

One Stop Center MOU

Alexandria/Arlington Region

LWDA Name

Alexandria/Arlington Regional Workforce Council

LWDB Name

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Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. **Please note that a MOU is complete only when it's inclusive with the Infrastructure Funding Agreement (IFA).** This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the resource sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its' implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Memorandum of Understanding

This MOU is executed between the Local Workforce Development Board, Alexandria/Arlington Regional Workforce Council (LWDB), the American Job Center system Partners (Partners), and the Chief Elected Officials (CEO), City of Alexandria and Arlington County, Virginia. 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 American Job Center Centers in the Alexandria/Arlington Workforce Development Area (LWDA). The LWDB provides local oversight of workforce programming for the LWDA.

The Resource Sharing Agreement and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the LWDA American Job Center Center(s). The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the LWDA’s high-standard Virginia Career Works system.

The Vision, Mission, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker, workers and business customers, as well as to the overall LWDA community.

Introduction

Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms, and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

The LWDB seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the LWDA create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

VISION

The Alexandria/Arlington Workforce System envisions a region where every business has access to a qualified, job-ready workforce and every resident has the skills needed to connect with meaningful employment and advance in a career.

MISSION

We help drive equitable economic growth in Alexandria and Arlington County by implementing an effective, efficient, and inclusive workforce ecosystem that delivers equal access to innovative, integrated, data-driven products and services designed and aligned to meet the needs of businesses and all job seekers. We hold ourselves accountable to the system’s goals and support high-impact outcomes.

Goal 1: Build Better Employer Relationships. Build better relationships so that we can deliver value to customers by filling in-demand jobs that are strategic to our diverse economy.

Goal 2: Skill People Up! Develop a proactive, confident, and qualified workforce with the essential workforce readiness competencies and credentials that meet current and anticipated business needs.

Goal 3: Connect People to Jobs. Connect people to job opportunities that pay a living wage with benefits and that provide equitable opportunities for launching sustainable career pathways for work that is in demand.

Goal 4: Ensure We Are Accessible to Everyone. Increase equitable access to the local workforce system and its services through collaborative partnerships and coordinated, innovative solutions.

Goal 5: Better Promote What We Do. Promote the workforce system and its services through focused communication with employers, schools, and potential employees to meet the needs of all.

System Structure

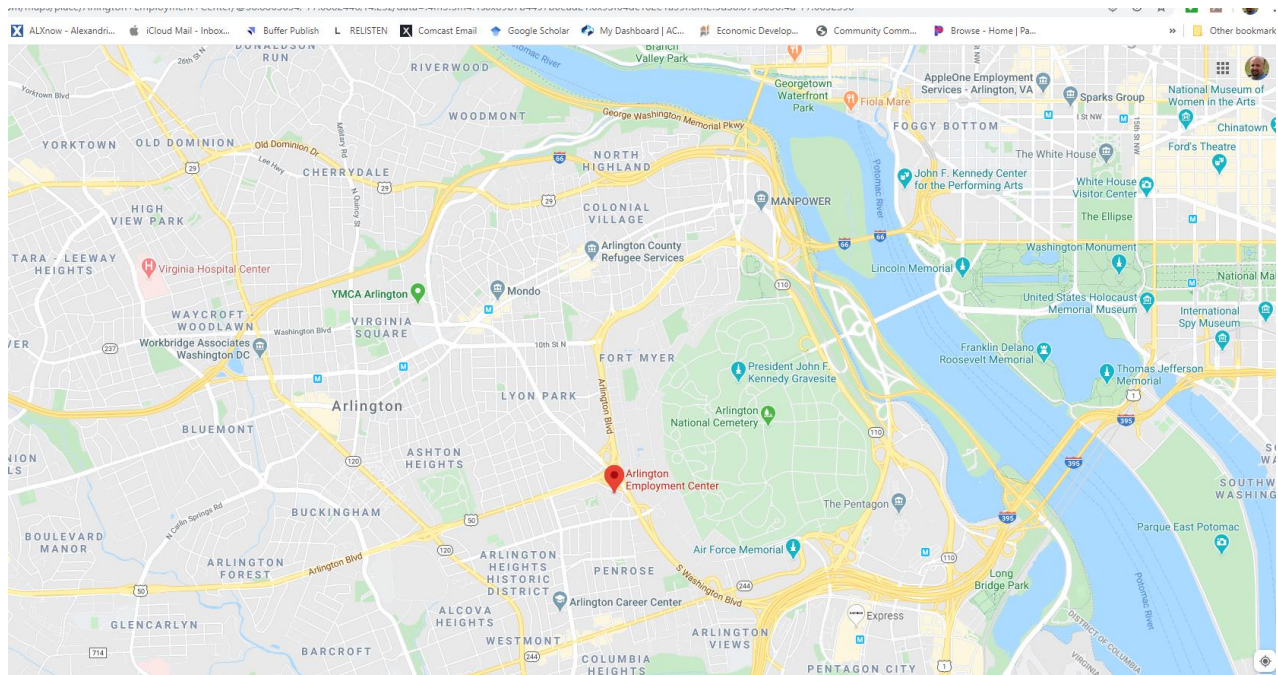
American Job Centers

The LWDA has two comprehensive American Job Center centers that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1998 (*WIA*) and continued by the *WIOA*, the centers offer a comprehensive array of services designed to match talent with opportunities.

The two comprehensive American Job Centers are:

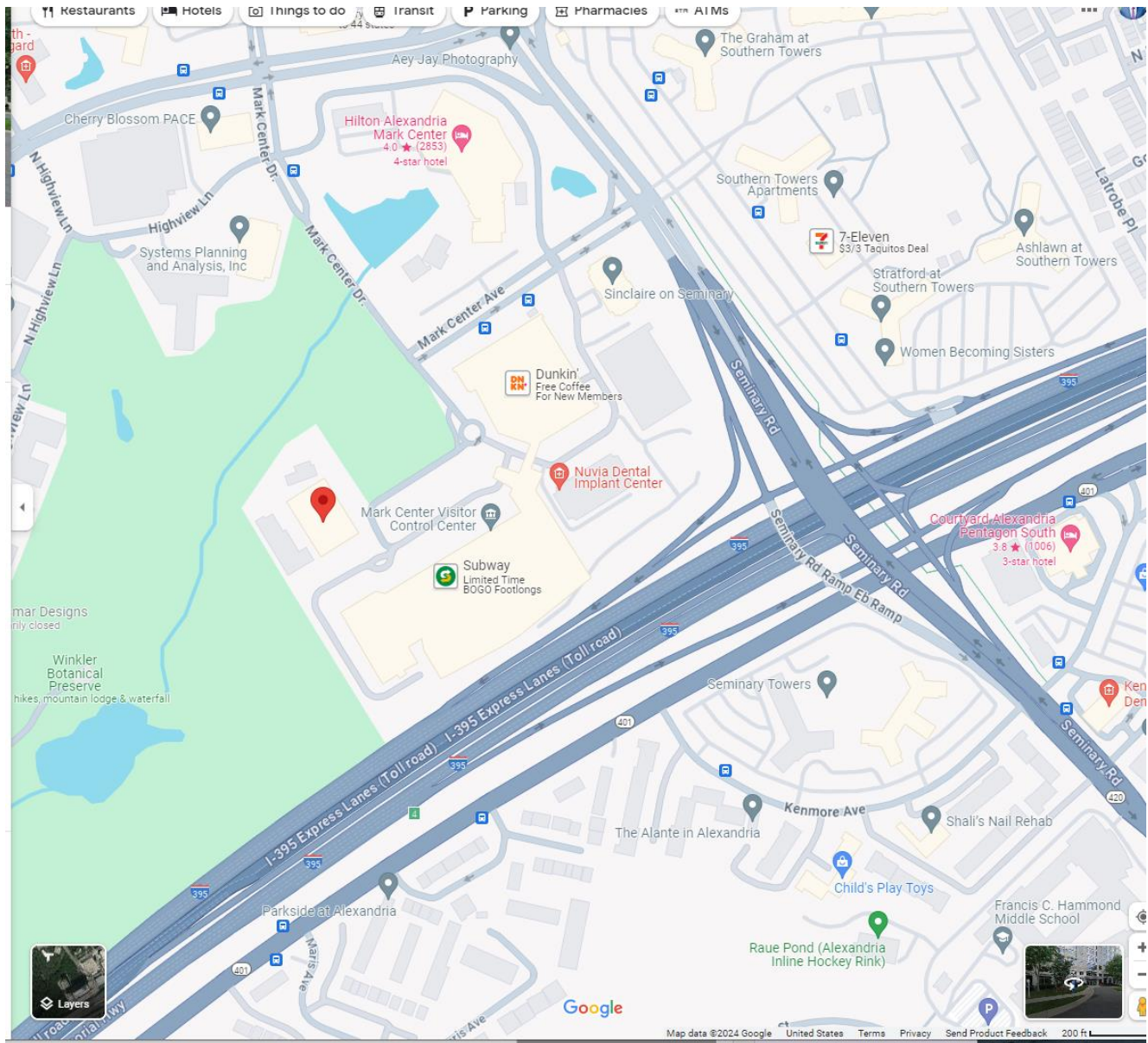
- **Arlington Employment Center**

Diane Alvira, Director	703.228.1023
2100 Washington Blvd., Arlington, VA 22204	dalvira@arlingtonva.us
8:00 a.m. – 5:00 p.m. M-F	https://aec.arlingtonva.us/



- **City of Alexandria Workforce Development Center**

Katrina Ashmore, Director	703.746.5990
4850 Mark Center Drive, 6th Floor, Alexandria, VA 22311	katrina.ashmore@alexandriava.gov
8:00 a.m. – 5:00 p.m. M-F	https://www.alexandriava.gov/WorkforceDevelopment



One-Stop Operator(s)

The LWDB in consultation with the CEOs selected the one-stop operator, RISE Talent Solutions LLC, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and Local procurement laws and regulations.

All documentation for the competitive one-stop operator procurement and selection process can be requested by contacting dremick@arlingtonva.us. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

Partners

Mandatory One Stop Partner Program	Administrative Agency	Operational Agency
WIOA Title I Adult, Youth & Dislocated Workers	Virginia Department of Workforce Development and Advancement	Alexandria City Department of Community and Human Services & Arlington Department of Human Services (Fulltime, Physical presence at both Centers)
Temporary Assistance for Needy Families (TANF)/Virginia Initiative For Employment Not Welfare (VIEW); Supplemental Nutrient Assistance Program Employment and Training (SNAPET)	Virginia Department of Social Services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services (Fulltime, Physical presence at both Centers)
HUD Community Development Block Grant; HHS Community Services Block Grant	Arlington Department of Community Planning, Housing and Development	Arlington Department of Human Services (Fulltime, Physical presence at the Arlington Center)
Unemployment Compensation	Virginia Employment Commission	Virginia Employment Commission (Fulltime, Virtual presence at both Centers)
WIOA Title III – Wagner-Peyser; Rapid Response; Veterans Employment and Training (Jobs for Veterans State Grant); Trade Adjustment Assistance	Virginia Department of Workforce Development and Advancement	Virginia Department of Workforce Development and Advancement (Fulltime, Physical presence at both Centers)
WIOA IV – Rehabilitation Act	Virginia Department for Aging and Rehabilitative Services; Virginia Department for the	Virginia Department for Aging and Rehabilitative Services (Parttime, Physical presence at both Centers)

	Blind & Vision Impaired	
Title V of the Older Americans Act	The <i>SkillSource</i> Group, Inc.	The <i>SkillSource</i> Group, Inc., (Fulltime, Virtual presence at both Centers)
WIOA Title II – Adult Education	Virginia Department of Education	Alexandria City Public Schools & Arlington County Public Schools (Parttime, Physical presence at both Centers)
Carl D. Perkins Career and Technical Education Programs	Virginia Community College System	Northern Virginia Community College (Fulltime, Virtual presence at both Centers) Alexandria City Public Schools & Arlington County Public Schools (Fulltime, Virtual presence at both Centers)
Business Services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services	Regional Business Services Team (Fulltime, Physical presence at both Centers)
Ex-offender Programs under the Second Chance Act of 2007 (Reentry Employment Opportunities grants)	This MOU does not include these programs because they do not have a presence in the LWDA. However, as appropriate, the Centers will include referrals and information for these programs that exist outside the LWDA.	
Job Corps		
Youth Build		
Native American Programs		
National Migrant and Seasonal Worker Programs		
Non-Mandatory Local Partner Program		
Melwood JOBS	Melwood provides increased access to and participation in job readiness and employment services for Temporary Assistance for Needy Families (TANF) recipients living in Alexandria City and Arlington County. (Parttime, Physical presence at both Centers)	
Catholic Charities of the Diocese of Arlington	Catholic Charities help newcomers become self-sufficient and productive members of American society by offering a combination of legal immigration consultation and representation, English-language instruction, other adult education programs, workforce development training, naturalization assistance, bilingual community education, and refugee resettlement and assistance services. (Parttime, Physical presence at both Centers)	

TERMS AND CONDITIONS

Partner Services

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

BUSINESS SERVICES	Partner Provider:
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Provide information and services related to Unemployment Insurance taxes and claims	Virginia Employment Commission
Assist with disability and communication accommodations, including job coaches	Virginia Department for Aging and Rehabilitative Services, Virginia Department for the Blind & Vision Impaired, Alexandria City Department of Community, and Human Services & Arlington Department of Human Services
Conduct outreach regarding Local workforce system's services and products	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Conduct on-site Rapid Response activities regarding closures and downsizings	Virginia Department of Workforce Development and Advancement
Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Provide access to labor market information	Alexandria/Arlington Regional Workforce Council
Provide customized recruitment and job applicant screening, assessment and referral services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Assist with the interpretation of labor market information	Alexandria/Arlington Regional Workforce Council
Conduct job fairs	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Develop customized training opportunities to meet specific employer and/or industry cluster needs	Alexandria City Department of Community and Human Services & Arlington Department of Human Services

Use of one-stop center facilities for recruiting and interviewing job applicants	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Coordinate with employers to develop and implement layoff aversion strategies	Alexandria/Arlington Regional Workforce Council
Post job vacancies in the state labor exchange system and take and fill job orders	Virginia Department of Workforce Development and Advancement, Alexandria City Department of Community, and Human Services & Arlington Department of Human Services
Provide information regarding disability awareness issues	Virginia Department for Aging and Rehabilitative Services, Virginia Department for the Blind & Vision Impaired, Alexandria City Department of Community, and Human Services & Arlington Department of Human Services
Provide incumbent worker upgrade training through various modalities	Alexandria/Arlington Regional Workforce Council
Provide information regarding workforce development initiatives and programs	All Partners
Provide information regarding assistive technology and communication accommodations	Virginia Department for Aging and Rehabilitative Services, Virginia Department for the Blind & Vision Impaired, Alexandria City Department of Community, and Human Services & Arlington Department of Human Services
Develop, convene, or implement industry or sector partnerships	Alexandria/Arlington Regional Workforce Council

JOB SEEKER SERVICES	
Basic Career Services	
Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Local workforce system	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
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)	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Access to employment opportunity and labor market information	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Performance information and program costs for eligible providers of training, education, and workforce services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services

Information on performance of the local workforce system	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Information on the availability of supportive services and referral to such, as appropriate	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Information and meaningful assistance on Unemployment Insurance claim filing	Virginia Employment Commission
Determination of potential eligibility for workforce partner services, programs, and referral(s)	All Partners
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	All Partners
Individualized Career Services	
Comprehensive and specialized assessments of skills levels and service needs	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
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	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Referral to training services	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Group counseling	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Literacy activities related to work readiness	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Individual counseling and career planning	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Work experience, transitional jobs, registered apprenticeships, and internships	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
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	Alexandria City Department of Community and Human Services & Arlington Department of Human Services

Post-employment follow-up services and support	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Training Services	
Occupational skills training through Individual Training Accounts (ITAs)	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above	Northern Virginia Community College, Alexandria City Public Schools, and Arlington County Public Schools
On-the-Job Training (OJT)	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Incumbent Worker Training	Alexandria/Arlington Regional Workforce Council
Programs that combine workplace training with related instruction which may include cooperative education	Northern Virginia Community College, Alexandria City Public Schools, and Arlington County Public Schools
Training programs operated by the private sector	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Skill upgrading and retraining	Northern Virginia Community College, Alexandria City Public Schools, and Arlington County Public Schools
Entrepreneurial training	Northern Virginia Community College, Alexandria City Public Schools, and Arlington County Public Schools
Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	Alexandria City Department of Community and Human Services & Arlington Department of Human Services
Other training services as determined by the workforce partner's governing rules	Alexandria City Department of Community and Human Services & Arlington Department of Human Services

Roles and Responsibilities of Parties

The Parties to this agreement will work closely together to ensure that all American Job Center centers are high-performing workplaces with staff that will ensure quality of service.

All Parties to this agreement shall comply with:

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended,
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336),

- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- ❖ All amendments to each, and
- ❖ All requirements imposed by the regulations issued pursuant to these acts.

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

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

Specific roles and responsibilities as follow:

Alexandria/Arlington Workforce Development Consortium

The Alexandria/Arlington Workforce Development Consortium is comprised of the Alexandria City Mayor and the Arlington County Board Chair. Both Chief Elected Officials (CEO) play a major role in designing the service delivery system within the Centers. In cooperation with the Alexandria/Arlington Regional Workforce Council, the Consortium's responsibilities include but are not limited to:

- Approval of the consolidated space requirements for the American Job Center Centers.
- Approval of the fiscal plan, budget, and cost allocation plan of the Centers.
- Designates the City and County Managers, or their designees, to provide oversight of the operations of the Centers.
- Development and submission of a comprehensive four-year plan to the Governor that identifies and describes policies, procedures, and local activities carried out in the local area that are consistent with the State Plan.
- In coordination with the RWC, approval of the selection of the One Stop Operator for the local workforce area.

Alexandria City Department of Community and Human Services and Arlington County Department of Human Services

- Are the lease holders of the Alexandria Workforce Development Center and the Arlington Employment Center.
- Manage the service delivery of Centers' operations.
- These responsibilities include but are not limited to; promotes integrated, cross-agency business practices in the Center among the Partner Agencies and manages all front-line staff.

Alexandria/Arlington Regional Workforce Council (RWC):

The RWC ensures the workforce related needs of employers and jobseekers in the region are met to the maximum extent possible with available resources. In cooperation with the CEO, or her/his designees, the RWC responsibilities include but are not limited to:

- In partnership with the CEO and other applicable partners within the LWDA, develop and submit a LWDA plan that includes a description of the activities that shall be undertaken by the LWDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy.
- Provide a description of methods to ensure service can continue in the case of a natural or manmade disaster.
- In cooperation with the Local CEO, design and approve the American Job Center system 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 system,
 - Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,
 - Leverage additional funding for the American Job Center system to operate and expand one-stop customer activities and resources, and
 - Review and evaluate performance of the LWDA and one-stop operator.

Alexandria/Arlington Regional Workforce Council One Stop Operations Committee:

This committee is comprised of representatives from the Workforce Partner Agencies and the One-Stop Operator. The Committee provides operational oversight and accountability pursuant to the WIOA and state policy and guidelines, to ensure exceptional customer services to job seekers, current workers and employers in the area, and to meet the requirements outlined in VBWD Policy 300-01, Quality Standards for One-Stop Career Centers in Virginia. The Committee:

- Identifies measurable program outcomes and related performance measures including customer satisfaction.
- Publishes and updates a Policies and Procedures Handbook for the Center as approved by this committee.
- Monitors operations and quality control.
- Identifies and provides reporting mechanisms to the RWC.

- Participates in the negotiations and maintenance of the MOU.
- Participates in staffing and training/development decisions.
- Evaluates performance and implements required actions to meet performance standards.

Local Workforce Development Board Staff

Specific responsibilities include, at a minimum:

- Assist the CEO and the LWDB with the development and submission of a LWDA plan.
- Support the LWDB with the implementation and execution of the LWDA vision, goals, objectives, and workforce-related policies.
- Provide operational and grant-specific guidance to the one-stop operator and Center staff.
- Investigate and resolve elevated customer complaints and grievance issues.
- Prepare regular reports and recommendations to the LWDB.
- Oversee negotiations and maintenance of MOUs with Partners.

One-Stop Operator

RISE Talent Solutions LLC will coordinate with the two Center Directors, employed by Arlington County Department of Human Services and Alexandria City Department of Community and Human Services, who will act as the “functional leaders” of the Centers. As such, they will have the authority to organize partner staff to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The one-stop operator will:

- Manage the RWC’s One-Stop Operations Committee (OSOC) and conduct quarterly meetings as necessary to ensure successful program implementation.
- Develop new System Partner relationships as necessary to advance the One-Stop Systems’ effectiveness.
- Assist the RWC with crafting and managing MOUs with all appropriate One-Stop Partners.
- Ensure the implementation of all Partner roles and responsibilities. Coordinates exclusively with OSOC for the management of service delivery of operations.
- Report One-Stop Operations Status to the RWC’s Quarterly Meetings and Monthly Executive Committee Meetings.
- Act as the primary problem-solver in resolving/addressing problems associated with System Partner roles, relationships, and coordinated responsibilities.

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

Center Staff & Partners

Together, the Center Staff and Partners will work closely to ensure that the Centers are a high-performance workplace with staff that has a visible passion for quality of service. Each of the Partners commits to staff certification, cross-training of staff (with-in each Center) and other professional learning opportunities for staff that promote continuous quality improvement. As well, at least 60% of the Centers’ front line staff will achieve a Workforce Development Professional Certification.

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

- Effective communication, information sharing, and collaboration with the one-stop operator and Center managers,
- 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

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

Partners further agree that 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 system only after the informed written consent of the individual has been obtained, where required.
- ❖ Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- ❖ All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

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

Confidentiality

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

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

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

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

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

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

Referrals

The primary 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 Alexandria/Arlington Region of the American Job Center system,
- ❖ 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 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 Center centers and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

American Job Center Centers will meet all requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

Virtual Accessibility

The Alexandria/Arlington Regional Workforce Council will work with all Partners to ensure that job seekers, workers 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 local board to post content through its website.

Communication Accessibility

American Job Center Centers will meet all requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

Programmatic Accessibility

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

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 local service delivery system.

Outreach

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

- ❖ Specific steps to be taken by each partner,
- ❖ An outreach plan to the region's human resources professionals,
- ❖ 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,
- ❖ An outreach tool kit for Partners,
- ❖ Regular use of social media,
- ❖ Clear objectives and expected outcomes, and
- ❖ Leveraging of any statewide outreach materials relevant to the region.

Non-Discrimination and Equal Opportunity

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

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles

VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Responsibilities of the Parties

By executing this MOU, each Partner agrees to work together to deliver services for employers and jobseekers. However, the Partners are not legally “partners” to the extent that term encompasses joint and several liability.

The relationship of the Partners to each other is solely that of independent contractors. No Partner shall be considered an employee, agent, partner, or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this MOU be construed to create any partnership or joint venture between the parties.

Each legal entity under this MOU is responsible for its own employees, representatives, agents, and subcontractors. No Partner shall be responsible for damage to life and/or property due solely to another Partner’s activities and those of its employees, agents and subcontractors in connection with the services provided or work performed under this MOU.

This MOU will in no way alter the terms of employment or compensation of employees of any party to this MOU.

Nothing herein will be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia or any of its counties or other political subdivisions.

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, and Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Except as otherwise indicated herein, no party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other parties. However, in the event of a corporate restructuring by a party, that party may assign the entirety of its rights and obligations under this MOU to the appropriate entity within its new corporate structure.

Governing Law

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

Dispute Resolution

The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event that an impasse should arise regarding the terms and conditions of this MOU that cannot be resolved through communication between the parties, the One-Stop Operator will negotiate a resolution with the parties. The One-Stop Operator shall determine the process to mediate and resolve the matter, and following such mediation, shall issue a determination. Such decision shall not be binding, and this MOU shall not affect the right of any party to seek all available remedies provided by law.

Modification Process

1. Notification of Partners

When a partner wishes to modify the MOU, the partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

2. Discussion/Negotiation

Upon notification, the LWDB 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.

Depending upon the type of modification, this can be accomplished through email communications of all the parties. If the proposed modification is extensive and is met with opposition, the LWDB 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 LWDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the LWDB 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 LWDB Chair (or designee) must ensure that the process in the Dispute Resolution section as outlined above is followed.

3. Signatures

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

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the LWDB 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.

Effective Period

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

Termination

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

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

In the event of termination, the parties to the MOU must convene within thirty (30) 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 not less than once every year to ensure appropriate funding and delivery of services.

RESOURCE SHARING AGREEMENT

All costs were allocated according to partners' proportionate use and relative benefits received and will be reconciled on a quarterly basis against actual costs incurred and adjusted accordingly.

Authority and Signature

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

By signing my name below, I, Takis P. Karantonis, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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


Signature

4/4/2025
Date

Takis P. Karantonis, Chair, Arlington County Board
Print Name and Title

Arlington County Government
Agency Name

Authority and Signature

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

By signing my name below, I, Alyia Gaskins, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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



2/5/25

Signature

Date

Alyia Gaskins, Mayor

Print Name and Title

City of Alexandria, VA

Agency Name

Authority and Signature

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

By signing my name below, I, Demetrios Melis, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU. FY2025

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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



Signature



Date

Demetrios Melis, Commissioner
Print Name and Title

Virginia Employment Commission
Agency Name

Authority and Signature

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

By signing my name below, I, Nicole Overley, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:


- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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


Signature

3/26/25
Date

Nicole Overley, Commissioner

Print Name and Title

Virginia Works

Agency Name

Authority and Signature

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

By signing my name below, I, Lisa A. Martinez, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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

Lisa Martinez
Signature

1.22.2025
Date

Lisa A. Martinez, Senior Procurement Officer
Print Name and Title

Virginia Department for Aging and Rehabilitative Services
Agency Name

Authority and Signature

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

By signing my name below, I, David A. Hunn, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

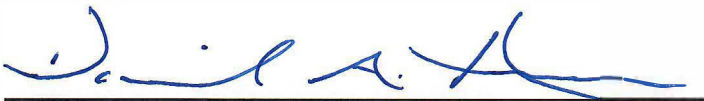
- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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



Signature

January 15, 2025

Date

David A. Hunn, President and CEO

Print Name and Title

The SkillSource Group, Inc.

Agency Name

Authority and Signature

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

By signing my name below, I, Melanie Kay-Wyatt, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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

E-SIGNED by Melanie Kay-Wyatt
on 2025-02-27 14:01:44 EST

February 27, 2025

Signature

Date

Print Name and Title

Alexandria City Public Schools (ACPS)

Agency Name

Authority and Signature

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

By signing my name below, I, Anne M. Kress, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

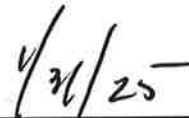
- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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



Signature



Date

Anne M. Kress, President

Print Name and Title

Northern Virginia Community College

Agency Name

Authority and Signature

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

By signing my name below, I, Dr. Francisco Durán, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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



Signature

02/03/25

Date

Dr. Francisco Durán, Superintendent

Print Name and Title

Arlington Public Schools

Agency Name

Authority and Signature

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

By signing my name below, I, Jessica Estrada, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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

Jessica Estrada
Signature

6/1/24
Date

Jessica Estrada, Director Newcomer Services
Print Name and Title

Catholic Charities Diocese of Arlington
Agency Name

Authority and Signature

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

By signing my name below, I, Emily J. Horner, certify that I have read the information contained in the Alexandria/Arlington One-Stop Center MOU.

All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and in agreement with:

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

- ❖ This MOU;
- ❖ The Resource Sharing Agreement, including the one-stop center budget and cost allocation plan.

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

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

Emily J. Horner
Signature

1/30/25
Date

Emily J. Horner, Executive Director
Print Name and Title

Melwood Community Services
Agency Name

Attachment A: Definitions

One-Stop Delivery System

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

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

Infrastructure Costs

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

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

Additional Costs

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

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

Resource Sharing Agreement (RSA)

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

The RSA may be considered the master budget that contains a set of resource sharing agreement budgets (RSA) or components that consist of costs that are specifically identified in the statute: infrastructure costs, defined in WIOA sec. 121(h)(4); and additional costs which must include applicable career services

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

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

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

Funding Types

Cash

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

Non-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 Objectives

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work

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

[2 CFR 200.28]

AJC BUDGET FOR FY24 (JULY 1, 2024 - JUNE 30, 2025)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Alexandria Workforce Development Center
(4850 Mark Center Drive, 6th Floor, Alexandria, VA 22311)

Is this a
Comprehensive
Center?

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$3,114,347	\$0	\$3,114,347
	Benefits	\$1,085,353	\$0	\$1,085,353
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent/Utilities/Janitorial (paid through separate license agreements)	\$428,676	\$428,676	\$0
	Utilities	\$7,500	\$0	\$7,500
	Maintenance Contracts	\$26,399	\$0	\$26,399
	Repairs	\$0	\$0	\$0
	Security	\$18,458	\$0	\$18,458
	Property Tax	\$0	\$0	\$0
	Furniture & Fixtures	\$0	\$0	\$0
	Other (itemize below)	\$273	\$0	\$273
Equipment/Communication Costs:				
	Computer Hardware	\$285	\$0	\$285
	Computer Software	\$1,933	\$0	\$1,933
	Data Line	\$0	\$0	\$0
	Telephone Equipment	\$0	\$0	\$0
	Telephone Service Fees	\$16,220	\$0	\$16,220
	Postage	\$282	\$0	\$282
	Copier Equipment	\$9,524	\$0	\$9,524
	Fax Equipment	\$0	\$0	\$0
	Fax Service Fees	\$0	\$0	\$0
Other Operations:				
	General Supplies	\$25,483	\$0	\$25,483
	Freight & Messenger	\$0	\$0	\$0
	Printing (Outreach, Community Awareness, Signage)	\$250	\$0	\$250
	Other Outside Services (itemize below)	\$0	\$0	\$0
	Recruiting/Outreach	\$0	\$0	\$0
	Marketing/Community Awareness	\$0	\$0	\$0
	Staff Training	\$1,000	\$0	\$1,000
	Staff Travel	\$1,250	\$0	\$1,250
TOTAL COSTS		\$4,737,233	\$428,676	\$4,308,557

One-Stop Center Name:

Alexandria Workforce Development Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total
Wagner-Peyser (VW)	1.00	2.78%
Veterans Employment & Training (VW)	0.00	0.00%
WIOA Title I Adult (ACG)	1.00	2.78%
WIOA Title I Dislocated Worker (ACG)	1.00	2.78%
WIOA Title I Youth (ACG)	2.00	5.56%
VIEW (ACG)	9.00	25.00%
Public Benefits (ACG)	8.00	22.22%
SNAPET (ACG)	1.00	2.78%
Child Care (ACG)	2.00	5.56%
OET (ACG)	6.00	16.67%
Catholic Charities	1.00	2.78%
Melwood Horticultural Training Center	1.00	2.78%
Alexandria City General Fund (ACG)	3.00	8.33%
DOE - Perkins/Virtual (NVCC)	0.00	0.00%
DOE - Adult Ed/Virtual (ACPS)	0.00	0.00%
Senior Community Service Employment Program/Virtual (SSG)	0.00	0.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
TOTALS:	36.00	100.00%

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

ONE-STOP CENTER NAME:		Alexandria Workforce Development Center																	
COSTS		BUDGET/ EXPENSE	Wagner-Peyser (VW)	Veterans Employment & Training (VW)	WIOA Title I Adult (ACG)	WIOA Title I Dislocated Worker (ACG)	WIOA Title I Youth (ACG)	VIEW (ACG)	Public Benefits (ACG)	SNAPET (ACG)	Child Care (ACG)	OET (ACG)	Catholic Charities	Melwood Horticultural Training Center	Alexandria City General Fund (ACG)	DOE - Perkins/Virtual (NVCC)	DOE - Adult Ed/Virtual (ACPS)	Senior Community Service Employment Program/Virtual (SSG)	TOTALS:
Staff Costs:																			
	Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Costs:																			
	Rent/Utilities/Janitorial (paid through separate license agreements)	\$428,676	\$9,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,551	\$9,551	\$400,023	\$0	\$0	\$0	\$428,676
	Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Maintenance Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other (Provide details below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment/Communication Costs:																			
	Computer Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Computer Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Data Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Telephone Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Copier Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fax Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fax Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operations:																			
	General Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0
	Freight & Messenger	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Outreach, Community Awareness, Signage)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Outside Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Recruiting/Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Marketing/Community Awareness	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Staff Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS		\$428,676	\$9,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,551	\$9,551	\$400,023	\$0	\$0	\$0	\$428,676

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

ONE-STOP CENTER NAME:

Alexandria Workforce Development Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser (VW)	Veterans Employment & Training (VW)	WIOA Title I Adult (ACG)	WIOA Title I Dislocated Worker (ACG)	WIOA Title I Youth (ACG)	VIEW (ACG)	Public Benefits (ACG)	SNAPET (ACG)	Child Care (ACG)	OET (ACG)	Catholic Charities	Melwood Horticultura l Training Center	Alexandria City General Fund (ACG)	DOE - Perkins/Virtual (NVCC)	DOE - Adult Ed/Virtual (ACPS)	Senior Community Service Employment Program/Virtual (SSG)	
Staff Costs:																		
	Salaries	\$3,114,347	\$49,675	\$0	\$105,562	\$26,772	\$179,163	\$843,339	\$584,495	\$95,278	\$313,555	\$616,542	\$50,000	\$96,820	\$141,446	\$0	\$0	\$11,700
	Benefits	\$1,085,353	\$19,870	\$0	\$37,949	\$13,893	\$30,703	\$306,113	\$251,815	\$32,255	\$91,336	\$192,672	\$0	\$28,253	\$79,573	\$0	\$0	\$921
Facility Costs:																		
	Rent/Utilities/Janitorial (paid through separate license agreements)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Utilities	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0
	Maintenance Contracts	\$26,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,399	\$0	\$0	\$0
	Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Security	\$18,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,458	\$0	\$0	\$0
	Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other (Provide details below)	\$273	\$273	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment/Communication Costs:																		
	Computer Hardware	\$285	\$285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Computer Software	\$1,933	\$1,877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$56	\$0	\$0	\$0
	Data Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Telephone Service Fees	\$16,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,220	\$0	\$0	\$0
	Postage	\$282	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$282	\$0	\$0	\$0
	Copier Equipment	\$9,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,524	\$0	\$0	\$0
	Fax Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fax Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operations:																		
	General Supplies	\$25,483	\$0	\$0	\$1,344	\$1,405	\$0	\$2,500	\$6,000	\$0	\$0	\$5,534	\$0	\$2,200	\$6,500	\$0	\$0	\$0
	Freight & Messenger	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Outreach, Community Awareness, Signage)	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$0
	Other Outside Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Recruiting/Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Marketing/Community Awareness	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Staff Training	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0
	Staff Travel	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$1,000	\$0	\$0	\$0	\$0
TOTAL COSTS	\$4,308,557	\$71,980	\$0	\$144,855	\$42,070	\$209,866	\$1,151,952	\$842,310	\$127,533	\$404,891	\$814,998	\$50,000	\$129,523	\$305,958	\$0	\$0	\$12,621	

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Alexandria Workforce Development Center																		
	BUDGET/ EXPENSE	Wagner- Peyser (VW)	Veterans Employment & Training (VW)	WIOA Title I Adult (ACG)	WIOA Title I Dislocated Worker (ACG)	WIOA Title I Youth (ACG)	VIEW (ACG)	Public Benefits (ACG)	SNAPET (ACG)	Child Care (ACG)	OET (ACG)	Catholic Charities	Melwood Horticultural Training Center	Alexandria City General Fund (ACG)	DOE - Perkins/Virtu al (NVCC)	DOE - Adult Ed/Virtual (ACPS)	Senior Community Service Employment Program/Virt ual (SSG)	TOTALS:
COSTS																		
ORGS																		
Staff Costs:																		
Salaries	\$3,114,347	\$49,675	\$0	\$105,562	\$26,772	\$179,163	\$843,339	\$584,495	\$95,278	\$313,555	\$616,542	\$50,000	\$96,820	\$141,446	\$0	\$0	\$11,700	\$3,114,347
Benefits	\$1,085,353	\$19,870	\$0	\$37,949	\$13,893	\$30,703	\$306,113	\$251,815	\$32,255	\$91,336	\$192,672	\$0	\$28,253	\$79,573	\$0	\$0	\$921	\$1,085,353
Facility Costs:																		
Utilities/Janitorial (paid through separate license agreements)	\$428,676	\$9,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,551	\$9,551	\$400,023	\$0	\$0	\$0	\$428,676
Utilities	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
Maintenance Contracts	\$26,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,399	\$0	\$0	\$0	\$26,399
Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$18,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,458	\$0	\$0	\$0	\$18,458
Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Provide details below)	\$273	\$273	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$273
Equipment/Communication Costs:																		
Computer Hardware	\$285	\$285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285
Computer Software	\$1,933	\$1,877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$56	\$0	\$0	\$0	\$1,933
Data Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Service Fees	\$16,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,220	\$0	\$0	\$0	\$16,220
Postage	\$282	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$282	\$0	\$0	\$0	\$282
Copier Equipment	\$9,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,524	\$0	\$0	\$0	\$9,524
Fax Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fax Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operations:																		
General Supplies	\$25,483	\$0	\$0	\$1,344	\$1,405	\$0	\$2,500	\$6,000	\$0	\$0	\$5,534	\$0	\$2,200	\$6,500	\$0	\$0	\$0	\$25,483
Freight & Messenger	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing (Outreach, Community Awareness, Signage)	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$0	\$250
Other Outside Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recruiting/Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing/Community Awareness	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Training	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000
Staff Travel	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,250
TOTAL COSTS	\$4,737,233	\$81,531	\$0	\$144,855	\$42,070	\$209,866	\$1,151,952	\$842,310	\$127,533	\$404,891	\$814,998	\$59,551	\$139,074	\$705,981	\$0	\$0	\$12,621	\$4,737,233
PARTNER RATIO		1.7%	0.0%	3.1%	0.9%	4.4%	24.3%	17.8%	2.7%	8.5%	17.2%	1.3%	2.9%	14.9%	0.0%	0.0%	0.3%	100.0%
OK!																		

FY24 AJC BUDGET (JULY 1, 2024 - JUNE 30, 2025)

Is this a
Comprehensive
Center?

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Arlington Employment Center
(2100 Washington Blvd., Arlington, VA 22204)

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$1,872,348	\$0	\$1,872,348
	Benefits	\$675,864	\$0	\$675,864
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent/Utilities/Janitorial (paid through separate license agreements)	\$541,725	\$541,725	\$0
Equipment/Communication Costs:				
	Computer Hardware	\$285	\$0	\$285
	Computer Software	\$20,406	\$0	\$20,406
	Data Line	\$0	\$0	\$0
	Telephone Equipment	\$0	\$0	\$0
	Telephone Service Fees	\$32,876	\$0	\$32,876
	Pagers	\$4,500	\$0	\$4,500
	Copier Equipment	\$7,000	\$0	\$7,000
	Fax Equipment	\$0	\$0	\$0
	Fax Service Fees	\$0	\$0	\$0
Other Operations:				
	General Supplies	\$2,027,057	\$0	\$2,027,057
	Freight & Messenger	\$0	\$0	\$0
	Printing (Outreach, Community Awareness, Signage)	\$6,500	\$0	\$6,500
	Subscriptions for Resource Center Materials	\$6,850	\$0	\$6,850
	Recruiting/Outreach	\$0	\$0	\$0
	Consultants (Interpretation & Sign Language)	\$4,000	\$0	\$4,000
	Staff Training	\$6,000	\$0	\$6,000
	Staff Travel	\$4,000	\$0	\$4,000
TOTAL COSTS		\$5,209,411	\$541,725	\$4,667,686

One-Stop Center Name:

Arlington Employment Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS SHARING COST	% of Total
Wagner-Peyser (VW)	1.00	4.08%
WIOA Title I Adult - Salary & Training Funds Only (ACG/ACG Vendor)	1.00	4.08%
WIOA Title I Dislocated Worker - Salary & Training Funds Only (ACG/ACG Vendor)	1.00	4.08%
WIOA Title I Youth - Salary & Training Funds Only	0.00	0.00%
Unemployment Insurance (VEC)	0.00	0.00%
Veterans Employment & Training (VW)	0.00	0.00%
Title IV (DARS)	1.50	6.12%
DOE - Adult Ed/Virtual (APS)	0.00	0.00%
DOE - Perkins/Virtual (NVCC)	0.00	0.00%
DSS - SNAPET - Salary & Training Funds Only (ACG)	2.00	8.16%
DSS - TANF/VIEW - Salary & Training Funds Only (ACG)	2.00	8.16%
Arlington County General Fund (ACG)	14.00	57.14%
Senior Community Service Employment Program (SSG)	0.00	0.00%
CDBG/CSBG/TANF - Salary & Training Funds Only (ACG)	1.00	4.08%
Catholic Charities	0.00	0.00%
Melwood Horticultural Training Center	1.00	4.08%
TOTALS:	24.50	100.00%

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

ONE-STOP CENTER NAME:

Arlington Employment Center

COSTS		BUDGET/ EXPENSE	Wagner- Peyser (VW)	WIOA Title I Adult - Salary & Training Funds Only (ACG/ACG)	WIOA Title I Dislocated Worker - Salary & Training Funds Only	WIOA Title I Youth - Salary & Training Funds Only	Unemployment Insurance (VEC)	Veterans Employment & Training (VW)	Title IV (DARS)	DOE - Adult Ed/Virtual (APS)	DOE - Perkins/Virt ual (NVCC)	DSS - SNAPET - Salary & Training Funds Only	DSS - TANF/VIEW Salary & Training Funds Only (ACG)	Arlington County General Fund (ACG)	Senior Community Service Employment Program (SSG)	Catholic Charities	Melwood Horticultural Training Center	CDBG/CSBG/TAN F - Salary & Training Funds Only (ACG)	TOTALS:	
Staff Costs:																				
	Salaries	\$0																		\$0
	Benefits	\$0																		\$0
Facility Costs:																				
	Rent/Utilities/Janitorial (paid through separate license agreements)	\$541,725	\$6,521	\$0	\$0	\$0	\$0	\$0	\$12,038	\$0	\$0	\$0	\$0	\$516,645	\$0	\$0	\$0	\$6,521	\$0	\$541,725
Equipment/Communication Costs:																				
	Computer Hardware	\$0																		\$0
	Computer Software	\$0																		\$0
	Data Line	\$0																		\$0
	Telephone Equipment	\$0																		\$0
	Telephone Service Fees	\$0																		\$0
	Pagers	\$0																		\$0
	Copier Equipment	\$0																		\$0
	Fax Equipment	\$0																		\$0
	Fax Service Fees	\$0																		\$0
Other Operations:																				
	General Supplies	\$0																		\$0
	Freight & Messenger	\$0																		\$0
	Printing (Outreach, Community Awareness, Signage)	\$0																		\$0
	Subscriptions for Resource Center Materials	\$0																		\$0
	Recruiting/Outreach	\$0																		\$0
	Consultants (Interpretation & Sign Language)	\$0																		\$0
	Staff Training	\$0																		\$0
	Staff Travel	\$0																		\$0
TOTAL COSTS			\$541,725	\$6,521	\$0	\$0	\$0	\$0	\$12,038	\$0	\$0	\$0	\$0	\$516,645	\$0	\$0	\$0	\$6,521	\$0	\$541,725

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ONE-STOP CENTER NAME:

Arlington Employment Center

COSTS		BUDGET/ EXPENSE	Wagner- Peyser (VW)	WIOA Title I Adult - Salary & Training Funds Only (ACG/ACG Vendor)	Dislocated Worker - Salary & Training Funds Only (ACG/ACG Funds Only	WIOA Title I Youth - Salary & Training Funds Only	Unemploye nt Insurance (VEC)	Veterans Employment & Training (VW)	Title IV (DARS)	DOE - Adult Ed/Virtual (APS)	DOE - Perkins/Virt ual (NVCC)	DSS - SNAPET - Salary & Training Funds Only (ACG)	DSS - TANF/VIEW - Salary & Training Funds Only (ACG)	Arlington County General Fund (ACG)	Senior Community Service Employme nt Program (SSG)	Catholic Charities	Melwood Horticultural Training Center	CDBG/CSB G/TANF - Salary & Training Funds Only (ACG)
Staff Costs:																		
	Salaries	\$1,872,348	\$49,675	\$0	\$0	\$0	\$0	\$0	\$69,816	\$0	\$0	\$164,055	\$157,289	\$1,286,283	\$0	\$0	\$145,230	\$0
	Benefits	\$675,864	\$19,870	\$0	\$0	\$0	\$0	\$0	\$30,073	\$0	\$0	\$51,549	\$66,757	\$465,235	\$0	\$0	\$42,380	\$0
Facility Costs:																		
	Rent	\$0																
	Utilities	\$0																
	Maintenance Contracts	\$0																
	Repairs	\$0																
	Security	\$0																
	Property Tax	\$0																
	Furniture & Fixtures	\$0																
	Other (Provide details below)	\$0																
Equipment/Communication Costs:																		
	Computer Hardware	\$285	\$285															
	Computer Software	\$20,406	\$1,877											\$18,529				
	Data Line	\$0																
	Telephone Equipment	\$0																
	Telephone Service Fees	\$32,876												\$32,876				
	Postage	\$4,500												\$4,500				
	Copier Equipment	\$7,000												\$7,000				
	Fax Equipment	\$0																
	Fax Service Fees	\$0																
Other Operations:																		
	General Supplies	\$2,027,057		\$247,204	\$356,507	\$184,578						\$30,000	\$118,000	\$1,088,568			\$2,200	
	Freight & Messenger	\$0																
	Printing (Outreach, Community Awareness, Signage)	\$6,500												\$6,000			\$500	
	Subscriptions for Resource Center Materials	\$6,850												\$6,850				
	Recruiting/Outreach	\$0																
	Consultants (Interpretation & Sign Language)	\$4,000												\$4,000				
	Staff Training	\$6,000												\$4,000			\$2,000	
	Staff Travel	\$4,000												\$2,000			\$2,000	
TOTAL COSTS		\$4,667,686	\$71,707	\$247,204	\$356,507	\$184,578	\$0	\$0	\$99,889	\$0	\$0	\$245,604	\$342,046	\$2,925,841	\$0	\$0	\$194,310	\$0

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Arlington Employment Center																		
COSTS	BUDGET/ EXPENSE	Wagner- Peyser (VW)	WIOA Title I Adult - Salary & Training Funds Only (ACG/ACG Vendor)	WIOA Title I Dislocated Worker - Salary & Training Funds Only (ACG/ACG Vendor)	WIOA Title I Youth - Salary & Training Funds Only	Unemployment Insurance (VEC)	Veterans Employment & Training (VW)	Title IV (DARS)	DOE - Adult Ed/Virtual (APS)	DOE - Perkins/Virt ual (NVCC)	DSS - SNAPET - Salary & Training Funds Only (ACG)	DSS - TANF/VIEW - Salary & Training Funds Only (ACG)	Arlington County General Fund (ACG)	Senior Community Service Employment Program (SSG)	Catholic Charities	Melwood Horticultural Training Center	CDBG/CSBG/TANF - Salary & Training Funds Only (ACG)	TOTALS:
Staff Costs:																		
Salaries	\$1,872,348	\$49,675	\$0	\$0	\$0	\$0	\$0	\$69,816	\$0	\$0	\$164,055	\$157,289	\$1,286,283	\$0	\$0	\$145,230	\$0	\$1,872,348
Benefits	\$675,864	\$19,870	\$0	\$0	\$0	\$0	\$0	\$30,073	\$0	\$0	\$51,549	\$66,757	\$465,235	\$0	\$0	\$42,380	\$0	\$675,864
Facility Costs:																		
Utilities/Janitorial (paid through separate license agreements)	\$541,725	\$6,521	\$0	\$0	\$0	\$0	\$0	\$12,038	\$0	\$0	\$0	\$0	\$516,645	\$0	\$0	\$6,521	\$0	\$541,725
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Provide details below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment/Communication Costs:																		
Computer Hardware	\$285	\$285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285
Computer Software	\$20,406	\$1,877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,529	\$0	\$0	\$0	\$0	\$20,406
Data Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Service Fees	\$32,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,876	\$0	\$0	\$0	\$0	\$32,876
Pagers	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$0	\$0	\$0	\$0	\$4,500
Copier Equipment	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$0	\$0	\$0	\$0	\$7,000
Fax Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fax Service Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operations:																		
General Supplies	\$2,027,057	\$0	\$247,204	\$356,507	\$184,578	\$0	\$0	\$0	\$0	\$0	\$30,000	\$118,000	\$1,088,568	\$0	\$0	\$2,200	\$0	\$2,027,057
Freight & Messenger	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing (Outreach, Community Awareness, Signage)	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$500	\$0	\$6,500
Subscriptions for Resource Center Materials	\$6,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,850	\$0	\$0	\$0	\$0	\$6,850
Recruiting/Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultants (Interpretation & Sign Language)	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$4,000
Staff Training	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$2,000	\$0	\$6,000
Staff Travel	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$4,000
TOTAL COSTS	\$5,209,411	\$78,228	\$247,204	\$356,507	\$184,578	\$0	\$0	\$111,927	\$0	\$0	\$245,604	\$342,046	\$3,442,486	\$0	\$0	\$200,831	\$0	\$5,209,411
PARTNER RATIO		1.5%	4.7%	6.8%	3.5%	0.0%	0.0%	2.1%	0.0%	0.0%	4.7%	6.6%	66.1%	0.0%	0.0%	3.9%	0.0%	100.0%