


## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** JANUARY 3, 2011

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** JAMES K. HARTMANN, CITY MANAGER 

**SUBJECT:** REQUEST TO RECRUIT/HIRE AND SUPERVISE TWO AMERICORPS VOLUNTEERS

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**ISSUE:** City Council authorization to apply in partnership with Arlington County and Local Workforce Investment Board (LWIB) Area 12 to the Virginia Community College System – Workforce Development Services (VCCS-WDS) to recruit, hire and supervise two AmeriCorps Volunteers to serve part-time in the *JobLink One-Stop Career Center*.

**RECOMMENDATIONS:** That City Council: (1) Authorize application to VCCS-WDS, in conjunction with Arlington County and LWIB Area 12, to recruit two volunteers to assist in the *JobLink One-Stop Career Center*; and (2) Authorize the City Manager to accept reimbursement from VCCS-WDS for the \$16,200 stipend paid to each of the two volunteers for their work at *JobLink*.

**BACKGROUND:** The Virginia Community College System (VCCS) received an AmeriCorps grant to recruit and maintain AmeriCorps members to serve in One-Stop Career Centers throughout the state. These volunteer positions are part-time (17 to 20 hours a week at \$9.00 an hour) and are meant to enhance the operation of the One-Stops. Volunteers may serve as Resource Center Greeters, Basic Computer Skills Instructors or some other position that benefits customers. The LWIB Area 12 has expressed interest in recruiting, hiring and supervising two AmeriCorps volunteers.

To facilitate the recruitment and hiring of AmeriCorps volunteers, the LWIB Area 12, which includes both Arlington County and the City of Alexandria, entered into a Memorandum of Understanding with VCCS the *VCCS AmeriCorps: Virginia Workforce Connection*. This agreement is effective from October 18, 2010 to October 17, 2011.

**DISCUSSION:** This is a reimbursable grant opportunity. The Workforce Investment Board (WIB) serves as intermediary/fiscal agent and the two jurisdictions are responsible for sourcing and hiring their AmeriCorps members. VCCS will provide the LWIB with necessary forms for stipend reimbursement and performance measuring.

**FISCAL IMPACT:** The City of Alexandria's Department of Community and Human Services (DCHS) / *JobLink* functions as one of the Local Workforce Investment programs in Area 12. Arlington will request federal funds on an as-needed basis to fund expenditures. This will be done quarterly upon documentation of actual expenditures. Alexandria is applying for two people at the stipulated rate of \$8,100 per year for a total annual reimbursable cost of \$16,200. This grant will end October 17, 2011 and all fiscal responsibilities and arrangements will terminate on that same date unless the VCCS offers an opportunity to renew. The volunteers will be informed upon hiring that the City holds no obligation to continue funding beyond October 17, 2011. *JobLink* will provide workspace and supervision for the volunteers with no general fund cost to the City.

**ATTACHMENT:**

Attachment 1: Memorandum of Understanding between Local Workforce Investment Area 12 and Virginia Community College System

**STAFF:**

Debra R. Collins, Assistant City Manager

L. Michael Gilmore, Department Director of Community and Human Services

Dennis Mckinney, Deputy Director / DCHS *JobLink*

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**Local Workforce Investment Area 12**

**AND THE**

**VIRGINIA COMMUNITY COLLEGE SYSTEM**

**Background:**

Local Workforce Investment Areas will recruit, hire and oversee AmeriCorps members serving part-time in One Stop Career Centers for 900 hours per year. Priority recruiting will be placed on community college students, persons with disabilities, veterans and older foster care youth.

**PARTIES**

This Memorandum of Understanding (MOU) is entered into between Local Workforce Investment Area 12 and the Virginia Community College System, as the state administrative entity responsible for an AmeriCorps State Program, to set forth mutually agreed upon procedures for the provision of *VCCS AmeriCorps: Virginia Workforce Connection*.

**BASIC UNDERSTANDING**

This agreement by and between the Virginia Community College System – Workforce Development Services (hereinafter VCCS), 101 N. 14<sup>th</sup> St., Richmond, Virginia 23219 and Local Workforce Investment Area 12, 2100 Washington Boulevard, 1<sup>st</sup> Floor, Arlington, VA 22204 under the laws of the Commonwealth of Virginia delineates a partnership in oversight and management of the AmeriCorps State grant awarded to the Commonwealth of Virginia.

Each local workforce investment area will assign a site supervisor(s) to oversee the service of the AmeriCorps member(s) in One Stop Career Centers. The member(s) will be provided with training and service opportunities.

Outcomes will be tracked in terms of volunteers recruited and service provided to customers in the One Stop Centers.

Local Workforce Investment Area 12 and the Virginia Community College System may direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of the MOU.

## **RESPONSIBILITIES OF PARTNERS**

VCCS provides the oversight for this agreement and has the following responsibilities relative to the MOU: directing the implementation and administration of the AmeriCorps State grant.

Under this MOU, Local Workforce Investment Area 12 agrees to use AmeriCorps State grant funds to provide service as described in the attached Statement of Work document.

Additionally, Local Workforce Investment Area 12 agrees to report financial, performance and member timesheet information in accordance with instructions issued by the VCCS and Virginia Office on Volunteerism and Community Service; reporting instructions should be specific or reference Federal or State reporting guidelines.

To ensure that AmeriCorps State expenditures incurred by Local Workforce Investment Area 12 are properly included in the VCCS's monthly and quarterly reports to the Virginia Office on Volunteerism and Community Service, Local Workforce Investment Area 12 will submit reports to the VCCS within 20 days following the last month in each calendar quarter regarding services rendered, financial expenditures, and other agreed upon information. A Local Workforce Investment Area 12 representative should be prepared to present this report to the VCCS if requested, and at a minimum, shall provide a final status report to the VCCS.

Under this MOU, the VCCS agrees to provide the following services, including, but not limited to:

1. **Funding:** The VCCS will transfer funds to Local Workforce Investment Area 12 on a reimbursable basis agreed upon by Local Workforce Investment Area 12 and the VCCS. As a recipient of AmeriCorps State funds, the VCCS must comply with requirements of the Cash Management Improvement Act (CMIA) agreement between the Commonwealth of Virginia and the United States Department of the Treasury. The CMIA requires that federal funds be requested by the VCCS on an as-needed basis to fund anticipated expenditures. As a sub-recipient of AmeriCorps State funding, Local Workforce Investment Area 12 requests for AmeriCorps State funds must also meet requirements of the CMIA.
2. **Reporting:** The VCCS is responsible for reporting AmeriCorps State activities to the Virginia Office on Volunteerism and Community Service at the end of each calendar month and quarter. Therefore, the VCCS will provide the appropriate reporting specifications to Local Workforce Investment Area 12 outlining which data should be included in the reports. All reporting regulations, governing policies and formats required for reporting purposes will be provided in writing to Local Workforce Investment Area 12 in a timely manner.
3. **Electronic Tracking System:** The VCCS will provide Local Workforce Investment Area 12 with access to the electronic tracking system by which services and other pertinent profiles can be maintained.

## **FUNDING**

\$ 8,100 AmeriCorps State grant funds (Grant Number –), for the period beginning October 18, 2010 and ending October 17, 2011. Local Workforce Investment Area 12 will sponsor and pay 1 AmeriCorps member who will receive a stipend of \$8,100 per year for part-time service (900 hours per year).

1. Requests for AmeriCorps State funds shall be submitted by Local Workforce Investment Area 12 to the VCCS and should include either a detailed schedule of expenditures paid for which reimbursement is requested, or a listing of anticipated expenditures expected to be disbursed within 10 calendar days. The VCCS will review the requests, and once approved will forward to the VCCS Finance Division within 3 business days. The VCCS will transfer AmeriCorps State funds to Local Workforce Investment Area 12 within 10 business days of receiving a properly supported request.

### **❖ Integrity of Funds**

Local Workforce Investment Area 12 will use AmeriCorps State funding only for allowable purposes, as stipulated by the Office of Management and Budget (OMB) Circular A-## which can be found at (<http://www.whitehouse.gov/omb/circulars/index.html>) and Chapter XXV—Corporation for National and Community Service 45 CFR 2500-2504

Local Workforce Investment Area 12 assumes full responsibility for any financial obligations resulting from disallowances by the federal government of federal reimbursements received by and attributable to Local Workforce Investment Area 12 expenditures unless such disallowances result from the failure of the VCCS to properly submit claims. (*Note: Local Workforce Investment Area 12 may not claim costs that have been otherwise claimed or reimbursed under any other federal reimbursement process.*)

## **RECORDS**

The local workforce investment area 12 is responsible for retaining adequate records supporting program activities and transactions for at least five years following the close of the applicable fiscal year or until any audit questions are resolved, whichever is later.

Local workforce investment area 12 will make its records available to the VCCS, upon request, at any time during the retention period. Records will be available for audit if requested by VCCS, the Commonwealth of Virginia, the Virginia Office on Volunteerism and Community Service, or the U.S. Government Accounting Office. The local workforce investment area 12 will cooperate with any such audit and will take appropriate corrective actions.

**BREACH OF MOU**

The agencies agree that each shall fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations that govern their activities. This Agreement does not negate any operating procedures in effect. If at any time an entity is unable to perform its functions under this Agreement, such entity shall immediately provide written notice to the other entities describing its inability to fulfill the requirements of the Agreement and establish a date at the earliest convenience, but no more than 15 days, to mutually resolve the issue.

The signatories may direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of this MOU. However, failure of any party to abide by this agreement is basis for termination by the other parties.

**IMPASSE RESOLUTION**

The Entities agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. For disputes regarding the provisions of this Agreement, that cannot be resolved through communication, the parties will document the negotiations and efforts that have taken place to resolve the issue and the Signatories will meet to seek a resolution.

**MODIFICATION OF MOU**

This agreement, including budget, may be modified by amendment in writing signed by all parties. If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU will remain in effect until renegotiated or rewritten.

**DURATION OF MOU**


This agreement is effective from October 18, 2010 to October 17, 2011.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The parties to this MOU acknowledge that they are familiar with applicable federal and Commonwealth of Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to, discrimination policies, compliance with the Americans with Disabilities Act, and maintenance of drug free workplaces. Reference is made, but not limited to, Sec. 181 – “Requirements and Restrictions,” and Sec. 188 – “Nondiscrimination,” of the WIA.

**SIGNATURES**

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

By   
\_\_\_\_\_  
Director  
Local Workforce Investment Board 12

Date: 10/3/10

By \_\_\_\_\_  
Glenn DuBois  
Chancellor  
Virginia Community College System

Date: \_\_\_\_\_