

**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 “R1WDB” 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, 2020 to December 31, 2020

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 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 RIWDB 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. Collect and share data with the RIWDB 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


4. The RIWDB shall maintain a vested interest in all equipment and supplies purchased with RIWDB 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 RIWDB within a thirty (30) day period.
5. The RIWDB 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.

6. The R1WDB be given credit in any publicity printed materials, programs, and press releases as follows: "This program is being presented with In-Kind assistance from the Region 1 Workforce Development Board."
7. Refer customers to appropriate organizations for support or other agency services.

The Region 1 Workforce Development Board shall ensure the following:

1. Provide as an In-Kind contribution a furnished office at the Nicholas County American Job 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 R1WDB 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 American Job Center. Continuation of In-Kind contribution(s) will be reviewed by the R1WDB on a yearly basis.
4. Promotion of the WV Hive Project (all locations) through display of outreach materials at the Region 1 American Job Centers, on the R1WDB 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.



Robin A. Morgan
Region 1 WDB
Executive Director

12-26-19

Date



Joe Brouse
NRGRDA
Executive Director

12-27-19

Date