_____

Clarke County Board of Supervisors

By_____

Title_____

Shenandoah County Board of Supervisors

By_____

Bath County Board of Supervisors

By_____

Title_____

City of Harrisonburg, Virginia

By_____

Title_____

City of Lexington, Virginia

By_____

Title_____

Rockbridge County Board of Supervisors

By_____

Title_____

City of Staunton, Virginia

By_____

Title_____

Frederick County Board of Supervisors

By_____

Title_____

Warren County Board of Supervisors

By_____

Title_____

Title_____

City of Winchester, Virginia

By_____

Title_____

The Shenandoah Workforce Development Board at its meeting on _____, 2015
considered the duties and responsibilities outlined in this agreement and consents to perform such
duties and responsibilities in accordance with this agreement.

Shenandoah Valley Workforce Development Board

By_____

Title_____

VALLEY OJT CONTRACTS - 12/31/2014

	2012	2013	2014-H-1B	NEG 2014	Total 2014	2015	NEG 2015	Total 2015
January		25	9		9			0
February		26	10		10			0
March		25	12		12			0
April		17	7		7			0
May		19	6	1	7			0
June		16	16	2	18			0
July	1	15	12	3	15			0
August	6	13	32	2	34			0
September	3	17	25	1	26			0
October	1	19	23	0	23			0
November	21	11	12	2	14			0
December	6	14	12	0	12			0
<i>subtotal</i>			176	11		0	0	
Yearly Totals	38	217		(24 total NEG; 13 in H-1b)	187			0
To Date	38	255			442	0		442
		Total H-1B	431			431		

OJT CONTRACTS - BY WIB 12/31/2014

	2012	2013	2014	TOTAL
SVWIB	31	SVWIB 180	SVWIB 151	362
Western	3	Western 20	Western 24	47
NRMR	4	NRMR 17	NRMR 1	22
All WIBS	38	All WIBS 217	All WIBS 176	431
TO DATE	38	255	431	
SVWIB region - northern and southern				
Northern	3	Northern 87	Northern 42	132
So Region	28	So Region 93	So Region 109	230

Policy and Procedure

Title:	Incumbent Worker Training Policy	Number:	OP 14-02
Effective Date:	November 20, 2014	Revised:	

Purpose

The Shenandoah Valley Workforce Investment Board, Inc. seeks to create workforce opportunities by promoting a well-trained, well-educated, highly skilled and qualified workforce that meets employer needs. The SVWIB recognizes that improving the education and skill levels of the current workforce will not only improve our regional economy and build our communities, but will also increase the abilities of the businesses to compete and sustain their operations.

The SVWIB intends to ensure that workforce development services for the existing workforce are effectively coordinated and that prospective strategies are developed for rapid access to employer resources necessary for the aversion of possible employee layoffs, through available State and Local resources, to offer the earliest possible intervention. Through this effort, SVWIB will assist participating employers to increase the capacity and productivity of their current workforces, in order to enhance the employer's potential for company stability and growth, with the primary goal of avoiding the layoff of employees. A Layoff is considered to be averted when: (1) a worker's job is saved with an existing employer; or, (2) a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or minimal period of unemployment. A key consideration in the aversion of a layoff is the identification of existing employees that without the provision of new training and education would result in a layoff. These include skill changes required by external economic or market forces; significant changes in technology or operating processes; rapidly changing industry or occupational job requirements; or, the emergence of new products, as the result of a change in the employer's business model.

Section 134 of the WIA and 665.200-220 of the Final Regulations allows the SVWIB to implement Incumbent Worker Training (IWT) by using up to 20% of each year's base dislocated worker formula allocation to provide skills enhancement and training for incumbent workers as a part of a broad layoff aversion strategy.

Reference

- 1 Public Law 105-220, Workforce Investment Act of 1998 (WIA) Section 134(a)
- 2 20 CFR Part 652 et al., 665,665.310 and 665.320
- 3 ETA Training and Employment Guidance Letter #30-09 and #26-09
- 4 VCCS Policy #02-04, Revised 3/23/2010, Rescission #3 12/13/2010
- 5 VCCS Policy #03-03

Description and Definitions

The goal of IWT is to allow the SVWIB the flexibility to be more responsive in the provision of employer services to meet the needs of the business community by providing educational and skills training for incumbent workers. The IWT initiative is structured to meet employer and business training objectives by enhancing the skills of existing employees, resulting in increased employee productivity, layoff aversion or potential company growth. Incumbent workers who develop new, higher level skills benefit their employers through improved performance, experience facilitated transition between jobs, enhance their retention chances, and increase their earnings potential.

Businesses with skilled workers prosper, and in turn, contribute to a successful and thriving economy, resulting in more employment opportunities.

Incumbent Worker Eligibility

While there is no income eligibility requirement for Incumbent Workers, the following eligibility requirements apply and must be verified and documented:

1. 18 years old or older; legally authorized to work in the United States; and has complied with Selective Service provisions; and,
2. Currently employed full-time by the participating employer and identified as at risk of layoff; and,
3. Need skill upgrading or re-training, completion of GED or High School Diploma, or basic skills upgrade in order to support continued employment, be promoted and/or be successful in their employment with the company, as assessed by the employer, and,
4. Have not received a written layoff notice from the employer.

Business Eligibility

The following requirement for Businesses must be verified and documented:

1. Has operated in Virginia for a minimum of one year prior to the IWT application date, with at least one employee other than the owner if the employer is a private business;
2. Current on all Virginia tax obligations, including all applicable county, city and local taxes;
3. Proposing to deliver the training for employees working within the SVWIB region;
4. Engaged in a high demand/high growth industry sector, as determined by SVWIB Labor Market Information (LMI); and,
5. Completion and acceptance of a standardized pre-award review and proposed training program application as a prerequisite for training services.

Funding priority will be given to businesses:

- that submit training applications which indicate a significant upgrade in employee skills and/or employee wages as a result of training, or applications which reflect a significant layoff avoidance strategy and retention opportunity.
- in advanced manufacturing or health care, which are designated as high growth industries within the Shenandoah Valley
- that seek to use this training in conjunction with a Registered Apprenticeship program
- that seek training that will result in industry-recognized credentials and certificates

Businesses not allowed to participate include:

1. Businesses that have a history or pattern of failing to provide WIA participants with continued employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and perform the same type of work will not be allowed to participate in IWT.
2. A business or part of a business that has relocated from any location in the United States, until that company operates for 120 days within the SVWIB region, if the relocation has resulted in any employee losing his or her job at the original location (WIA Section 667.268 (a)(2)(b)(1)(92))

Indicators: Some of the indicators that may be used by businesses to justify the use of local funding for IWT are:

- Declining sales
- Supply chain issues
- Adverse industry market trends
- Changes in management behavior or ownership
- Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
- The identification of changing skill requirements for existing employees that unless otherwise corrected would result in a company laying off or closing, such as: skill changes required by external economic or market forces, significant changes in technology or operating processes, rapidly changing industry or occupational job requirements, or emergence of new products.

Considerations: Local determination to support IWT as part of a layoff aversion strategy may be determined using the following list of considerations:

- The changing skills requirements are outside of normal skill growth and upkeep that would be provided by the employer
- The training will reasonably prepare workers to address these skill gaps
- Unless provided with training, the potentially laid-off worker does not have marketable, in-demand skills
- The new skills can be attained in a reasonable period of time
- There exists a strong possibility of a job, either with the existing employer or a new employer, if the potentially laid-off worker attains new skills

Incumbent Worker Positions Eligible for Training

Positions in which Incumbent Workers are employed upon the successful completion of training must be full-time, non-temporary, at an hourly wage of at least \$10.00 per hour and provide full company benefits as applicable, unless otherwise authorized by SVWIB. Incumbent workers trained under this Policy may not displace any other regular worker. For the purpose of this Policy, full-time employment is defined as averaging at least thirty-five (35) hours per week of compensable time within any 4 week period of time.

Types of Training and Allowable Costs

Training activities may include, but are not limited to,

- Occupational Skills Training;
- Skill Upgrading and Retraining;
- Literacy Activities related to Basic Work Readiness;
- GED or High School Diploma attainment;
- Job Readiness Training or Work Readiness Training;
- Customized Training;
- Registered Apprenticeship.

In all cases, training costs must be reasonable and necessary and clearly relate to the aversion of a layoff. Funds provided under this Policy are not intended to supplant training normally provided by employers. Employers must provide a minimum of a 50/50 fund match of the authorized training related costs and the relationship with the SVWIB will be documented in an agreement.

Reimbursable training expenses include:

- Training for participants for productive, high demand employment;
- Classroom instruction for Registered Apprenticeships;
- Work-site based learning strategies using cutting-edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specified skills;
- Train-the-Trainer instruction to build the capacity of businesses to effectively respond to the challenges of an increasingly diverse workforce;
- Consumable training materials and supplies;
- Textbooks;
- Instructor/Trainer fees.
- Other costs critical to the training project must be approved.

Activities that are not eligible for reimbursement include:

- Costs incurred prior to the date of the application for IWT;
- Construction or purchase of facilities or buildings;
- Business relocation expenses;
- Employment or training in sectarian activities;
- Lobbying activities;
- Conferences;

- Direct employee wages.

Training Providers:

Training services for IWT under local initiatives may be provided through

- Virginia's community colleges;
- School districts;
- Area vocational-technical centers;
- State universities;
- Licensed and certified post- secondary private institutions;
- Subject matter experts, consultants, or trainers from the applying business.

Employers shall be encouraged to use the State approved Eligible Training Providers List. The SVWIB shall encourage providers in this program that are not already on the eligible training provider list to apply, in that their offerings may be of interest to other employers, or a sector of employers, in an area. Training can be conducted at the employer's facility, at the training provider's facility, or at a combination of sites.

Fund Matching and Funding Cap

Proposed training costs must be reasonable and necessary and clearly relate to the purposes and activities of the project as described. IWT funds are not intended to supplant training normally provided by employers. Businesses must provide a minimum of 50/50 cash match of the training-related costs. The maximum award for the SVWIB portion of IWT funds is \$7,500.00 per business annually, unless an exception is requested and granted by the SVWIB CEO.

Performance Standards

Although Incumbent Worker Training is viewed as a business service, the following WIA Dislocated Worker (DW) Performance Standards apply:

1. DW Employment Retention Rate
2. DW Average Earnings

Note: the DW Entered Employment Rate does not apply to Incumbent Workers

Procedure

The SVWIB will conduct ongoing outreach to local employers in order to inform them of available business services, including the local Incumbent Worker Training program as a strategy for layoff aversion. Information will be posted on the SVWIB website, contained in printed informational documents and shared with partner organizations. From this effort, employers at risk of having a layoff will be encouraged to contact the SVWIB, either directly or through a referral from a partner organization. In addition, the SVWIB will leverage strong partnerships with Economic Development, and will stay current on published stories or news articles in the local media and business publications to identify employers that are experiencing difficulties in maintaining their workforce and initiate contact accordingly, as applicable and appropriate. In addition, SVWIB Staff serves on the Rapid Response Team, facilitated by the Virginia Community College System (VCCS).

The main focus of this Local Layoff Aversion Strategy is the establishment and implementation of a partnership with an affected employer(s) in order to facilitate access to the necessary resources to improve the skill sets of their existing workforce, so that the existing employees can function at a higher level and be retained in employment and to support the increased stability and growth of the employer's company. The SVWIB will facilitate access for affected employers to applicable partner organization layoff aversion resources, and also assist employers with the preparation of the required application to the Commonwealth of Virginia for State Level Incumbent Worker Training resources, as well as other State resources, as appropriate.

Businesses must submit an IWT application, including documentation of the 50% funds match, which will be reviewed by the Chief Executive Officer of the SVWIB. Only businesses may nominate an employee for IWT. The SVWIB shall be responsible for determining the eligibility of the employer and the worker in this program. All applications submitted may be followed up by a site visit by SVWIB staff to review the specifics of the application and discuss employer training needs.

Employers and incumbent workers shall be provided information on services and resources available through the local Valley Workforce Center, including information on the incumbent worker-training program. The provision of information may serve as a minimum core service for the purpose of the incumbent worker. Although the provision of information would not directly improve the worker skills to satisfy the employer business needs, provision of the information may serve as a qualifier for the worker's access to other services. For the purpose of the local incumbent worker-training program, the employer's assessment of the worker's skills and the determination that the worker requires skill improvement serve as an intensive service and may result in immediate qualification for training.

All employers requesting IWT funding must complete an Employer Application/Pre-Award Review Form, including a list of nominated employees. If the employer and training are deemed eligible and funding is approved, a written agreement between the SVWIB and the employer shall be signed before any training costs are incurred. The agreement shall specify the training to be conducted, the duration, or timeframes, and any cost limitations, as well as an agreement on the employer's part to provide complete participant information and follow-up information concerning the participant's continuing employment. A copy of this agreement, or its pertinent parts, shall be provided to the training provider as well. The SVWIB will provide the business a billing form with instructions for monthly submission of training costs.

Participating employers must demonstrate a commitment to retain employees or otherwise provide a tangible benefit to employees who receive IWT. Any participating individual must not have already received a layoff notice, since other non-waivered funds would normally be available for those services.



EMPLOYER FAQ : INCUMBENT WORKER TRAINING

To assist you in deciding if Incumbent Worker Training (IWT) is a viable option for you, the Shenandoah Valley Workforce Investment Board (SVWIB) would like to provide you with specific program information on the purpose of IWT and what costs are allowable for IWT. Should you have any additional questions or need more information, please contact us at 540-442-7134.

1. *What is the purpose of IWT?* Under the Workforce Investment Act (WIA), funds may be provided to eligible businesses to assist with the costs of enhanced training for specific existing employees identified by the business as being at risk of layoff from their employment, without the enhanced training and resulting credential. Indicators that may be used to justify the need for IWT include:

- ✓ Declining sales
- ✓ Supply chain issues
- ✓ Adverse industry market trends
- ✓ Changes in management behavior or ownership
- ✓ Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
- ✓ The identification of changing skill requirements for existing employees that unless otherwise corrected would result in a company laying off or closing, such as: skill changes required by external economic or market forces, significant changes in technology or operating processes, rapidly changing industry or occupational job requirements, or emergence of new products.

Considerations that SVWIB may use to support IWT on a local level may include:

- ✓ The changing skill requirements are outside of normal skill growth and upkeep that would be provided by the employer.
- ✓ The training will reasonably prepare workers to address these skill gaps.
- ✓ Unless provided with training, the potentially laid-off worker does not have marketable, in-demand skills.
- ✓ The new skills can be attained in a reasonable period of time.
- ✓ There exists a strong possibility of a job, either with the existing employer or a new employer, if the potentially laid-off worker attains new skills.

2. *What makes a business eligible to request IWT assistance from SVWIB?* Your business may be eligible if you operated in Virginia during the entire 12 months period prior to your application for IWT with at least one employee other than the owner; you are current on all federal, state and local taxes; you are training employees who work within the SVWIB area; and you have not relocated from within the US, resulting in an employee losing their job.

3. *What are allowable training activities?* Examples of allowable activities and expenses include training for participants for productive, high demand employment; work-site based learning strategies using cutting edge technology and equipment; training programs incorporating

technological changes in the workplace; training programs designed to impart learning to meet employer-specified or industry-specific skills; train-the-trainer instruction to build the capacity of the business; consumable training materials and supplies; textbooks; off-site facility rental expense directly related to and necessary for the training; rental of tools and equipment critical to the project; travel expense and per diem of instructor; and instructor/trainer fees.

Activities NOT eligible for funding include costs incurred prior the approval date of the application; construction or purchase of facilities or buildings; business relocation expenses; employment or training in sectarian activities; lobbying activities; and direct employee wages.

- 4. *What employees may be trained using IWT?*** Employees at risk of lay-off who are full-time, and who make a minimum of \$10.00 per hour are eligible to be trained as long as they are legally authorized to work in the US, are 18 years old or older, and have registered for selective service (as applicable). Businesses choose the employees to be trained, and provide a list of potential trainees to SVWIB.
- 5. *Who chooses the trainers to provide IWT?*** You do! Numerous trainer provider options are available to you, including industry subject matter experts, private training providers, community colleges, school districts, vocational/technical centers, state universities, and licensed and certified post-secondary private institutions. Training can be provided at the employer's facility, at the training provider's facility, or at a combination of sites.
- 6. *Is there any funding match required of my business?*** Yes, your business will match 50% the allowable training costs. The match must be in cash, and cannot be in-kind. You will pay for the training, and then invoice SVWIB for the 50% training reimbursement.
- 7. *Is there a cap on the amount of training assistance I can request?*** Normally \$7,500.00 is the maximum training reimbursement award available; however, requests for training assistance in excess of the cap may be made to and granted by the SVWIB CEO.
- 8. *How do I get started? How much paperwork is involved?*** The SVWIB is aware of the burden that excessive paperwork can cause a business, so we have streamlined the IWT request process. You will fill out a pre-award/application for your business providing with general information about your industry, the type of business you have, and the type, duration, cost and a list of potential participants for the incumbent worker training. Once the application is complete, SVWIB staff must collect some needed information from the participants. Both you and the SVWIB will sign an Incumbent Worker Training agreement that specifies the scope of training and the training cost reimbursement amount you will receive from the program.
- 9. *More Questions? Don't hesitate to ask! Please contact us at the Shenandoah Valley Workforce Investment Board, 540-442-7134.***

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.
This employer FAQ was financed in whole or in part by funds from the U.S. Department of Labor
TDD: VA Relay Center 800.828.1120 or 711



Employer Eligibility Checklist: Incumbent Worker Training

Business name: _____

Date Application Received: _____ Date of Review: _____

Has the application been completed in full? ____ Yes ____ No

1. Has/Is the employer:

____ been in operation in Virginia for a minimum of one year prior to the IWT application date, with at least one employee other than the owner if the employer is a private business. Verified with: _____

____ current on all Virginia tax obligations, including all applicable county, city and local taxes: Verified with: _____

____ proposing to deliver the training for employees working within the SVWIB region

____ **in good standing with WIB** through a history of providing WIA participants with continued employment with wages, benefits, and working conditions that are equal to those provided to regular employees (If no past history with SVWIB, mark as NA)

2. Does the employer link IWT to layoff aversion? ____ Yes ____ No

3. Does the employer plan to use one of the following trainers:

____ Community College ____ School District ____ Vocational/Technical Center
____ State University ____ Subject Matter Expert
____ Licensed and certified post-secondary private institution ____ Other: _____

4. Does the budget indicate a 50% match by the employer? ____ Yes ____ No

5. Does the funding request fall under the cap for IWT funds? ____ Yes ____ No
If no, has the application been sent to SVWIB CEO for waiver? ____ Yes ____ No

6. Is the training project information complete, and are outcomes specific and measurable?
____ Yes ____ No

7. Is an employee participant list provided? ____ Yes ____ No

Staff Reviewer Signature _____ Date: _____

Printed Name and Title _____

Notes:



Participant Eligibility Check for Incumbent Worker Training

Business Name: _____

Participant Last Name: _____ First Name: _____

Mailing Address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Date of Birth: _____

Social Security Number: _____ Are you a Veteran? _____ Yes _____ No

Are you a U.S. Citizen? _____ Yes _____ No

If no, are you authorized to work in the United States? _____ Yes _____ No

Have you registered for Selective Service? _____ Yes _____ No _____ Not Applicable

_____ Date: _____

Participant Signature

Staff Verification Only

Question	Verification Source
Social Security Number	
18 Years or Older	
Address Verification	
Legally authorized to work in the United States	
Has complied with Selective Service provisions	
Veteran Status	

_____ Date: _____

Signature of Staff verifying information

Printed Name and Title of Staff: _____

Equal Opportunity Is The Law

The recipient* is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under SVWIB grants and programs in admission or access to, opportunity in treatment in, or employment including administration of or in connection with, any SVWIB-funded program or activity. If you think that you have been subjected to discrimination under a WIA-funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Equal Opportunity Officer: Sharon Johnson, Equal Opportunity Officer for Shenandoah Valley Workforce Investment Board, 217 S. Liberty St, Ste 203, Harrisonburg, VA 22803 or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue N.W., Room N-4123, Washington, D.C. 20210. If you elect to file your complaint with the recipient, you must wait until the recipient issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR(see address above). If the recipient has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 60 day period. If you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with CRC. Such complaint must be filed within 30 days of the date you received

*Recipient- means any entity to which Federal financial assistance under the Valley OJT is extended, either directly or through Governor or through another recipient (including any successor, assigned or transferee of a recipient), but excluding the ultimate beneficiaries of the Valley OJT-funded program or activity and the Governor. Recipient includes, but is not limited to: State Employment Security Agencies, State-level agencies that administer Workforce Investment Act funds, WIA grant recipients, Sub-state grant recipients and service providers, as well as National Program recipients.

Equal Employment Opportunity

Policy Statement for SVWIB Participants

The Shenandoah Valley Workforce Investment Board/Valley OJT/Valley Workforce, ("SVWIB") is committed to those policies that permit and contribute to equal opportunity for all persons. No individual will be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any SVWIB program because of race, color, religion, sex, national origin, age, limited English speaking ability or political affiliation or belief.

To deny one's contribution to our effort because he or she is a member of a minority group is an injustice, not only to the individual, but to the agency as well. It is the intention of this agency to carry this commitment of equal opportunity to the extent of our legal requirements so that we may fulfill our moral and social obligations to the community.

Equal Employment Opportunity Record of Understanding:

I, the participant, agree that I have been informed about the SVWIB Grievance Procedure should I have a complaint or grievance. I have been informed about the Affirmative Action Mechanism in accordance with Section 107 (Nondiscrimination) of the Federal Register, Dated October 13, 1990 and that Valley OJT has an Affirmative Action Mechanism in force which all states are expected to abide by. (Policy on file at SVWIB, and is available upon request.)

Signature of the Trainee or Participant

Date

Copy Received by Participant (Initials) _____

I, as a representative for SVWIB, I have explained the information contained in this notification and have given a copy to the Participant.

SVWIB Representative Signature

Date



Incumbent Worker Training Funds Pre-Award Review/Application

Company Information

Business Name: _____

Principal Business Activity: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address if different: _____

Company Contact: _____ Title: _____

Email: _____ Phone: _____

Federal I.D. Number: _____ Date business began in area: _____

Number of Employees (not including owners): _____

Pre-Award Review

Is your company current on all Federal, State, County, City and Local Tax Obligations?

____ Yes, all current ____ No

Does your company have an equal opportunity/non-discrimination policy in place? ____ Yes ____ No

Have you relocated a facility and/or operations to this area within the last 120 days? ____ Yes ____ No

If yes, provide the date of relocation and if there were any employee layoffs:

Is the provision of IWT in partnership with SVWIB part of your overall layoff aversion strategy for identified employees? ____ Yes ____ No

Do you have the financial resources and intent to retain all employees trained under an IWT Agreement with SVWIB in full-time non-temporary employment upon their successful completion of training?

____ Yes ____ No

Is your company subject to a collective bargaining agreement? ____ Yes ____ No

If yes, and if union represented employees will be participating in the training activities of this program it is required that consent be obtained from the representing union to collect the eligibility data from the employees PRIOR to funding approval.

February, 2015

Is your company willing to provide project outcome and follow-up information to the SVWIB?

☐ Yes ☐ No

Position Information

Employee Position to be Trained: _____ Hourly Wage Rate: \$ _____

Are employees to be trained Full-time/ non-temporary: ☐ Yes ☐ No

Training to be given: _____

Credential or Certificate to be earned: _____

Impact if the training is not received and successfully completed: -

Are employees to be trained working within the Shenandoah Valley Workforce Investment Board area?

☐ Yes ☐ No

Please complete a list of employees to be trained found at the end of this application.

Training Provider Information

(Attach additional sheets if necessary)

Training Provider will be: ☐ Public Training Institution ☐ Private Training Institution
☐ Vendor Instructor Other: _____

Is the Training Provider on the SVWIB or state Certified Training Provider List: ☐ Yes ☐ No

Training will be delivered: ☐ On-site at the Business ☐ At the Training Institution
☐ At a Remote Location: _____

Training Provider Name: _____

Contact Name: _____ Email: _____

Phone: _____

Training Provider Address: _____

City: _____ State: _____ Zip: _____

Training Plans

Please give an overview of training activities, indicate what employees will learn as a result of the training to be provided, and how this training will prevent layoff. Attached additional sheets if needed.

Training Funds Requested

1. Cost of training per employee \$ _____
2. Number of employees to be trained: _____
3. Total cost of training (#1 x #2) \$ _____
4. Matching employer funds Available (50%): \$ _____
5. Training Funds Requested from SVWIB (#3 - #4) \$ _____

Proposed training start date: _____

Anticipated training end date: _____
(Maximum of 12 months from proposed start date)

Signature and Certification

By my signature, I verify the information in this application is accurate to the best of my knowledge and I have the authority to submit this application on behalf of the name employer.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Email: _____ Phone: _____

SVWIB REVIEW

Based on the results of the review and proposed training, the above business qualifies for IWT funds from SVWIB, pending the development and execution of a formal IWT agreement: ____ Yes ____ No
.... (If No) Provide the reason(s): _____

Signature

Title

Date

Pre-training Participant Roster

Please provide a complete trainee list. Trainees must be 18 years of age or older, currently employed by you on a full-time basis, and at-risk of layoff.



Agreement for Delivery of Incumbent Worker Training

Business name: _____

1- PARTIES:

This agreement is entered into on _____ by and between the Shenandoah Valley Workforce Investment Board, Inc. (hereinafter referred to as SVWIB) and, _____ (hereinafter referred to as "Employer").

2- PURPOSE:

The purpose of the agreement is to establish a partnership with the Employer whereby Workforce Investment Act (WIA) funds may be provided to assist with the costs of enhanced training for specific existing employees identified by the Employer as at risk of layoff from their employment, without the enhanced training and resulting credential. Base on the completion of an IWT Pre-Award Review and the specific need for requested training services, the Employer meets the qualifications for IWT assistance. This agreement is part of a broad layoff aversion strategy for the affected existing employees and is in accordance with VCCS Policy #02-04 and SVWIB Policy OP 14-02.

3- PERIOD OF PERFORMANCE:

Performance of this agreement shall begin on _____ and continue until all activities specified in Section 4-*Scope of Work* have been completed or until June 30, _____, whichever occurs first.

4- SCOPE OF WORK:

In the Pre-Award Review, the Employer will identify specific existing employees who are at risk of layoff from their employment without obtaining training. The Employer will also identify the training outline or curriculum to be presented, specific training topics or activities to be completed, the duration of the training, the cost per employee and the total cost of the training. Training providers must be the provider designated on the Pre-Award Review. Training providers chosen by the Employer must be approved by SVWIB, and must be fully accredited to offer the training and to award the degree/certificate/credential upon the successful completion of the training. The Pre-Award Review/Application will be considered an Attachment for this agreement.

The Employer will establish a relationship with the training provider and directly pay their invoices for the delivery of training. After payment is made to the training provider, the Employer will provide documentation of payment and will be reimbursed for 50% of allowed costs up to the funding limitation listed in Section 5-*Compensation*.

Employees selected for training must be full-time employees of the Employer, making a minimum of \$10 per hour, be 18 years of age or older, authorized to work in the United States, working in the SVWIB area, and registered with Selective Service (if applicable). Prior to the commencement of IWT training for which payment will be sought, employees must be determined eligible to participate, and enrolled as a participant in accordance with WIA requirements. This process will be conducted by SVWIB staff in consultation with the

Employer. SVWIB staff will communicate the names and enrollment dates for those employees who have completed the enrollment process which will serve as authorization for the commencement of reimbursable training services. All participants authorized for IWT services under this agreement are expected to complete their training services. Employer will immediately notify SVWIB of any participant who drops out of the IWT. Further, Contactor agrees to provide verification of employment retention to SVWIB.

Please see Addendum A: Statement of Work for additional details.

Training Specifics:

5- COMPENSATION:

The Parties agree that the Employer shall perform those services set forth in #4-Scope of Work and in Addendum A: Statement of Work, in accordance with the stipulations of this agreement and all attachments. The Employer will be responsible for a 50% cash match of the total overall training costs for authorized participants to receive training, with SVWIB covering 50% for training authorized by SVWIB for eligible participants. The Employer shall pay the full amount of the training costs and shall then bill the SVWIB for 50% of that cost, up to the maximum specified in this agreement.

SVWIB agrees to pay a maximum total overall amount of

\$_____ (-----dollars and 00/100).

Invoices for payment reimbursement shall be submitted to the SVWIB Finance Officer at the address shown on the reimbursement form. Reimbursement requests must include the original or a copy of the Employer's invoice for the total amount requested and adequate documentation of the expense and proof of payment. Reimbursement requests must be made on the SVWIB IWT Reimbursement form provided. No grant payments will be made without adequate documentation of expenses. Reimbursement requests should be submitted at the end of the training project, unless another schedule is required by SVWIB. All invoices for reimbursement should be submitted within 30 days of the date of Employer payment to the training provider. The Employer is solely responsible for paying all training providers, educational institutions and other vendors of goods and services for IWT.

6- NOTICES:

All invoices for reimbursement or correspondence of any type shall be sent to SVWIB at the following address:

SVWIB, P O Box 869, Harrisonburg, VA 22803

All correspondence and payments will be sent to the Employer at the following address:

7- MODIFICATIONS AND TERMINATIONS:

This agreement may be modified at any time by mutual agreement of the parties. Any action to modify this agreement must be in writing. This agreement may be terminated in whole or in part or may be curtailed in whole or in part by SVWIB in the event that funding is terminated, restricted or reduced in any manner or amount by Federal, State or any other funding sources. In the event of such action, SVWIB will endeavor to

provide Employer at least thirty (30) days written notice whenever possible, provided, however, that in the event the action of the Legislature or federal government results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of written notification to the Employer. In the event of a termination, the Employer shall, unless otherwise directed by SVWIB in writing, immediately take all reasonable steps to terminate its operations under this agreement, and to avoid and/or minimize further expenditures under the agreement.

SVWIB may also terminate this agreement for cause, to include but not limited to, a lack of performance, with thirty (30) days written notice to the Employer. Employer may terminate this agreement for convenience, with at least thirty (30) days written notice. In the event that Employer terminates for convenience, the Employer will be entitled to receive just and equitable compensation for services rendered through the effective date of the termination.

8- ATTACHMENTS:

The attachments identified below are part of this agreement:

Attachment A: Statement of Work

Attachment B: Equal Opportunity Policy Statement

Attachment C: Instructions for Certification

Attachment D: Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion

Attachment E: Certification/Disclosure Regarding Lobbying

Attachment F: Certification Regarding Audits, Criminal, and Civil Litigation

Attachment G: Conflict of Interest

Attachment H: Certification Regarding Redundant Funding of Training

9- STIPULATIONS:

1. The Employer will not discriminate against any employee, applicant for employment, or applicant for services provided by DOL funds because of race, religion, color, national origin, sex, age or any other category or groups protected by law. Such action will include but is not limited to employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including Apprenticeship.
2. The Employer must comply with all applicable Federal and State laws.
3. Grant payments (cost reimbursements) to the Employer are subject to SVWIB's approval based upon the quality and progress of the Employer's performance.
4. Except for any items specified and approved by SVWIB in the approved grant application, the Employer may not use grant funds to purchase supplies and materials without the prior written approval of SVWIB. The Employer shall be liable to repay, from other than Federal, State or agreement funds, any disallowed costs.
5. The Employer must demonstrate a commitment to retain employees or otherwise provide a tangible benefit to employees who receive Incumbent Worker Training. Any participating individual must not have already received a layoff notice.
6. The Employer agrees to retain all books, records and other documents relative to the agreement for a three (3) year time period following expiration of the agreement, or until audited, whichever is greater. However, if any audit claim, litigation, negotiation or other action involving the records has been started as a result of the audit or before expiration of the three (3) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it. SVWIB, its authorized representatives and or state and federal auditors and/or monitors

shall have full access to and the right to examine any of said materials during said period. The Employer shall be responsible for all costs associated with records retention.

7. The Employer agrees to provide follow-up information concerning the participant's continued employment for a period of eighteen (18) months.
8. The Employer shall not assign or subcontract any part of this agreement or the responsibilities stated in the agreement without permission from SVWIB.
9. The Employer shall acknowledge SVWIB as the grantor of funds when presenting information in written or oral presentations.
10. The Employer shall indemnify, defend, and hold harmless SVWIB, its departments, sections, commissions, officers, employees, and agents, from and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgment, interest, and penalty), arising from or in connection with any of the following:
 - a. any claim, demand, action, citation, or legal proceeding against SVWIB, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions, or omissions of the Employer or any of its subcontractors under this agreement;
 - b. any claim, demand, action, citation, or legal proceeding against SVWIB, its employees and agents arising out of or resulting from a breach by the Employer or any representation or warranty made by the Employer in this agreement;
 - c. any claim, demand, action, citation, or legal proceeding against SVWIB, its employees and agents arising out of or related to occurrences that the Employer is required to insure against as provided for in this agreement;
 - d. any claim, demand, action, citation, or legal proceeding against SVWIB, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss, or destruction of any real or tangible personal property, in connection with the performance of services by the Employer, by any of its subcontractors, by anyone directly or indirectly employed by the Employer, or by anyone for whose acts the Employer may be liable;

This indemnification clause is intended to be comprehensive.

10- SIGNATORIES:

The parties agree that the terms and conditions of this agreement and attached Attachments constitute the understanding of the parties. Each party and signatory warrants that it has full actual authority to enter into the agreement on behalf of the respective party. The parties sign their names as evidence of their approval of this agreement and attached Attachments.

Approved for SVWIB	Approved for Employer
By: (Signature Above)	By:(Signature Above)
Date:	Date:
Name: Sharon Johnson	Name:
Title: Chief Executive Officer	Title:

Attachment A: Statement of Work

The Employer shall operate its IWT program in accordance with its approved training proposal (and any amendments resulting from agreement negotiations with SVWIB).

- 1. Purpose:** The goal of the IWT program is to enhance the skills of existing employees, resulting in increased employee productivity, layoff aversion or potential company growth.
- 2. IWT Program Design and Responsibilities:** The Employer agrees to train their incumbent workers as specified in the agreement provisions and the Approved Grant Pre-Award/Application and Budget.
 - a. Any changes to the training, including but not limited to the type and content of training, training provider, training hours, specified participants, credentials/certificates to be earned, etc. will not be made without consent of SVWIB.
 - b. SVWIB will accept only cash as a match against expenses listed in the Approved Grant Application and Budget.
- 3. Documentation and Reporting Requirements:**

Before any training project begins, the Employer agrees to provide SVWIB with the following:

 - a. A Class list showing all the incumbent worker participants proposed to be enrolled in the training project.
 - b. A certification that the IWT participant is a full-time employee of the Employer, and has an I-9 form on file with supporting documents with the Employer.
 - c. Access to the participants to be trained for the purpose of gathering the information required for complete registration of trainees into the VOS data system (the information management system of the state).
 - d. A training plan/course must be provided to SVWIB (if not included in the application) for the project that includes all of the following:
 - i. A course description
 - ii. The class schedule (dates, times, groups, frequency)
 - iii. The class location
 - iv. Expected training outcomes, and an explanation of how training will address indicators used to justify the use of local funding dollars
 - v. The number of training hours
 - vi. The training syllabus or outline
 - vii. The credentials to be earned, if any, upon completion

During training, the Employer agrees to provide SVWIB a monthly training status report for each month between the training start and end dates (if any training program should last 31 days or longer).

After training, the Employer agrees to provide SVWIB a copy of each trainee's certificate of completion (if certificates are not issued, a listing of those completing the training is necessary), along with a response to a brief customer satisfaction survey.
- 4. Workforce Center Resource Usage:** The Employer agrees to use the resources of Valley Workforce to post job openings, and to allow Valley Workforce to refer participants to open positions for consideration.
- 5. IWT Grant Payments:** Grant payments for approved budget items are made on a cost reimbursement basis. Please see 5-Compensation for reimbursement submission details.

Attachment B: Equal Opportunity Policy Certification
Shenandoah Valley Workforce Investment Board
This policy applies to all programs administered by SVWIB.

**CERTIFICATIONS REGARDING COMPLIANCE WITH NONDISCRIMINATION
AND
EQUAL OPPORTUNITY LAWS AND REGULATIONS**

Certification of Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, 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 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

The Employer is required to post in conspicuous places notices setting forth the law on equal opportunity in employment and public accommodations

Signature of Authorized Certifying Official	Title
Applicant Organization	Date

Attachment C: INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Date

Signature of Authorized Representative

Printed Name and Title of Authorized Representative

Attachment D: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusions
Lower Tier Covered Transactions

Certification Regarding
Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION- next page)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

**Certification for Agreements, Grants, Loans,
and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal agreement, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, accordance with its instructions. Disclosure Form is available from SVWIB.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub agreements, sub-grants, and agreements under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

ATTACHMENT F: Certification Regarding Audits, Criminal and Civil Litigation

The undersigned certifies that:

1. The Employer has no unresolved audit findings or issues requiring corrective action at the time of this agreement.
2. The Employer has no criminal litigation of any kind pending against it or any agent thereof.
3. The Employer has no civil litigation of any kind pending against it or agent thereof.

*

4. There is no investigation of any kind being conducted at present by any federal, state or local entity authorized to conduct an investigation on the Employer for any reason whatsoever; nor is there an investigation pending or completed which has yet to receive final closure.

When the Employer is unable to certify any of the statements in this certification, such Employer shall attach an explanation to this agreement, including dates, and status of pending litigation, investigation, or audit.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

ATTACHMENT G: Conflict of Interest

The Employer must comply with Section .42 of OMB Circular A-110 which states: No employee, officer, or agent shall participate in the selection, award or administration of an agreement supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall not solicit gratuities, favors, or anything of monetary value from Employers, or parties to sub-agreements. The officers, employees, and agents of the recipient shall not accept gratuities, favors, or anything of a monetary value of over \$100 (annually) from Contractors, or parties to sub-agreements.

Workforce Development Board members and Youth Council members must neither cast a vote on, or participate in any decision-making capacity, on the provisions of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to the member or a member of his immediate family.

Non-compliance with this policy will result in penalty to the Employer which will include: disallowed costs and/or termination of the agreement.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment H: Certification Regarding Redundant Funding of Training

The undersigned certifies that the portion of training funded under this agreement is not or will not be funded by other state, federal, or local grants or any other source of funding (such as foundations or trade associations) external to the Employer.

Redundant funding (double billing) of training services will result in disallowed costs and criminal or civil penalties.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

CONSENT TO EXCHANGE INFORMATION

I understand that different agencies provide different services and benefits. Each agency must have specific information in order to provide services and benefits. By signing this form, I am allowing agencies to exchange certain information so it will be easier for them to work together effectively to provide or coordinate these services or benefits.

I, _____, am signing this form for
(FULL PRINTED NAME OF CONSENTING PERSON OR PERSONS)

(Self) _____
(FULL PRINTED NAME OF CLIENT)

(CLIENT'S ADDRESS) (CLIENTS BIRTHDATE) (CLIENT SS # OPTIONAL)

My relationship to the client is: ☐ Self ☐ Parent ☐ Power of Attorney ☐ Guardian
☐ Other Legally Authorized Representative

I want the following confidential information about the client (*except drug or alcohol abuse diagnoses or treatment information*) to be exchanged:

Yes	No		Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Assessment Information	<input type="checkbox"/>	<input type="checkbox"/>	Medical Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	Educational Records
<input type="checkbox"/>	<input type="checkbox"/>	Financial Information	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric Records
<input type="checkbox"/>	<input type="checkbox"/>	Benefits/Services Needed, Planned, and/or received	<input type="checkbox"/>	<input type="checkbox"/>	Medical Records	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Justice Records
		Other information write in:	<input type="checkbox"/>	<input type="checkbox"/>	Psychological Records	<input type="checkbox"/>	<input type="checkbox"/>	Employment Records

I want: _____

And the following other agencies to be able to exchange this information:

Any agency whose information would enhance the possibility of employment.

Are More Agencies Listed on Back? ☐ YES ☐ NO

I want this information to be exchanged ONLY for the following purpose(s):

☒ Service Coordination and Treatment Planning ☒ Eligibility Determination ☒ Employment Verification
Other (write in): _____

I want Information to be shared: (check all that apply)

☒ Written Information ☒ In Meetings or by Phone ☒ Computerized Data

I want to share additional information received after this consent is signed: ☐ YES ☐ NO

This consent is good until: _____

I can withdraw this consent at any time by telling the referring agency. This will stop the listed agencies from sharing information after they know my consent has been withdrawn. I have the right to know what information about me has been shared, and why, when and with whom it was shared. If I ask, each agency will show me this information.

I want all the agencies to accept a copy of this form as a valid consent to share information. If I do not sign this form, information will not be shared and I will have to contact each agency individually to give them information about me that they need.

Signature(s): _____ Date: _____
(Consenting person or persons)

Person Explaining Form: _____
(Name) (Title) (Phone Number)

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.

This IWT program was financed in whole or in part by funds from the U.S. Department of Labor

TDD: VA Relay Center 800.828.1120 or 711

Project's Budget and Expenditures 02/28/2015			
	WIA Budget	Expenditures	
WIA ALL FUNDS (7-2014 to 6-2015)	7/2014 to 6/2015	02/28/15	Expenditure %
WIB Core Internal Operations	\$ 495,000	\$ 307,538	62%
WIA Adult Contracts (01-31-15)	\$ 650,000	\$ 305,845	47%
WIA Dislocated Contracts (01-31-15)	\$ 650,000	\$ 213,051	33%
WIA Youth Contractors (01-31-15)	\$ 700,000	\$ 256,135	37%
WIA Special Youth Pilot (10-1-14 to 9-30-15)	\$ 253,546	\$ 5,230	2%
Goodwill Transitions (7-1 to 9-30-2014)	\$ 52,361	\$ 52,361	100%
Incumbent Worker Training	\$ 100,000	\$ -	0%
Professional Services	\$ 5,000	\$ -	0%
Valley Workforce Leases, IT services	\$ 150,000	\$ 103,462	69%
One Stop Establishment	\$ 70,000	\$ 54,325	78%
Board web site, branding, outreach	\$ 30,000	\$ 11,943	40%
TOTAL	\$ 3,155,907	\$ 1,309,890	42%

Business Services (4-1-14 to 9-30-14)	\$ 50,000	\$ 50,000	100%
NEG OJT(3-1-14 to 6-30-15 gt period) through 02-28-15	\$ 165,000	\$ 95,163	58%

OJT (4-2012 to 3-2016)	OJT Budget/4 Yr.	4/12 to 02/28/2015	Expenditure %
Contribution to WIB Core Operations-Indirect	\$ 393,700	\$ 194,815	49%
OJT Grant Salaries and Fringes	\$ 844,161	\$ 470,117	56%
OJT Core Operations	\$ 164,655	\$ 108,147	66%
Other WIB's contracts and SVWIB Employer OJTs	\$ 3,597,484	\$ 2,790,105	78%
TOTAL	\$ 5,000,000	\$ 3,563,184	71%

Balance Sheet 02/28/2015	
Assets	
Cash in Bank	\$ 13,925
Accounts Receivable	\$ 98
	\$ 14,023
Liabilities	
Audit Payable	\$ 1,918
Accounts Payable	\$ 31,486
Accrued Leave and Taxes	\$ 48,853
	\$ 82,257
Project Balances	
Grants (Neg. balance is owed WIB)	\$ (68,264)
Grants (WIB owes funding source)	\$ 30
	\$ (68,234)
REVENUE & EXPENDITURES YR TO DATE	
REVENUES	\$ 2,203,956
EXPENDITURES	\$ 2,272,220
	\$ (68,264)

CORE INTERNAL OPERATING BUDGET	Budget 14-15	2/28/15		Balance
Personnel Costs(Salaries & fringe benefits)	\$ 407,000	\$ 271,349	67%	\$ 135,651
Board Operations(DO & bus.ins., WIB support, Adv., Mem/ships)	\$ 16,000	\$ 9,334	58%	\$ 6,666
Office Operations(Supplies,postage,tech support, misc for 8 staff)	\$ 9,700	\$ 7,181	74%	\$ 2,519
Financial(Audit, oursourced payroll & taxes, acct software, support & trg.)	\$ 25,300	\$ 5,837	23%	\$ 19,463
Staff Travel (conferences, VCCS meetings, training, monitoring)	\$ 37,000	\$ 13,837	37%	\$ 23,163
Total	\$ 495,000	\$ 307,538	62%	\$ 187,462

SVWIB SOURCES AND USES 2014-2015									
	WIA Adm.	WIA Adult	WIA DW	WIA Youth	1 Yr.OJT	NEG-OJT	JD NEG	TOTAL	
Sources of Funds									
WIA NEW NOO 15-16	\$ 233,625	\$ 664,304	\$ 689,369	\$ 748,953				\$ 2,336,251	
Carry into 14-15 from previous fiscal year	\$ 201,180	\$ 355,054	\$ 486,213	\$ 496,918				\$ 1,539,365	
Business Services	\$ 50,000							\$ 50,000	
DEI	\$ 9,000							\$ 9,000	
Job Driven NEG (2-2015 to 9-2016)							\$ 1,402,034	\$ 1,402,034	
Valley OJT & NEG OJT Employer Contracts					\$ 800,000	\$165,000		\$ 965,000	
OJT grant contribution to operations budget 14-15					\$ 91,000			\$ 91,000	
OJT grant Core Operations 14-15					\$ 244,000			\$ 244,000	
TOTAL SOURCES	\$ 493,805	\$ 1,019,358	\$ 1,175,582	\$ 1,245,871	\$ 1,135,000	\$ 165,000	\$ 1,402,034	\$ 6,636,650	
Uses of Funds									
Personnel and Operating Budget	\$ 179,000	\$ 71,000	\$ 74,000	\$ 80,000	\$ 91,000			\$ 495,000	
Goodwill Transitions Contract		\$ 14,598	\$ 16,536	\$ 21,227				\$ 52,361	
WIA Contracts-Goodwill Year Round		\$ 650,000	\$ 650,000	\$ 700,000				\$ 2,000,000	
OJT staff and core operations					\$ 244,000			\$ 244,000	
OJT contracts, Employer OJT contracts					\$ 800,000			\$ 800,000	
NEG OJT (3-2014 to 6-2015)						\$ 165,000		\$ 165,000	
Job Driven NEG (2-2015 to 9-2016)							\$ 1,402,034	\$ 1,402,034	
WEB Development and Branding	\$ 4,000	\$ 9,500	\$ 8,500	\$ 8,000				\$ 30,000	
Business Services	\$ 50,000							\$ 50,000	
DEI	\$ 9,000							\$ 9,000	
Valley Workforce/WIB 6 locations leases, IT, phone	\$ 15,000	\$ 47,000	\$ 48,000	\$ 40,000				\$ 150,000	
Incumbent Worker Training			\$ 100,000					\$ 100,000	
One Stop Contract,move,furniture, IT		\$ 24,000	\$ 25,000	\$ 21,000				\$ 70,000	
Professional fees	\$ 5,000							\$ 5,000	
Funds available for additional youth development		\$ -	\$ -	\$ 283,420				\$ 283,420	
TOTAL USES	\$ 262,000	\$ 816,098	\$ 922,036	\$ 1,153,647	\$ 1,135,000	\$ 165,000	\$ 1,402,034	\$ 5,855,815	
Carry over into 2015-2016	\$ 231,805	\$ 203,260	\$ 253,546	\$ 92,224	\$ -	\$ -	\$ -	\$ 780,835	
TOTAL USES & CARRY OVER	\$ 493,805	\$ 1,019,358	\$ 1,175,582	\$ 1,245,871	\$ 1,135,000	\$ 165,000	\$ 1,402,034	\$ 6,636,650	



Shenandoah Valley Workforce Investment Board

OUTREACH AND TAGLINE POLICY DECISION BRIEF

March 12, 2015 Meeting

Date: March 12, 2015

Reference: An Outreach and Tagline Policy ensuring advertising and outreach materials meet regulatory requirements and are consistent with SVWIB branding messages.

Background: The SVWIB is charged with ensuring that all of the requirements for allowable costs are met under OMB Circular A-122. This requires that participant outreach includes a description of the program and includes further contact information. In addition 29 CFR Part 37.9 (b) and (c) requires the provision of auxiliary aids or services in order to afford individuals with disabilities equal opportunity to participate in Board programs. In addition, there is a need to make the EO policies and practices of the Board, and its contractors, known to the public and to acknowledge the funding source for its activities.

Need for Implementation Procedure: Currently there is no requirement for SVWIB staff to review contractor outreach materials and taglines on such materials or advertising. This could result in outreach materials being distributed or advertising being produced which do not meet all of the legal requirements by which the Board is bound. Such review will protect both the contractor and the Board from negative repercussions from inappropriate/incorrect materials.

Recommendation: Staff seeks Board approve the proposed Outreach and Tagline Policy to provide guidance to SVWIB staff and SVWIB contractor staff in ensuring that advertising and outreach expenditures comply with regulatory requirements and are consistent with Board branding messages.

Action Needed: A motion for the Board to approve the requirements of the proposed Outreach and Tagline Policy.

Effective Date: March 12, 2015

Policy and Procedure

Title:	Outreach and Tagline Policy	Number:	Proposed
Effective Date:	March 12, 2015	Revised:	

Purpose

It is the policy of the SVWIB to ensure that all advertising and outreach materials meet regulatory requirements and are also consistent with SVWIB branding messages. The purpose of this policy is to provide guidance to SVWIB staff and SVWIB contractor staff in order to ensure expenditures for advertising and outreach fall within these requirements.

Reference

- 1 OMB Circular A-122, "Cost Principles", Appendix B, Subsection 1.
- 2 29 CFR Part 37: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIA of 1998

Description

OMB Circular A-122, "Cost Principles..." Appendix B "Selected Items of Cost" Subsection 1 *Advertising and Public Relations Costs* (a-f) outlines costs that are both allowed and disallowed. Allowable advertising costs for participant outreach must include a description of the program being provided and a method for individuals to find out more about the program/service through a phone number, address, or website. Advertising for the recruitment of program implementation staff is also allowable.

29 CFR Part 37.9(b) and (c) outlines responsibilities of WIA grant recipients to (b) furnish appropriate auxiliary aids or services where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of the WIA Title I financially assisted program or activity. In determining what type of auxiliary aid or service is appropriate and necessary, such recipient must give primary consideration to the requests of the individual with a disability, and (c) where a recipient communicates by telephone with beneficiaries, registrants, applicants, eligible applicants/registrants, participants, applicants for employment, and/or employees, the recipient must use telecommunications devices for individuals with hearing impairments (TDDs/TTYs), or equally effective communications systems, such as telephone relay services.

Procedure

1. All SVWIB funded programs, activities, media and commercial materials, and outreach materials, or items distributed to the public, are required to contain the notice as worded below:

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.

For print/published materials, an additional line shall be added and the following EEO tagline should appear as worded below:

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.

This [name of publication] was financed in whole or in part by funds from the U.S. Department of Labor

Information to assist individuals in reaching the VA Relay Center shall be included in your contact information:

- **TDD: VA Relay Center: 711 or 800.828.1120**

2. Discretionary grant funded programs and activities, media, commercial materials, outreach materials, or items distributed to the public are required to use the wording specified in the Solicitation for Grant Application or, if not specified, the wording as follows:

"This workforce solution was funded by a grant awarded by the Shenandoah Valley Workforce Investment Board through funds awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the SVWIB or the U.S. Department of Labor. The SVWIB and the Department of Labor make no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution may have been copyrighted by the agency that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner."

If space limitations prohibit the full statement, approval for a condensed statement must be obtained from the SVWIB Operations Officer prior to placing any media, commercial or outreach item orders.

3. An advertising or outreach proof must be submitted to the SVWIB Operations Officer for approval prior to placing any media or commercial orders or submissions. A description of the purpose of the advertisement shall be included with this submission.
4. Once approval is returned by the SVWIB Operations Officer, a copy of the approved proof must be kept on file for auditing purposes. A copy of the approved proof must accompany invoices for payment.

Questions regarding the Outreach and Tagline Policy should be submitted to the SVWIB Operations Officer.