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200 New River Town Center  
Beckley, WV 25801

December 8, 2016

Stephen L. Christian  
New River Gorge Regional Development Authority  
116 North Heber Street, Ste B  
Beckley, WV 25801

Dear Stephen:

Attached is the signed Memorandum of Understanding between the Region 1 Workforce Development Board and New River Gorge Regional Development Authority for the delivery of entrepreneurial services through the WV Hive Project beginning January 1, 2017 to December 30, 2018.

As outlined in the MOU page 2 #3 a budget detailing expenditures must be submitted to our office for review prior to release of the fifty-thousand dollars (\$50,000.00). Forward the budget to Bruce Battaile at [bbattaile@r1workforcewv.org](mailto:bbattaile@r1workforcewv.org) and Ethan Fox at [efox@r1workforcewv.org](mailto:efox@r1workforcewv.org) and cc: to me at [ahenson@r1workforcewv.org](mailto:ahenson@r1workforcewv.org) at your earliest convenience. Quarterly financial and performance reports should also be submitted to the individuals listed above. A detailed Reports Schedule will be sent to you in a separate email. If you have any questions feel free to contact us.

The Region 1 Workforce Development Board looks forward to working with you and your staff. Our collaboration will most certainly make a difference too many.

Sincerely,

A handwritten signature in black ink that reads "Angela M. Henson".

Angela M. Henson  
Executive Director

cc: Karen Lobban, Region 1 Workforce Development Board, Chair  
Jack David Woodrum, Region 1 Workforce Development Board, Chief LEO

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
WORK4WV-REGION I INC.  
AND  
NEW RIVER GORGE REGIONAL DEVELOPMENT AUTHORITY**

This Memorandum of Understanding (MOU) is between the Work4WV-Region 1 Inc. also known as the Region 1 Workforce Development Board, hereafter "REGION 1 WDB" and New River Gorge Regional Development Authority, hereafter "NRGRDA". This MOU is for the provision of entrepreneurial services provided through the NRGRDA WV HIVE Project to eligible youth, adults, and/or dislocated workers for the following time frame January 1, 2017 to December 30, 2018.

This MOU outlines the relationship and responsibilities of each entity.

**BOTH PARTNERS:**

- Will insure there will be no organizational or personal conflict of interest, political activity, lobbying activity, legislative activity, union organizing activity or nepotism.
- Will not discriminate against any employee(s) or applicant(s) for training or employment because of race, color, creed, age, religion, sex, national origin, handicap, political affiliation or belief.
- Will know that this MOU in no way constitutes the creation of an agency or employment relationship between the R1WDB and NRGRDA and/or its employees.
- Will adhere to Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990.
- Will maintain appropriate accounting procedures and financial control governing the usage of funds being granted to NRGRDA as agreed to by both parties. Will take necessary steps to safeguard against misuse of funds by itself and/or its employees. Will insure accountability and prevent waste, fraud, and abuse.
- Will adhere to all policies and procedures that are written in accordance with the Drug Free Workplace Act of 1988.
- May cancel this MOU at any time with or without cause, upon thirty (30) days notice in writing and may be sent by the following methods: email, via the postal service, or in-person delivery.

New River Gorge Regional Development Authority shall ensure the following:

1. The WV Hive Project will provide entrepreneurial services to residents of the Region 1 WDB service delivery area (Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, and Wyoming counties). These services are to include, but are not limited to:
  - One-on-one technical assistance
  - Entrepreneurial Workshops / Specialty Workshops
  - Business Plan Development
  - Patent/trademark establishment assistance
  - Business research / evaluation assistance
  - Exposure to local businesses
  - Public and social media exposure
  - Mentoring
2. The WV Hive Project – Nicholas County Location will serve not only Nicholas county residents, but also bordering county residents living in Webster and Braxton counties.
3. That ninety percent (90%) of Region 1 WDB funds (\$45,000.00) be spent on the WV Hive Project- Nicholas County Location for **programming/service** (excluding labor costs) and that the remaining ten percent (10%) of Region 1 WDB funds (\$5,000.00) is paid on **programming/services** (excluding labor costs) related to the remaining counties served by the Region 1 WDB as listed in point #1 above. A budget will be submitted to the Region 1 WDB to support accruals and expenditures related to these funds prior to release of the lump-sum of fifty thousand dollars (\$50,000.00). All long term assets / equipment purchased with Region 1 funds shall be tagged using Region 1 Inventory Tags and Numbers.
4. Will maintain an accounting system and a set of accounting records that, at a minimum, allows for the identification of expenditures related to Region 1 WDB funds. All records will be supported by source documentation.
5. Quarterly Financial Reports will be submitted to the Region 1 WDB outlining the following:
  - Expenditures by expense type
  - Current quarter and to date expense amounts
  - Scan of invoices / receipts for all expenses reported for that quarter
  - Signature of WV Hive Director

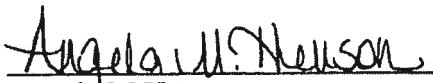
6. Once the sum of the funds are obligated or expended submit overall total financial statements with supporting documentation.
7. Collect and share data with the Region 1 WDB on a quarterly basis in order to track outcome information such as:
  - New Jobs Created / Sector Industry
  - Start Ups Launched / Sector Industry
  - Jobs Retained
  - Mentor and Relationships Established
  - Customers Served
  - Workshops / Special Events Held
  - Other Performance Indicators, As Determined
8. That the REGION 1 WDB shall maintain a vested interest in all equipment and supplies purchased with R1WDB funds, and in the event that the WV Hive Project is no longer in operation, such equipment and supplies will be turned over to the Region 1 WDB within a thirty (30) day period.
9. In the event the WV Hive Project –Nicholas County Location is no longer in operation, all remaining funds provided to the NRGRDA for this project will be returned to the Region 1 WDB within a ninety (90) day period.
10. Obligation to return any funds due to the Region 1 WDB as a result of refunds, corrections, audit disallowances or other transactions.
11. The Region 1 WDB will not be held liable for acts committed by NRGRDA staff whereas said acts result in some form of compensation, damage, or loss arising out of any activity under this MOU whether concerning persons or property in the NRGRDA's organization or that of any third party.
12. That the Region 1 WDB be given credit in any publicity, printed materials, programs, and press releases as follows: "This program is being presented with financial assistance from the Region 1 Workforce Development Board."
13. Refer customers to appropriate organizations for support or other agency services.

The Region 1 Workforce Development Board shall ensure the following:


1. Pay the New River Gorge Regional Development Authority a lump-sum not to exceed fifty thousand dollars (**\$50,000.00**) to support entrepreneurial programming provided by the WV Hive Project to the Region 1 residents of southern West Virginia. Ninety percent (90%) of these funds are allocated to the Nicholas County Hive Location and Ten percent (10%) to the WV Hive Project as a whole.

2. Provide as an In-Kind contribution a furnished office at the Nicholas County WORKFORCE WV Career Center to NRGRDA as the primary Hive location for this area (Nicholas, Webster and Braxton counties). Continuation of In-Kind contribution(s) will be reviewed by the Region 1 Workforce Development Board as needed, at least on a yearly basis.
3. Provide as an In-Kind contribution land-line phone access in the designated office occupied by the WV-Hive at the Nicholas County WORKFORCE WV Career Center. Continuation of In-Kind contribution(s) will be reviewed by the Region 1 Workforce Development Board as needed, at least on a yearly basis.
4. Promotion of the WV Hive Project (all locations) through display of outreach materials at the Region 1 WORKFORCE WV Career Centers; on the Region 1 WDB website, and; at partner meetings/other Region 1 events when appropriate.
5. Referral of interested customers to the WV Hive by completing a referral form and submitting it to the appropriate HIVE location.
6. Invitation to WV Hive Project employees to participate in Region 1 quarterly partner meetings, Opportunities in Action meetings, and other Region 1 meetings/events.

The following organizations agree to the above-referenced Responsibilities as outlined above.

  
 Angela M. Henson  
 Region 1 WDB  
 Executive Director

12.08.2016  
 Date

  
 Stephen L. Christian  
 NRGRDA  
 Executive Director

12-8-16  
 Date