

**Workforce Innovation and Opportunity Act
PARTNERSHIP AGREEMENT
REGION 1 LOCAL ELECTED OFFICIAL(S)
LOCAL WORKFORCE DEVELOPMENT BOARD
2015 - 2017**

PURPOSE OF AGREEMENT

Article I - The undersigned parties hereby establish the West Virginia Region 1 Local Elected Officials Board (hereinafter known as the "LEO Board") in accordance with the *Workforce Innovation Opportunity Act of 2014 (WIOA)* to organize and implement activities pursuant to WIOA, and in accordance with requirements established by the Governor of the State of West Virginia for purposes of implementing programs and services under WIOA.

MEMBERSHIP

Article II – The Region 1 LEO Board shall be composed of the mayor and/or one county commissioner representing the following independent political jurisdiction:

(1) City of Beckley (2) City of Bluefield (3) Counties of: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Summers, Raleigh, Webster, and Wyoming.

By their signatures, the local elected officials ("LEOs") of these thirteen jurisdictions endorse the objectives and accept the terms and conditions of this agreement.

There shall be a Region 1 Local Elected Officials Board consisting of one (1) commissioner from each of the eleven member counties and the mayor of the City of Beckley and the City of Bluefield. The representative commissioner shall be selected by a majority vote of the board of commissioners from each county member. The LEO Board shall serve as the oversight body and ensure accountability of the Region 1 West Virginia Local Workforce Development Board ("LWDB").

Membership and Voting

- 1) All parties agree that it is in the best interest of the LEO Board and the cities and counties that are a party to this agreement for there to be a sharing of interest and representation on the LEO Board. Therefore, the parties agree that, to the extent feasible, all LEO Board members are expected to attend meetings of the LEO Board.
- 2) The Chief of the Local Elected Officials Board shall be elected by majority vote of the LEO Board members present and voting to serve for a two-year term. A First Vice-Chief shall be elected by a majority vote of the LEO Board members present and voting to serve a two-year term, and shall serve as Chief, in the Chief's absence, at any scheduled meeting of the LEO Board. The elected Chief shall be empowered to sign all legal documents on behalf of the LEO Board.
- 3) The LEO Board may also elect a Secretary/Treasurer to serve a two-year term.

- 4) All officers of the LEO Board shall be representatives of different member counties of the LEO Board.
- 5) The LEO Board shall hold at minimum at least one (1) official meeting each quarter (four meetings each year). Meetings may be held at the principal office of the Region 1 Workforce Development Board or at such other place, either within or without the State of West Virginia, as shall either (i) be designed in notice of the meeting or (ii) be agreed upon before the meeting by a majority of the members then in office. A yearly meeting schedule shall be established and distributed to members in May of each year.
- 6) Each member of the LEO Board shall be entitled to one vote on each matter brought forth before the board. The member must be present at the meeting in order to cast vote. Proxy voting is prohibited.
- 7) All decisions of the LEO Board shall be by a majority of the votes cast, a quorum (one more than a fourth of the LEO Board) being present.

AREA AND POPULATION TO BE SERVED

Article III - The workforce development area to be served by the Region 1 LEO Board shall be the counties of Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Summers, Raleigh, Webster, and Wyoming and the cities of Beckley and Bluefield.

POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE LEO BOARD

Article IV - The purpose of the LEO Board shall be to exercise the powers, functions, and responsibilities vested in the LEO Board by this agreement for planning and oversight of programs and services for which funds are provided through the Act, or other related programs and services for which funds may otherwise be made available to the LEO Board and for all other workforce investment programs provided through One-Stop Career Centers as defined in the Act or the regulations promulgated thereunder.

On behalf of each and all of the thirteen political subdivisions that are all parties hereto, the LEO Boards powers shall include, but are not necessarily limited to, the following:

- A) Appointment and re-appointment of members of the LWDB from individuals nominated or recommended to or by the LEOs. Nominations and individuals selected from the private sector must reflect the industrial and demographic composition of the local labor market of the LWDB;
- B) In partnership with the LWDB, develop and submit plans and subsequent modifications to the Governor of West Virginia ("Governor") and/or other organizations for funding;
- C) In agreement with the LWDB, designation or certification of One-Stop service provider consistent with criteria established by the Act and the West Virginia Workforce Development Council and termination for cause the certification of the One-Stop service provider;
- D) In partnership with the LWDB, conduct oversight with respect to local programs of youth, adult and dislocated worker activities authorized under the Act and the One-Stop service provider system;

- E) In partnership with the LWDB, negotiation of and reaching an agreement with the West Virginia Workforce Development Council on behalf of the Governor on local performance measures;
- F) Approval of the budget developed by the LWDB for the purpose of carrying out the duties of the LWDB;
- G) In partnership with the LWDB, solicitation of support and comment from the general public in providing comprehensive workforce investment programs;
- H) The LEO Board may either support the decision of the LWDB or may refer such decisions back to the LWDB for further consideration;
- I) The LEO Board shall be the recipient of all the Act funds and others with the authority, responsibility and liability for the oversight of all workforce development programs;
- J) Employ LEO Board staff and/or utilize other options for carrying out the authorities and responsibilities set forth in this agreement (such as utilizing members of the LWDB staff) to assist the LEO Board in gathering financial information regarding the operation of the LWDB;
- K) Delegation of such functions and responsibilities to agencies, subcommittees or individuals as the LEO Board deems appropriate for executive administrations; the LEO Board reserves all powers not expressly delegated;
- L) Such other functions as the LEO Board may deem appropriate for the exercise of the LEO Boards powers and in the discharge to the LEO Boards duties and responsibilities under the Act and the regulations promulgated thereunder.

Any delegation of power or authority by the LEO Board does not relieve the LEOs of their ultimate responsibility for the use of the funds under the Act. The LEO Board reserves the right to review, evaluate and make a determination on any plan, proposal or request for funding as submitted by the LWDB.

**REGION 1 WEST VIRGINIA LOCAL
WORKFORCE DEVELOPMENT BOARD**

Article V - The undersigned parties hereby establish the LWDB for the purpose of consolidating, coordinating, and improving workforce development programs pursuant to the provisions of the Act and the Regulations. The LWDB shall exercise the powers, functions and responsibilities vested in the LWDB by this agreement and the Act for planning and oversight of the delivery of programs and services for which funds are provided through the Act, other related programs and services for which funds may otherwise be made available to the LWDB, and for all other workforce investment programs provided through One-Stop Career Centers.

Purpose of the LWDB

1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high quality workforce development system in the local area and larger planning region;

2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
3. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

The Region 1 WDB shall be responsible for developing policies and investments with respect to a local workforce system conducted under the Workforce Innovation and Opportunity Act in partnership with the Chief Local Elected Official (CLEO) of the local Region 1 area as designated by the Governor of West Virginia. The Board may adopt additional functions and responsibilities that are not inconsistent with any and all applicable state or federal law or these bylaws.

The Region 1 WDB shall in agreement with the Chief Local Elected Official:

- A. Develop and submit a local plan for the local area consistent with WIOA sec.108.
- B. Develop and submit a regional plan in collaboration with other local areas if the local area is part of a planning region that includes other local areas.
- C. Conduct workforce research and regional labor market analysis to include requirements in Sec. 679.370(c)(1) through (c)(3) of WIOA regulations.
- D. Convene local workforce development system stakeholders to assist in the development of the local plan and identifying non-Federal expertise and resources to leverage support for workforce development activities.
- E. Lead efforts to engage with a diverse range of employers and other entities in the region in order to: promote business representation on the local board; develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce development activities; support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers, and; develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers(such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- F. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways with the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- G. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- H. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers, and job seekers.

- I. In partnership with the chief local elected official for the local area:
 - a. Conduct oversight of youth workforce activities authorized under WIOA Sec 129(c), adult and dislocated worker employment and training activities under WIOA Sec. 134(c) and (d); and entire one-stop delivery system in the local area;
 - b. Ensure the appropriate use and management of funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - c. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- J. Negotiate and reach agreement on performance measures with the CLEO and the Governor.
- K. Negotiate with CLEO and required partners on the methods for funding the infrastructure costs of the one-stop centers in the local area in accordance with §678.715 or notify the Governor if they fail to reach agreement at the local level and will use a state infrastructure funding mechanism.
- L. Select the following providers in the local area, and where appropriate, terminate such providers in accordance with 2 CFR part 200:
 - a. Providers of youth workforce activities through competitive grants or contracts based on the recommendation of the Youth Standing Committee.
 - b. Providers of training services consistent with state requirements and WIOA Sec. 122;
 - c. Providers of career services through the award of contracts, if the one-stop operator does not provide such services, and
 - d. One-stop operators in accordance with §678.600 through §678.635.
- M. In accordance with WIOA Sec. 107 (d)(10)(E) work with the state to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities. Consumer choice requirements shall be met by complying with §678.380.
- N. Coordinate activities with education and training providers in the local area, including:
 - a. Reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan;
 - b. Making recommendations to the eligible agency to promote alignment with such plan; and
 - c. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration and coordination.
- O. Develop a budget for activities of the local board, with approval of the CLEO and consistent with the local plan and the duties of the local board.
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- Q. Certification of one stop centers in accordance with §678.800.

- R. Enter into an agreement with the Chief Elected Officials (CEOs) that describe respective roles and responsibilities of the board and CEO's.

Membership of the Local WDB

The board membership of the R1WDB must be selected by the Chief Local Elected Official consistent with criteria established under WIOA Sec. 107 (b) and criteria established by the Governor and must meet the requirements of WIOA Sec. 107 (b) (2). The R1WDB will consist of a minimum of nineteen (19) members. The board composition shall meet the requirements stipulated in WIOA:

- A. A minimum of 51% who are representatives of business in the local area and who shall be owners, chief operating officers, chief executives, or other individuals with optimum policy making or hiring authority; and whose businesses provide employment opportunities in in-demand industry sectors or occupations as defined in WIOA sec. 3(23). A minimum of two (2) business representatives shall represent small business.
- B. At least 20% of the total board shall be:
- a. At least two or more representatives of labor organizations, where such organizations exist in the local area, or if labor organizations do not exist, representatives must be selected from other employee representatives.
 - b. A representative of a joint labor-management or union-affiliated registered apprenticeship, if those programs exist or a representative of a registered apprenticeship program if one exists in the local area.
 - c. May include one or more community based organizations qualifying for §679.320 (c)(3).
 - d. May be representatives of organizations with experience and expertise in addressing services to eligible youth per §679.320 (c) 4.
- C. At least one (1) representative of adult education and literacy §679.320 (d) (1).
- D. At least one (1) representative of institutions of higher education providing workforce activities §679.320 (d) (2).
- E. At least one (1) representative each from (a) economic and community development entities; (b) State Employment Services (Wagner-Peyser Act); and (c) programs carried out under the title I of the Rehabilitation Act of 1973, other than sec. 112 on Part C of that title.
- F. The membership of the WDB may include other representative per §679.320 (e) (1) through (e) 4.

All representatives will have optimum policy-making authority within the entities they represent. Nominations will come from designated organizations in accordance with §679.320 (g) (1) through (3).

Membership Certification

The Workforce Innovation and Opportunity Act, Section 107. Local Workforce Development Boards, states: (a) There shall be established in each local area of the state, and certified by the Governor of the State, a local workforce development board in each local area of a State to carry out any functions specified for the local board under this Act or the provisions establishing a core program for such area. (b) The Governor of a State, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas.

The local Workforce Development Board Members of Region 1 were certified by the Governor of the State of West Virginia on June 26, 2015. The Governor shall, once every two (2) years, certify 1 local board for each local area in the state, with such certification being based on criteria established under subsection (b) above, and, for a second or subsequent certification, the extent to which the local

board has ensured that workforce development activities carried out in the local area have enabled the local area to meet the corresponding performance accountability measures and achieve sustained fiscal integrity.

Terms of Office

Initial appointments will be staggered with one-third of the members having an initial term of three years; one-third having an initial term of two years; and one-third having an initial term of one year. Other than the initial period terms, the terms of office of the directors of the corporation will be three (3) years. Appointments begin on July 1, 2015 and end on June 30, 2016, June 30, 2017 or June 30, 2018, according to whether the length of the term is for a one, two, or three year period.

It shall be the duty of the CLEO to appoint members to fill all vacancies of the board. A position on the Region 1 WDB is considered vacant on the date the term expires, a member becomes ineligible, and a member is removed, resigns, or dies. In the case of an appointment to fill a vacancy on the Board, the replacement member's term shall begin on the date of concurrence by the CLEO as to the member's replacement unless otherwise specified, and shall end on the date designated for the original appointment for which the replacement is selected. The CLEO shall be notified regarding board vacancies within ten (10) business days of the notification from the member resignation, removal or death. Any vacancy that occurs shall be filled by the CLEO within 45 days from the effective date of the vacancy.

Resignation

A member may resign at any time by communicating in writing such resignation to the Chairperson of the corporation and the CLEO. The resignation is effective when communicated unless the notice specifies a later effective date or subsequent event upon which it will become effective.

Removal

A member may at the board's discretion be automatically removed from office, for cause, by a two-thirds (2/3) vote of all the members at any meeting. A member may be automatically removed from office if she/he is absent from three (3) consecutive regular meetings of the WDB during a twelve (12) month period. A member may also be removed from office if a change in the member's occupation or a change in the federal or state laws, regulations, rules or policies applicable to the Board's activities has occurred which required the member to be replaced in order for the Board to remain eligible and in good standing with respect to federal and state job training and similar programs.

Chairperson

The Chairperson shall be selected from the private business/industry directors of the corporation in accordance with the Act. The Chairperson shall be elected by the directors of the corporation to a two (2) year term. The Chairperson shall preside at meetings of the corporation and at meetings of the Executive Committee. The Chairperson shall see that all orders and resolutions of the corporation are communicated to the proper persons or entities for implementation. He/she shall appoint members of all committees, including the Youth Committee. The President/Chairperson shall also be ex-officio member of all standing committees.

Vice Chairperson

In the absence of the Chairperson, or in the event of his/her inability to act, or if that office be temporarily vacant, the First Vice Chairperson shall exercise all the powers and perform all the duties of the Chairperson. The First Vice Chairperson shall be elected by the directors of the corporation to a two (2) year term. The First Vice Chairperson shall have such additional powers and perform such other duties as may be assigned him/her from time to time by the directors of the corporation. A second Vice Chairperson shall be appointed to serve as Secretary/Treasurer and as Vice Chairperson in the absence of the First Vice Chairperson. The term of the Second Vice Chairperson shall be two (2) years.

Other Officers

The Corporation may appoint such other officers as the business of the R1WDB may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the Bylaws or as the R1WDB may determine.

Conflict of Interest

Every employee, officer, agent, or member of the Region 1 Workforce Development Board and its committees must serve a public interest and have a clear obligation to conduct all affairs in a manner consistent with the concept of public trusts. All decisions should be based on promoting the best interest of the public good.

As an employee, officer, agent, or member of the Region 1 Workforce Development Board, and its committees you must:

- A. Neither cast a vote on, nor participate in any decision making capacity on the provision of services by such member or by an organization that such member directly represents; nor on any matter which would provide any direct benefit to such member or the immediate family of such member.
- B. Disclose any potential conflict of interest to the Region 1 Workforce Development Board as soon as the potential conflict is discovered. If the potential conflict of interest is discovered during a board or committee meeting, the member must declare such potential conflict and excuse themselves from the remainder of the discussion and voting on that item.
- C. Not engage in any business transaction or private-for-profit arrangement which accrues from that member's position on the board.
- D. Ask the Region 1 Workforce Development Board for an opinion if they have any doubts of a situation involving conflict of interest.
- E. Not engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

No member, officer, employee, or agent of the Region 1 Workforce Development Board shall: (1) solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers or potential contractors or suppliers; (2) solicit, accept, or agree to accept any benefits for exercising Workforce Innovation Opportunity Act authority and performing their duties; and (3) perform their duties in a manner contrary to the rules of the State of West Virginia Ethics Commission.

A board or committee member who participates in decisions relating to specific terms of a contract, the determination of performance standards in a contract, or the development of Request for Proposals or other processes leading to a contract is prohibited from receiving any direct financial benefit from any resulting contract.

RESTRICTIONS OF THE LEO BOARD AND THE LWDB

Article VI

- A) The LWDB and the LEO Board may not provide core services or intensive services through a One-Stop Career system or be designated or certified as a One-Stop Career operator unless an agreement is reached between the LEOs and the Governor;
- B) The LWDB and the LEO Board may not provide training services unless granted a waiver by the Governor due to an insufficient number of eligible providers of training services to meet the local area demand;
- C) The LWDB and the LEO Board may not mandate curricula for schools;
- D) The members of the LWDB or the LEO Board may not vote on a matter under consideration by the LWDB or the LEO Board regarding provisions of services by the member or the entity the member represents; matters that would provide direct financial benefit to the member, his/her immediate family; or a business with which the member or his/her immediate family is associated or another activity that would be in conflict with the conflict of interest prohibitions outlined in the West Virginia Constitution or Statute. Conflict or conflict of interest does not include an action having a *de minimi* economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation, or other group which includes the member of the LWDB or the LEO Board or a member of his/her immediate family, or a business with which he/she or a member of his/her immediate family is associated.

LIABILITY

Article VII

- A) The counties and cities signatory to this agreement to the extent consistent with the state or local laws of the State of West Virginia do certify acceptance of the responsibility for the total management, operation, and compliance with all applicable laws and federal regulations.

The counties and cities signatory to this agreement, to the extent consistent with the state or local laws of West Virginia, agree that each will be responsible for any disallowed costs or liabilities that can be specifically traced to the operation or administration of its portion of the LWDBs programs.
- B) The signatories to this agreement agree that the LEO Board shall secure public liability insurance for the LEO Board members, LEOs serving as LWDB members, LWDB Board of Directors, LWDB staff, and representatives of these groups. Individual LEO Board members shall not be personally liable for any and all actions or inactions while carrying out the responsibilities of this agreement.

- C) The signatories to this agreement agree that in the event a liability results from a sub-contractual agreement with another party, all methods for pursuing collection of the disallowed costs will be exhausted. In accordance with the Act, assistance from the United States Secretary of Labor will be requested for any debt collection.
- D) In no event will liabilities incurred through workforce investment activities undertaken by any member or members of the LEO Board prior to LEO Board formation be assumed by the LEO Board.

SUNSHINE LAW

Article VIII - The West Virginia Open Governmental Proceedings Act (Chapter 6, Article 9A and Chapter 29B, Article 1 of the Code) shall apply to all bodies governed by this agreement.

SEVERABILITY

Article IX - Whenever possible, each provision of this agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this agreement.

DURATION OF AGREEMENT

Article X - The term of this agreement is continuous. However, each of the counties and cities represented by the LEO Board shall be permitted to withdraw from this agreement upon written notification to the LEO Board of the intention of such county to withdraw at least 120 days prior to the intended date of such withdrawal.

Upon the unanimous agreement of the board of commissioners of each county or the city councils that remains a party to this agreement, or upon the reduction of the number of parties to this agreement to less than six, the Board shall be dissolved, this Agreement shall be terminated, and any remaining funds shall be restored to the source thereof, pursuant to applicable law and regulations.

ADMINISTRATIVE ASSURANCES

Title 1 of the Workforce Innovation and Opportunity Act

Recipients of WIOA funds will maintain sound Fiscal Control and Fund Accounting Procedures to ensure the proper disbursement of, and accounting for, funds through the allotments made under WIOA.

Adherence to Section 188 of the Workforce Innovation and Opportunity Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA- Title 1-financially assisted program or activity. By assuring adherence to Section 188 of WIOA, also assures acceptance to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972.

Adherence to Title 11, Subtitle A of the American with Disabilities Act of 1990, which prohibits the exclusion, on the basis of disability, from participation or denial of the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.

Certification Regarding Drug-Free Workplace Requirements (29 CFR, Subtitle A, Appendix C to Part 98): WIOA funded grantees certify that it will prove a drug free workplace by notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions taken against employees for violation of such prohibition. Grantees certify that it will make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) of 28 CFR Subtitle A, Appendix C to Part 98.

Certification Regarding Debarment and Suspension (29 CFR, Subtitle A, Appendix A to Part 98): WIOA funded grantees certify to the best of its knowledge that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency. (a) Have not within a three-year period preceding this period been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, or attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction. (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with the commission of any fraud or criminal offenses in obtaining or attempting to obtain, or performing a public transaction under a public contract. (c). Have not within three years preceding this period had one or more public transactions (Federal, State, Or Local) terminated for cause or default.

Certification Regarding Lobbying (29 CFR, Subtitle A, Appendix A to Part 93): WIOA funded grantees certify to the best of its knowledge that no Federal funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan, cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

Signed in Agreement:

Signed Name

Date

Printed Name

Title

County or City