

## **ATTACHMENTS A, B, H**

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# **A**

## **Region VI WDB Memoranda of Understanding and Attachments**



A proud partner of the **AmericanJobCenter** network

## WEST VIRGINIA WORKFORCE DEVELOPMENT SYSTEM MEMORANDUM OF UNDERSTANDING

BETWEEN THE  
REGION VI WORKFORCE DEVELOPMENT BOARD,  
REGION VI CHIEF ELECTED OFFICIALS,  
AND REGION VI PARTNER NETWORK  
PROGRAM YEARS 2022-2023

The Workforce Innovation and Opportunity Act (WIOA) of 2014 identifies the One-Stop Career Centers, known as American Job Centers, as the service delivery system for programs funded under WIOA and its partner programs.

This Memorandum of Understanding (MOU) sets forth the terms of agreement for cooperation, consultation, and implementation of the WIOA in Region VI Workforce Development Area of WV, serving Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur Counties.

# **Memorandum of Understanding**

This MOU is executed between the Region VI Workforce Development Board (Local WDB), the American Job Center/ Region VI Partner Network (Partners), and the Chief Elected Official (CEO), Ernest VanGilder, Region VI Local Elected Officials. They are collectively referred to as the “Parties” to this MOU.

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the four American Job Centers in the Region VI Workforce Development Area (Local WDA). The Region VI Workforce Development Board provides local oversight of workforce programming for the Region VI Workforce Development Area.

The Region VI Workforce Development Board, with the agreement of the CEO, has (competitively) selected HRDF, Inc. as the one-stop operator for the Region VI Workforce Development Area, as further outlined in the One-Stop Operator section.

The One-Stop Operating Budget and Infrastructure Funding Agreement establish a financial plan, including terms and conditions, to fund the services and operating costs of the Region VI Workforce Development Area American Job Center network. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Region VI Workforce Development Area’s high-standard American Job Center network.

The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker and business customers, as well as to the overall Region VI community.

# System Structure

## American Job Centers

The Region VI Workforce Development Area has four American Job Centers, also known as one-stop centers that are designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act, the centers offer a comprehensive array of services designed to match talent with opportunities.

### ❖ Fairmont American Job Center (Comprehensive)

416 Adams Street, Fairmont, WV 26554	Operating Hours: Monday-Thursday 8:30-5:00 Friday 9:00-5:00
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### ❖ Clarksburg American Job Center (Affiliate)

153 West Main Street, Clarksburg, WV 26301	Operating Hours: Monday-Thursday 8:30-5:00 Friday 9:00-5:00
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### ❖ Morgantown American Job Center (Affiliate)

40 Commerce Drive, Westover, WV 26501	Operating Hours: Monday-Thursday 8:30-5:00 Friday 9:00-5:00
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### ❖ Elkins American Job Center (Affiliate)

1023 N. Randolph Avenue, Elkins, WV 26241	Operating Hours: Monday-Thursday 8:30-5:00 Friday 9:00-5:00
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## **One-Stop Operator**

The Region VI Workforce Development Board selected the one-stop operator, HRDF, Inc., through a competitive process in accordance with the Uniform Guidance<sup>1</sup>, WIOA and its implementing regulations, and Local procurement laws and regulations. All documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the Region VI Workforce Development Board website at: [www.regionviwv.org](http://www.regionviwv.org). The State requires that the one-stop operator is re-competed at least every three years and no later than every four years.

Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

<sup>1</sup> Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance), including the Office of Management and Budget's (OMB) approved exceptions for the U.S. Department of Labor at 2 CFR part 2900

## Partners

Partner Program	Partner Organization	Authorization/Category	Signatory Official
Adult Education	Mountain State Educational Services Cooperative	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Anne Mezzanotte, Regional Coordinator
Community College	Pierpoint Community & Technical College	Additional Partner	Dale Bradley, VP for Finance, and Administration
Community College	Monongalia County Technical Education Center	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Greg Daush, Principal
Community Services Block Grant Act (CSBG)	North Central WV Community Action Assoc.	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Jennifer Benedum Parr, Executive Director
Department of Probation, Parole, and Pardon Services	WVDJS Kenneth Honey Rubenstein Juvenile Center	Additional Partner	Angela Inglese, Community Resource Coordinator
Department of Probation, Parole, and Pardon Services	Workforce WV	Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169	Scott Adkins, Executive Director
WV Division of Rehabilitation Services	WV Division of Rehabilitation Services	State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by title IV of WIOA	Pisnu Bua-Iam, Acting Director
The National Council on Aging	The National Council on Aging	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Becky Rasperry, SCSEP Manager



Partner Program	Partner Organization	Authorization/Category	Signatory Official
Jobs for Veterans State Grants (JVSG)	Workforce WV	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Scott Adkins, Executive Director
Migrant Seasonal Farm Worker	Workforce WV	Wagner-Peyser Employment service that includes National Farmworker Jobs Program (NFJP) <sup>2</sup> , WIOA Sec. 167	Scott Adkins, Executive Director
Broadbush Hospital	Broadbush Hospital	Additional Partner	Penny Brown, Director of HR
State Housing Finance and Development Authority	Human Resource Development Employment	Employment and training activities carried out by the Department of Housing and Urban Development (HUD)	Claudette Karr, Executive Director
Temporary Assistance for Needy Families (TANF)	Department of Health and Human Services	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) <sup>3</sup>	Cree LeMasters, Regional Director - North
Trade Adjustment Assistance (TAA)	Workforce WV	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Scott Adkins, Executive Director
Wagner-Peyser Employment Services (ES)	Workforce WV	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA, also providing the state's public labor exchange	Scott Adkins, Executive Director
WIOA Adult, Dislocated Worker, and Youth Programs	Workforce Development Board	WIOA title I Adult, Dislocated Worker, and Youth Programs	Maria Larry, Executive Director
Youthbuild North Central	Youthbuild North Central	YouthBuild WIOA Sec. 171 (29 USC 3226)	Graham Godwin, Executive Director

<sup>2</sup> This program is for migrant and seasonal farmworkers (MSFWs).

<sup>3</sup> Per 20 CFR 678.405(b), the TANF program is not exempt from being a required partner in the American Job Center network in the State of Any State. Also note that participants may receive information about/apply for the Supplemental Nutrition Assistance Program (SNAP) through the Department of Health and Human Services partner staff.



Partner Program	Partner Organization	Authorization/Category	Signatory Official
Council of Three Rivers American Indian Center Inc.	Council of Three Rivers American Indian Center Inc.	Indian and Native American Programs (INA) WIOA sec. 166.29 USC 3221	Kerry Jevsevar, WIOA Program Director
Unemployment Compensation	Workforce WV	Unemployment Insurance (UI) programs under state unemployment compensation laws	Scott Adkins, Executive Director
Connecting Link	Connecting Link	Additional Partner	Stacy Wilson, Executive Director
The Disability Action Center	The Disability Action Center	Additional Partner	Julie Sole, Executive Director
Jobs and Hope	Jobs and Hope	Additional Partner	Deb Harris, Lead Transition Agent
Preston County Senior Citizens, Inc.	Preston County Senior Citizens, Inc.	Additional Partner	Janie Lou White, Executive Director
PACE Enterprises	PACE Enterprises	Additional Partner	Todd Hawkins, Vocational Director
Randolph Technical Center	Randolph Technical Center	Additional Partner	John Daniels, Principal
SNAP E&T	SNAP E&T	Additional Partner	Ginny Layton, Program Director
Veterans Upward Bound	Veterans Upward Bound	Additional Partner	Stephen Belan, Project Coordinator
West Virginia Women Work	West Virginia Women Work	Additional Partner	Carol Phillips, Executive Director
Human Resource Development Foundation	Human Resource Development Foundation	Additional Partner	Stephanie Ahart, Executive Director

# Terms and Conditions

## Partner Services

At a minimum, Partners will make the below services available, as applicable to the program, consistent with and coordinated via the American Job Center network system. Additional services may be provided on a case by case basis and with the approval of the Region VI Workforce Development Board and the CEO.

### BUSINESS SERVICES

Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

## JOB SEEKER SERVICES

Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support ( <i>This is not an individualized career service but listed here for completeness.</i> )	Other training services as determined by the workforce partner's governing rules

## YOUTH SERVICES

Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.
<p>Paid and unpaid work experiences that have as a component academic and occupational education, which may include:</p> <p>Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.</p>	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	Activities that help youth prepare for and transition to postsecondary education and training.



## Roles and Responsibilities of Partners

The Parties to this agreement will work closely together to ensure that all Region VI American Job

Centers are high-performing workplaces with staff who will ensure quality of service.

### ◆ All Parties

#### **All Parties to this agreement shall comply with:**

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended,
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336),
- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99
- ❖ Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- ❖ all amendments to each, and
- ❖ all requirements imposed by the regulations issued pursuant to these acts. The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

#### **Additionally, all Parties shall:**

- ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the [Partner Services](#) section above,
- ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to

customers, and

- ❖ Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

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#### ◆ **Chief Elected Official**

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The CEO for the Region VI Workforce Development Area is Ernest VanGilder, Region VI Local Elected Official Board. The CEO will, at a minimum:

- ❖ In Partnership with the Region VI Workforce Development Board and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- ❖ Approve the Region VI Workforce Development Board budget and workforce center cost allocation plan,
- ❖ Approve the selection of the one-stop operator following the competitive procurement process, and
- ❖ Coordinate with the Region VI Workforce Development Board to oversee the operations of the Region VI Workforce Development Area American Job Center network.

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#### ◆ **Region VI Workforce Development Board**

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

- ❖ In Partnership with the CEO and other applicable Partners within the Local WDA, develop and submit a Local WDA plan that includes a description of the activities that shall be undertaken by the Local WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy,
- ❖ In Partnership with the CEO and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Local WDBs and their Partners, and that incorporates plans for each of the Local areas in the planning region,
- ❖ In collaboration and Partnership with the CEO and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies,
- ❖ In cooperation with the Local CEO and the other Local WDBs within the



regional area, design and approve the American Job Center network structure. This includes, but is not limited to:

- ❖ Adequate, sufficient, and accessible one-stop center locations and facilities,
- ❖ Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
- ❖ A holistic system of supporting services, and
- ❖ One or more competitively procured one-stop operators.
- ❖ In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s),
- ❖ Determine the role and day-to-day duties of the one-stop operator
- ❖ Approve annual budget allocations for operation of the American Job Center network,
- ❖ Help the one-stop operator recruit operational Partners and negotiate MOUs with new Partners,
- ❖ Leverage additional funding for the American Job Center network to operate and expand one-stop customer activities and resources, and
- ❖ Review and evaluate performance of the Region VI Workforce Development Area and one-stop operator.

#### ◆ **Local Workforce Development Board Staff**

Specific responsibilities include, at a minimum:

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

#### ◆ **One-Stop Operator**

HRDF, Inc. will employ one (1) One-Stop Operator for the Region VI area who will act as “functional leader”.

The one-stop operator will be responsible for the following:

- ❖ Convening Partnership meetings;
- ❖ Assisting the Partner Network in coordinating the development of training and communication plan for the One-Stop System comprehensive and affiliate centers;
- ❖ Leading and convening partners in the design and implementation of functional integration of services of the One-Stop System;

- ❖ Assisting the Region VI WDB with the design and implementation of the One-Stop site certification process;
- ❖ Promoting the services available through the One-Stop System, including the development of marketing and outreach materials with support and final approval from the Region VI WDB;
- ❖ Evaluating customer needs and satisfaction data to continually refine and improve service strategies, including exploring implementing a real-time customer feedback model;
- ❖ Serving as a liaison between the Region VI WDB and the Partner Network;
- ❖ Ensuring that the Region VI WDB's policies and procedures are effectively communicated and carried out through the One-Stop System;
- ❖ Coordinating outreach to business and job seeker customers, which includes coordinating the development of marketing, outreach, and labor market information materials with support and final approval of the Region VI WDB;
- ❖ Working with the Partner Network and the Region VI WDB to define and provide a means to meet common operational needs, such as training, technical assistance, and additional resources, etc.;
- ❖ Facilitating sharing of data and information;
- ❖ Representing the Region VI Workforce West Virginia Center One-Stop System at community meetings to promote services and or discuss partnership opportunities;
- ❖ Ensuring EEO requirements are met, including coordinating staff training, and assuring EEO posters and processes are in place;
- ❖ Assisting the Region VI WDB in the coordination and implantation of Rapid Response activities, and serving as the Region VI WDB representative to those activities;
- ❖ Manage **fiscal responsibilities** and records for the center. This includes assisting the Local WDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

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

## ◆ Partners

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

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

- ❖ Effective communication, information sharing, and collaboration with the one-stop operator,
- ❖ Joint planning, policy development, and system design processes,
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures,
- ❖ The design and use of common intake, assessment, referral, and case management processes,
- ❖ The use of common and/or linked data management systems and data sharing methods, as appropriate,



- ❖ Leveraging of resources, including other public agency and non-profit organization services,
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- ❖ Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

## Data Sharing

The MACC, known in West Virginia as WorkForce West Virginia Management Information System, is the computerized system of record keeping that will include a common data repository for WIOA, Wagner-Peyser, Trade Adjustment Assistance (TAA) and other Title I (B) activities. All partners agree to enter client profiles (job and training seekers), job openings and employer information it receives into WorkForce West Virginia (MACC) to the extent partner module and access become available.

The WorkForce West Virginia system (MACC) or replacement, will be the system of choice for finding employment or obtaining training through the agencies working together to develop common processes through the system.

A process for allocating both future development costs and ongoing operational costs to include regular maintenance and “help desk” type support for the system will be established. It is anticipated that all state agencies accessing and using the WorkForce West Virginia system (MACC) will contribute toward all costs of the MACC based on an agreed upon fair and proportionate allocation determined by system use or overall funding. The local WDB will also contribute proportionately toward the total cost.

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

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

- ❖ Customer PII will be properly secured in accordance with the Local WDB’s policies and procedures regarding the safeguarding of PII.
- ❖ The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- ❖ All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- ❖ All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- ❖ Customer data may be shared with other programs, for those programs’ purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.

- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

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

## **Confidentiality**

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

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

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

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

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

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

## Referrals

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

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

## Accessibility

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

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### ◆ Physical Accessibility

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

## ◆ **Virtual Accessibility**

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The Region VI Workforce Development Board will work with the West Virginia State Workforce Development Board (State WDB) to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the Region VI Workforce Development Board to post content through its website.

## ◆ **Communication Accessibility**

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

## ◆ **Programmatic Accessibility**

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All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center network.

## **Outreach**

The Region VI Workforce Development Board and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- ❖ Specific steps to be taken by each partner,
- ❖ An outreach and recruitment plan to the region's job seekers, including targeted



- efforts for populations most at-risk or most in need,
- ❖ An outreach and recruitment plan for out-of-school youth,
- ❖ Sector strategies and career pathways,
- ❖ Connections to registered apprenticeship,
- ❖ A plan for messaging to internal audiences,
- ❖ Regular use of social media,
- ❖ Implementation of a One Stop Committee,
- ❖ A partner specific resource guide highlighting services offered, and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

## Dispute Resolution

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

All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Region VI Workforce Development Board Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.

The Region VI Workforce Development Board Chair (or designee) shall place the dispute on the agenda of a special meeting of the Local WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a  $2/3$  majority consent of the Executive Committee members present. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.

The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.

The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.

The Region VI Workforce Development Board Chair will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

## Monitoring

The Region VI Workforce Development Board, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- ❖ Federal awards are used for authorized purposes in compliance with law,

regulations, and State policies,

- ❖ Those laws, regulations, and policies are enforced properly,
- ❖ Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- ❖ Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- ❖ Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- ❖ All MOU terms and conditions are fulfilled.

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

All parties to the MOU further agree to provide information in a timely manner when requested by the Workforce System. These reports may include, but not limited to, information on funding streams, (federal and state), customers served, performance outcomes, and other items as requested. These reports may be furnished to the West Virginia Legislature and other stakeholders. All agencies agree to share appropriate information.

## **Non-Discrimination and Equal Opportunity**

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

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

## **Indemnification**

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the Region VI Workforce Development Board and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or

liability for any actions of the Region VI Workforce Development Board or the one-stop operator.

## **Severability**

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

## **Drug and Alcohol-free Workplace**

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

## **Certification Regarding Lobbying**

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

## **Debarment and Suspension**

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

## **Priority of Service**

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

## **Buy American Provision**

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

## **Salary Compensation and Bonus Limitations**

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

## **Non-Assignment**

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

## **Governing Law**

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

## **Steps to Reach Consensus**

### **1. Notification of Partners**

The Region VI Workforce Development Board Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

### **2. Finalized Draft**

The Region VI Workforce Development Board Chair (or designee) must circulate the finalized MOU and secure Partner signatures within two (2) weeks of receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties.

If determined that a Partner is unwilling to sign the MOU, then the Region VI Workforce Development Board Chair (or designee) must ensure that the dispute resolution process is followed.



## Modification Process

### 1. Notification

When a Partner wishes to modify the MOU, the Partner must first provide written notification to the local WDB of the proposed modification(s).

### 2. Discussion/Negotiation

Upon notification, the Region VI Workforce Development Board Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. This may be done through partner meeting or email.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Region VI Workforce Development Board Chair (or designee) may need to call a meeting of the Parties to resolve the issue.

Upon agreement of all Parties, a modification will be processed.

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

If determined that a Partner is unwilling to agree to the MOU modification, the Region VI Workforce Development Board Chair (or designee) must ensure that the process in the [Dispute Resolution](#) section is followed.

### 3. Signatures

The Region VI Workforce Development Board Chair (or designee) must immediately circulate the MOU modification and secure Partner signatures within two (2) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Region VI Workforce Development Board Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

## Termination

This MOU will remain in effect until the end date specified in the [Effective Period](#) section below, unless:

- ❖ All Parties mutually agree to terminate this MOU prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any

party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.

- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Region VI Workforce Development Board Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

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

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

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

## Effective Period

This MOU is entered into on July 1, 2022. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2023, unless any of the reasons in the [Termination](#) section above apply.

## One Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the Region VI Workforce Development Area American Job Center network. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

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

The Partners consider this one-stop operating budget the master budget that is necessary to maintain the Region VI Workforce Development Area's high-standard American Job



Center network. It includes the following cost categories, as required by WIOA and its implementing regulations:

- ❖ Infrastructure costs (also separately outlined in the [Infrastructure Funding Agreement \(IFA\)](#)),
- ❖ Career services, and
- ❖ Shared services.

All costs must be included in the MOU, allocated according to Partners' proportionate use and relative benefits received, and reconciled on an annual basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair

## Cost Reconciliation and Allocation Base Update

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

Partners will provide the Region VI Workforce Development Board with the following information no later than fifteen (15) days after the end of each quarter, as applicable:

- ❖ Annual cost information and documentation of the actual costs,
- ❖ Updated staffing information (per the 1<sup>st</sup> day of the 1<sup>st</sup> month of each quarter), and
- ❖ Upon receipt of the above information, the Region VI Workforce Development Board will:
- ❖ Compare budgeted costs to actual costs,
- ❖ Update the Full Time Equivalent (FTE) allocation bases, and
- ❖ Apply the updated allocation bases, to determine the actual costs allocable to each partner.
- ❖ The Region VI Workforce Development Board will prepare an updated budget document showing cost adjustments.
- ❖ Partners and the Workforce Development board understand that the costs contained within the One Stop operating budget are contributed by each individual partner as a Cash, Non-Cash, or In-Kind Contributions.

## Infrastructure Funding Agreement

American Job Center infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center, including, but not limited to:

- ❖ Rental of the facilities;
- ❖ Utilities and maintenance;
- ❖ Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- ❖ Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

All Parties to this MOU and IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job Center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

## Partners

Partners funding the costs of infrastructure according to this IFA are the same as identified in the [Partners](#) section of the MOU.

## Cost Reconciliation and Allocation Base Update

All Parties agree that the cost reconciliation and allocation base update for this IFA will be the same as described in the [Cost Reconciliation and Allocation Base Update](#) section of the MOU.

## Steps to Reach Consensus

All Parties agree that the steps to reach consensus for this IFA will be the same as described in the [Steps to Reach Consensus](#) section of the MOU.

The IFA becomes effective as of the date of signing by the final signatory.

Programs may appeal Workforce WV's determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

## Modification Process

All Parties agree to abide by the process for modification, as outlined in the [Modification Process](#) section of the MOU.

## Effective Period

This IFA is entered into on July 1, 2022. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2023, unless any of the reasons in the [Termination](#) section of the MOU applies.

# Definitions

## One-Stop Delivery System

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

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

## Required One-Stop Partners

### Department of Labor

- ❖ WIOA title I programs:



- Adult, Dislocated Worker, and Youth formula programs;
- Job Corps;
- YouthBuild;
- Native American programs;
- Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- ❖ Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- ❖ Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965;
- ❖ Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974;
- ❖ Unemployment Compensation (UC) programs;
- ❖ Jobs for Veterans State Grants (JMSG) programs authorized under chapter 41 of title 38, U.S.C.;
- ❖ Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (RExO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;

### **Department of Education**

- ❖ Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II;
- ❖ Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);
- ❖ The State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV;

### **Department of Housing and Urban Development**

- ❖ Employment and training programs;

### **Department of Health and Human Services**

- ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
- ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).

[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]

### **Additional One-Stop Partners**

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the American Job Center network if the Local WDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b-19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29

U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p. 7)]

## **Infrastructure Costs**

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

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

## **Additional Costs**

Must include the costs of the provision of career services in Sec. 134(c)(2) applicable to each program consistent with Partner program's applicable Federal statutes and allocable based on cost principles of the Uniform Guidance at 2 CFR Part 200 and may include shared operating costs and shared services.

[WIOA Sec. 121(i)(1); 20 CFR 678.760(a); 34 CFR 361.760(a); 34 CFR 463.760(a); and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 4- 5, Attachment II)]

## **Shared Operating Costs and Shared Services**

Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services. For shared additional costs exclusive of infrastructure, which might include the cost of the one-stop operator and other service providers that provide services to multiple partners, then these shared costs need to be reconciled using an appropriate cost

allocation methodology.

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

## **One-Stop Operating Budget**

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

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

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

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

## **Infrastructure Funding Agreement (IFA)**

The IFA contains the infrastructure costs budget that is an integral component of the overall one-stop operating budget. The other component of the one-stop operating budget consists of applicable career services, shared operating costs, and shared services, which are considered additional costs. While each of these components covers different cost categories, an operating budget would be incomplete if any of these cost categories were omitted, as all components are necessary to maintain a fully functioning and successful local one-stop delivery system. Therefore, the Departments strongly recommend that the Local WDBs, one-stop partners, and CEOs negotiate the IFA, along with additional costs when developing the operating budget for the local one-stop system. The overall one-stop operating budget must be included in the MOU. IFAs are a mandatory component of the local MOU, described in WIOA sec. 121(c) and 20 CFR 678.500 and 678.755. Similar to MOUs, the Local WDB may negotiate an umbrella IFA or individual IFAs for one or more of



its one-stop centers.

The Departments also consider it essential that the IFA include the signatures of individuals with authority to bind the signatories to the IFA, including all one-stop partners, CEO, and Local WDB participating in the IFA.

Changes in the one-stop Partners or an appeal by a one-stop partner's infrastructure cost contributions will require a renewal of the MOU.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 17-18 and Attachment II)]

## **Funding Types**

### **Cash**

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

### **Non-Cash**

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

### **Third-party In-kind**

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

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

## **Allocation**

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives. [2 CFR 200.4]

## **Cost Objective**

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also §§ 200.44 Final cost objective and 200.60 Intermediate cost objective. [2 CFR 200.28]

## Authority and Signature

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

By signing this agreement, the individual signatory certifies that he or she is authorized to sign on behalf of the Partner organization and that they bind the organization to the faithful performance of this agreement, in its entirety. The signatory also assures on behalf of the Partner organization that it will comply with practices, policies, and procedures regarding client confidentiality, data, security, Drug Free Workplace Policy, Equal Employment Opportunity Regulations, and all required assurances as outlined in the Workforce Innovation and Opportunity Act.

My signature certifies my understanding of the terms outlined herein

- ☐ and agreement with: The MOU
- ☐ The Operating Budget
- ☐ The Infrastructure Funding Agreement (IFA)

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

- ☐ The MOU
- ☐ The Operating Budget
- ☐ The Infrastructure Funding Agreement (IFA)

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

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2023, whichever occurs earlier

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Signature

Date

---

Printed Name and Title

---

Partner/Organization Name

---

Local Contact - Name/Phone



**B**

**WIOA Application**



## MACC ID: \_\_\_\_\_

Funding Stream \_\_\_\_\_

**Please complete the following work history for your last two jobs, regardless of the time frame:**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City/State: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Hourly Wage: \_\_\_\_\_  
Hrs worked per week? \_\_\_\_\_ Reason for leaving (check one) ☐ Laid off ☐ Terminated ☐ Quit

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City/State: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Hourly Wage: \_\_\_\_\_  
Hrs worked per week? \_\_\_\_\_ Reason for leaving (check one) ☐ Laid off ☐ Terminated ☐ Quit

**Are you a Dislocated Worker?**

- ☐ I am presently laid-off with no re-employment offer, am eligible for or have exhausted unemployment compensation and have limited opportunities for re-employment in the same or similar occupation in my local area.
- ☐ I have received notification of pending lay-off.
- ☐ I am presently laid-off because the company where I worked closed.
- ☐ I have received notification that the company I work for will be closing.
- ☐ I was self-employed, am now unemployed due to economic conditions or natural disaster.
- ☐ I am a spouse of an active member of the military and am currently unemployed or underemployed due to relocation.
- ☐ I have been employed long enough to show attachment to the workforce, but am not eligible for unemployment compensation due to insufficient earnings or having worked for an employer not covered under a State unemployment law.

**Do you receive unemployment compensation?**

- ☐ I am currently receiving unemployment compensation (state, federal, trade).
- ☐ I am not eligible for unemployment compensation.
- ☐ I have exhausted unemployment compensation.
- ☐ I am eligible for, but not receiving unemployment compensation.

**Were you drawing unemployment compensation, but have returned to work at a lesser wage than your previous job?**

☐ Yes ☐ No

**Are you a Displaced Homemaker?** ☐ Yes ☐ No

**Displaced Homemaker Definition-** You have been providing unpaid services to family members in the home and have been dependant on income from another family member that you no longer receive; and you are unemployed or under-employed;

or you are the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of your spouse and you are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.

**What is your family status?** *(Please check the one that best describes your current situation.)*

- ☐ Not a family member (check here if you are single, no dependants)
- ☐ Parent in a two-parent family
- ☐ Parent in a one-parent family
- ☐ Other family member (check here if you are a dependent child who is applying for WIOA)

**Number of people in your family?** (including yourself) \_\_\_\_\_ **How many are under 18?** \_\_\_\_\_

**REQUIRED Income Eligibility Information:** Please list all family living in your house and show what income the individual has received (if any) in the past six months, and the source of that income. Income to list includes: wages, tips, bonuses, commissions, net self-employment, net farm, Social Security disability, retirement, pensions, strike benefits, Worker's Compensation, Unemployment Compensation, military retirement payments other than VA Disability, net lottery winnings, severance pay, regular support from someone not living in the household (including child support), college grants or fellowships, alimony, insurance or annuity payments (including old-age survivors insurance benefits), dividends, interest, net rental income, net royalties, payments from estates or trusts, and training stipends.

Name	Relation to You	Source of Income	Total 6 mo. Income
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Six Month Total			_____
Annualized Total			_____

**Please check all of the following that apply to you:** (Services that you receive or grants on which you are listed)

☐ Currently receiving TANF (Temporary Assistance to Needy Families)

If yes, indicate which program:

☐ WV Works      ☐ Child Only Grant (Kinship)      ☐ Exhausting lifetime TANF within 2 years

☐ Currently receiving SNAP (Food Stamps)

If yes, indicate which program:

☐ General      ☐ ABAWD      ☐ Employment and Training

☐ SSI (Supplemental Security Income)

**Do any of the following apply to you? (\*You are a youth if you are under the age of 25)**

☐ I am a high school dropout without a high school equivalency diploma      ☐ I am a runaway youth\*

☐ I am a current or former foster child      ☐ I am a pregnant or parenting youth\*      ☐ I am currently homeless

☐ I have been arrested and/or convicted of: ☐ A felony      ☐ A misdemeanor

Are you an individual with Limited English Proficiency? (i.e.- English is not your native language.) ☐ Yes ☐ No

If yes, what is your preferred language? \_\_\_\_\_

**CIVIL RIGHTS LAW:**

This information is requested solely for the purpose of determining compliance with Federal civil rights law, and your response will not affect consideration of your Registration. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner. This WIOA program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request.

**Registrant Attestation and Release:**

I certify that statements made by me on this Eligibility Application are voluntary, true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatement(s) of fact(s) I will be subject to disqualification or dismissal and to such other penalties as may be prescribed by law or WIOA regulations. I also understand that any and all of this information provided by me may be verified by the authorized WIOA entity, and I allow the release of this information for verification purposes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIOA Authorized Signature

**Region VI Workforce Development Board (WDB)**  
**Request for WIOA- Funded Second Training**  
**from (check one):**

☐ **A-Customers Possessing a Certificate, License,  
Degree obtained through NON-WIA/WIOA Funds**

☐ **B-Customers requesting a second training  
whose first training was paid for by WIA/WIOA**

**PLEASE PRINT ALL INFORMATION SO IT CAN BE READ.**

**Please provide all requested information. Incomplete applications will not be submitted for consideration of funding.**

**Name** \_\_\_\_\_ **MACC ID #** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
First MI Last

**Current Address:** \_\_\_\_\_  
Street Address City State Zip Code

**Please list the name/type of certificate, license, degree you currently possess and the year in which it was obtained:**

**(Attach a copy of the certificate, license, degree to this form.)**

**Career Planner use only:** If checked B above, please list the amount of WIA/WIOA funding used for training \$ \_\_\_\_\_  
Did the customer successfully complete the training? ☐ Yes ☐ No If no, please explain on Part 2 of this packet.

**Name and address of school or provider who issued the certificate, license, degree listed above:**

**Is the above listed certificate, license, degree current?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, is it renewable?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, explain why you would or would not renew the certificate, license, or degree:**

**Are you currently employed?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Employment History:** Beginning with the current or most recent employer, please list your 5 most recent jobs. Please mark yes or no in the last column if the employment was related to the certificate, etc. listed above. For "Reason for Leaving", please indicate if you quit (and the reason), were terminated, laid-off due to lack of business, or the business closed.

Employer	Job Title	Dates of Employment	Reason for Leaving**	Rate of Pay	Hrs Per week	Work Related
						to Cert/Lic/Deg? Yes or No

**\*\*If you would like to further explain the reason for leaving any of the listed jobs, or explain gaps in employment of 6 or more months in duration, please use the back of this page. This is optional, not required.**



**If you have never obtained employment related to the certificate, etc. listed on page 1, please provide an explanation as to why not:**

---

**Please describe the additional training you are requesting the Region VI WDB to fund:**

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**Have you applied to and been accepted into the training you are requesting funding for?** ☐ Yes ☐ No

**Please explain why this training will be necessary to meeting your long-term employment goals: (If you need more space, please use the back of this page.)**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**I attest, to the best of my knowledge, that the information entered herein is true, and that if any of this information is found to be false, I will be denied any further consideration for funding for Training Services through the Region VI Workforce Development Board. I understand that submission of this form to the Career Planner and or the Exceptions Committee does not guarantee I will be awarded funding.**

Print Name

**Sign Name**

Date \_\_\_\_\_

**\_\_\_B-Customers requesting a second training  
whose first training was paid for by WIA/WIOA**

A. Has the customer obtained past employment related to the certificate, etc.? Yes\_\_\_ No\_\_\_  
If yes to A, was this employment earning the customer a self-sufficient wage? Yes\_\_\_ No\_\_\_  
If no to A, was an adequate explanation given by the customer as to why no employment resulted from their obtaining the certificate, etc.? Yes\_\_\_ No\_\_\_

B. Is the customer currently employed in a job relating to the certificate, etc.? Yes\_\_\_ No\_\_\_  
If yes to B, is the customer currently earning a self-sufficient wage through this employment? Yes\_\_\_ No\_\_\_  
If no to B, is the customer currently employed in a job not related to the certificate, etc.? Yes\_\_\_ No\_\_\_  
Does the current employment provide a self-sufficient wage to the customer? Yes\_\_\_ No\_\_\_

C. Are there job referrals related to the certificate, etc. currently available? Yes\_\_\_ No\_\_\_  
If yes to C, will acceptance of employment in one of these jobs result in the customer earning a self-sufficient wage? Yes\_\_\_ No\_\_\_  
If no to C, and the customer is currently un-employed or under- employed, is the customer currently searching for employment of any kind? Yes\_\_\_ No\_\_\_

D. (1) Training program title customer requesting funding for: \_\_\_\_\_  
(2) Training provider: \_\_\_\_\_  
(3) Does the customer meet all of the admission/eligibility requirements of the 2<sup>nd</sup> training they wish to take?  
\_\_\_Yes \_\_\_No  
(4) If Yes to (3), have they been accepted into the training program? \_\_\_Yes \_\_\_No  
(5) If No to (3) and or (4), please explain: \_\_\_\_\_

**Career Planner – Based upon the information provided by the customer, and the limitations and guidelines for ITA funding in Region VI, please specify in detail below your reasons for supporting the use of WIOA funds to provide additional training for this customer:**

Date \_\_\_\_\_

# H

## Procurement Methods

**Procurement Methods – 2 CFR 200.320**

**Region VI Workforce Development Board (WDB) shall use one of the following methods of procurement, as appropriate for each type of procurement.**

**Procurements of goods, services, and property:**

- 1.1 Procurements of *\$5000 or less* will be procured at the discretion of the Executive Director and Staff. {2 CFR 200.320 (a) (1)}
- 1.2 Procurement by *Small Purchase Procedures*. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost from *\$5001 to \$75,000* in the aggregate. If small purchase procurements are used, price or rate quotations will be obtained from at least three qualified sources. If there are not 3 qualified sources, a letter documenting an explanation of the circumstances will be attached in the file on that procurement. All procurements under this section will be approved by vote of the WDB and LEO boards. {2 CFR 200.320 (a)(2)}
- 1.3 Procurement by *Sealed Bids (formal advertising- Request for Quote (RFQ))*. For procurements of *\$75,001 or more*, “bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.” {2 CFR 200.320 (b)(1)}. “Any or all bids may be rejected if there is a sound documented reason.” {2 CFR 200.320 (b)(1)(ii)(E)}. All procurements under this section will be approved by vote of the WDB and LEO boards

**Procurements for Programmatical activities:**

- 1.4 Procurement by *Competitive Proposals* (A method in which either a fixed price or cost reimbursement type contract is awarded) shall be used for programs or services if the following conditions are present:
  - a. The nature of the item or service needed precludes developing a specification or a purchase description so precise that all interested parties have an identical understanding of the requirement;
  - b. Two or more responsible suppliers are willing and able to compete effectively for the award
- 1.5 Procurements by Competitive Proposals for programs for the Region VI Workforce Development Board shall be secured by: {2 CFR 200.320 (b)(2)}



- a. Soliciting offers by distributing Requests for Proposals (RFPs) to an adequate number of qualified sources to ensure competition and by publicizing the RFP and honoring requests for copies of the RFP to the maximum extent practicable;
- b. Ensuring that the RFP identifies all significant evaluation factors, including cost, or price, and the relative importance of each;
- c. Providing technical evaluation of proposals received and determinations of responsible offerors for the purposes of holding written or oral discussions; for conducting negotiations with offerors deemed to be in the competitive range (offerors whose proposals, when evaluated, are believed to have a reasonable chance of being selected for award); and for selecting the contractor; and
- d. Awarding a fixed-price or cost reimbursement award to the responsible bidder or whose proposal will be most advantageous to the Region VI Workforce Development Board, price and other factors considered; and notify unsuccessful offerors of the award.

1.6 Procurement by *Non-Competitive Proposals*. {2 CFR 200.320 (c)} Procurement occurs through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or when, after solicitation of a number of sources, (which may include advertising for a letter of Request for Interest (RFI) to provide services in order to determine if an RFP is needed), competition is determined inadequate. The use of sole source procurements shall be minimized to the extent possible, but in every case the use of sole source procurements shall be justified and documented. If this method is used, the following requirements apply:

- a. The award is not feasible under any of the other procurement processes mentioned herein and one of the following circumstances applies:
  - The item or service is available only from a single source;
  - The public exigency or emergency need for the item or service does not permit a delay resulting from competitive selection
  - After solicitation of a number of sources, competition is determined inadequate process
- b. A cost analysis is required. This entails verification of the proposed cost data and evaluation of the specific elements of costs and profits, including comparison with the agency's prior independent price estimate. Profit must be separately negotiated in the award, and cost plus a percentage of cost agreements are not allowable.

1.7 Transactions between units of government. Except as provided under 2 CFR 200,

all procurement contracts and other transactions between Region VI WDB and units of the state or local governments must be conducted only on a reimbursement basis. No provision for profit is allowed.

- a. The Region VI WDB partnering with the State is responsible for managing the eligible provider process as specified under WIOA Section 122(a) through (i);
- b. When tuition charges or entrance fees are not more than the educational institution's catalogue price, necessary to receive specific training, charged to the general public to receive specific training, charged to the general public to receive the same training, and for training participants, the tuition and/ or entrance fee must be broken down by item of cost as specified under the State/Local eligible provider process.

### **Conflict of Interest**

- 1.8 No Board Member, officer, employee or agent of the Region VI Workforce Development Board shall:
  - a. Cast a vote on the provision of service under the Region VI Workforce Development Board by that member, by any member of his or her family, or by any organization of which that member or any member of his or her family is an officer, owner, or employee, or
  - b. Vote on any matter which would provide direct financial benefit to that member, or
  - c. Participate in the award or administration of any grant or contract that is funded through the Region VI Workforce Development Board , where he or she knows that any of the following has a financial interest in the person or organization that will receive or has received that grant or contract: 1) the officer, employee, or agent; 2) any family member of the officer, employee, or agent; 3) any partner of the officer, employee, or agent or 4) any person or organization that employ, or is about to employ, any person described in 1), 2), or 3).
- 1.9 No Preclusion – Board Members shall not be precluded from conducting business with a partnership, firm or company with which one or more member is associated, provided that any business relationship is established and maintained on an arm's length basis and meets any otherwise legal requirements relating to conflicts.
- 1.10 Disclosure Requirements – If, during the course of a meeting of the Board, a member is aware that he or she has or may have an actual potential conflict of interest in the matter under discussion, the Board members shall immediately

disclose the material facts about his or her interest in the matter to the Board, if not already known to the Board.

- 1.11 Procedure Determining the Existence of a Conflict – In the event that the Board concludes that a conflict exists, the President or the majority of disinterested members present may appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement which presents the conflict. Alternatively, the Board may approve the transaction or arrangement which is the subject matter of the conflict by an affirmative vote of the majority of the members of disinterested members present, provided that they have determined 1) that the transaction or arrangement is in the Board's best interest and for its' own benefit and 2) that it is fair and reasonable to the Board.
- 1.12 Violation of Policy – Any Board member or employee who violates its' conflict of interest policy shall be subject to the disciplinary action by the Chair or the Board, up to and including termination of employment, if applicable, or removal from the Board or the committee thereof of the member.
- 1.13 *Award Provisions:* Each recipient and sub recipient agreement shall:
  - a. Clearly specify deliverables and basis for payment;
  - a. In the case of awards to sub recipients, contain clauses that provide for compliance with the Workforce Innovation and Opportunity Act (WIOA) and attendant Federal Regulation;
  - b. Contain assurance of nondiscrimination and equal opportunity as required under WIOA Section 188.
  - c. Contain all documentation required in the grant request for proposal packet.

**Contracting with Small and Minority Businesses, Women's Businesses, and Labor Surplus Area Firms**

- 1.14 Region VI will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Region VI will require subcontractors to abide by this requirement also.