

APPLICANT INFORMATION

Contact information of person completing application

State:	Virginia
City, County or Region:	Hampton
Team Leader:	Mary Bunting
Employer:	City of Hampton
Phone:	[757] 727-6392
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Additional Team Leader: (If applicable)	James Peterson
Employer:	City of Hampton
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TEAM MEMBER INFORMATION

Local Government Rep:	Pamela Croom
Title:	Workforce Development Coordinator
Employer:	City of Hampton Economic Development Department
Phone:	[757] 728-5171
E-mail:	pcroom@hampton.gov

Economic Development Rep:	Leonard Sledge
Title:	Director
Employer:	City of Hampton Economic Development Department
Phone:	[757] 728-5165
E-mail:	lsledge@hampton.gov

University or College Rep:	Tony Farley
Title:	Associate Vice President of Corporate Training & Workforce Services
Employer:	Thomas Nelson Community College
Phone:	[757] 865-3125
E-mail:	farleyt@tncc.edu

Workforce Agency Rep:	Delegate Matthew James
Title:	Executive Director
Employer:	Peninsula Council for Workforce Development
Phone:	[757] 826-3327
E-mail:	mjames@pcfwd.org

Business Rep:	Mike Kuhns
Title:	President/CEO
Employer:	Virginia Peninsula Chamber of Commerce
Phone:	[757] 325-8170
E-mail:	mkuhns@vpcc.org

K-12 Rep:	Dr. Jeffrey O. Smith
Title:	Superintendent
Employer:	Hampton City Schools
Phone:	[757] 727-2030
E-mail:	josmith@hampton.k12.va.us

APPLICATION QUESTIONS

Please limit your responses to the space provided

NOTE: The criteria for a county to receive ACT WRC status may be found by [clicking here](#). Please review before answering these questions. More information on ACT WRC may be found by visiting www.workreadycommunities.org

- 1. How do you think the ACT WRC common criteria will help your community build a consistent framework for community-based workforce development? What do you see as the greatest opportunities? What do you see as the greatest challenges?**

Ensuring that local residents have access to employment and the right education and skills to compete successfully; increasing access to jobs and workforce development, including K-12 to advanced and continuing education.

Improving access to employment opportunities by bringing more jobs closer to residents and increasing access through transportation investments in better bike, pedestrian, and public transportation facilities.

To encourage business growth in infill locations. This improved quality of life also translates into a competitive advantage for local businesses and is critical for strengthening the local economy.

- 2. Building awareness and engagement among the business community is crucial for a successful ACT WRC effort. By completing this application, you are acknowledging the need to engage employers to achieve the goals to become an ACT WRC. How do you envision engaging businesses on the value of the community becoming an ACT WRC and their role in recognizing the ACT NCRC?**

Employer symposiums, business visits, and marketing will be conducted to educate and engage our business community in the process and the value of participating; by either becoming a supporter as an employer or incorporating WorkKeys in their hiring, location and expansion decisions.

3. **Goals set are based on individuals earning ACT NCRC and employers recognizing this certificate in support of their region becoming an ACT WRC. Do agencies in your community currently use the ACT WorkKeys system and issue NCRCs using ACT's RegiSTAR system?**

Yes No

If no, please answer question 3a.

- 3a. If your region does not currently use the ACT WorkKeys System and/or does not issue ACT NCRCs, how do you envision bringing these tools to your community?**

N/A

4. **How would your community leverage its ACT WRC initiative to strengthen economic development?**

Build upon the ongoing investments taking place in our community to include our private-sector activity where public investment reinforces and supports those investments by business owners, commercial property owners, and/or banks and other financial institutions.

Once these initial investments start to show success, it will be easier to attract additional investment to nearby locations, thus spreading the momentum incrementally over time.

5. **Successful ACT WRCs often have funding for collateral support such as communications, marketing, and service delivery to provide assessments. They also have funds for coordinating the initiative, attending the Academy and to maintain the ACT WRC status. Does your local team have a plan to acquire the resources necessary to launch and maintain an ACT WRC initiative?**

Yes, team members expect to include aforementioned items in budget requests in respective organizations.

Thomas Nelson Community College, Peninsula Council for Workforce Development, and Hampton City Schools currently utilize WRC and will continue to financially support this initiative.

6. **Your ACT WRC local leadership team is likely to include individuals with significant leadership responsibilities in their respective agencies. How do you intend to organize your team and ensure participants are committed to implementing plans and achieving their goals?**

Each represented organization/agency has identified appropriate team members of their staff to represent and implement plans on their behalf and to collaborate continually throughout the initiative.

Thomas Nelson Community College, Peninsula Council for Workforce Development, and Hampton City Schools currently utilize WRC and will continue to partner in this endeavor.

- 7. If you are applying as a region, please list the other counties that will be participating.**

N/A

- 8. What additional information would you like to share for consideration in review of your application?**

The city of Hampton is excited to expand this opportunity in our community and become a leader in our region to become certified work ready.

New and existing business have long expressed the need for the city to show an available workforce and this program provides evidence-based results to show that data. Having the ability to understand our workforce and any skills gap is vital for our public schools and college community to provide appropriate training and educational programs.

ACKNOWLEDGEMENT OF COMMON CRITERIA AND TERMS

I am submitting this application on behalf of the City of Hampton in the Commonwealth of Virginia. By signing this application, I certify that: a) I have the authority to submit this application on behalf of the City of Hampton, and b) I have read the terms of the ACT Work Ready Communities DRAFT Expectations of WRC Participating Counties [found in Appendix A]. I understand that should our application be accepted, execution of a similar Expectations Document between ACT and the City will be required for my team to formally be accepted into the program. I also understand that support from city leadership in completing the "County Official ACT WRC Support Form" (Appendix B) is necessary. This form will be completed and submitted after the start of the Academy. Where the word "county" or "counties" appear in this document or any appendix, the term shall apply to the City of Hampton as a participant.

I further understand that my city will submit labor force and US Census data based on the most current population totals and that ACT will calculate ACT WRC goals for each county/city based on the ACT WRC Common Criteria. ACT will post goals for all participating counties/cities and activate county/city-level dashboards at www.workreadycommunities.org. ACT will notify ACT WRC leadership teams when the city goals have been validated. By signing this application, I confirm that all team members have read and understood this statement and agree to actively participate in the ACT WRC Academy and on-boarding process.

Signature instructions:

If printing, sign your name in blue or black ink;

If e-mailing, type your full name.

Today's Date

APPENDIX A

Expectations of ACT and States, Regions and Counties participating in the ACT Work Ready Communities Academy

The purpose of this document is to outline expectations of ACT and States, Regions and Counties ("Participants") accepted to the ACT WRC Academy. The Academy program lasts 12 months. More information on the ACT WRC initiative and the WRC Academy may be found online at www.workreadycommunities.org.

Expectations of Participants

- Actively work with senior state, regional or county leaders as defined in the ACT WRC Academy Application in establishing a Work Ready Communities initiative.
- Adopt the ACT WRC Common Criteria as the foundation of the ACT WRC goals.
- Provide county-level population and labor force data for the purpose of establishing goals based on the common criteria for community certification.
- Publicly promote the ACT WRC and NCRC to the job seekers, employers, community leaders and economic developers.
- Utilize the ACT National Career Readiness Certificate (NCRC) as a required credential of counties obtaining ACT WRC status.
- Utilize ACT Work Readiness System products including WorkKeys® assessments, KeyTrain curriculum, NCRC, ACT Job Analysis in execution of ACT Work Ready Communities, and agree to have the certificates issued and registered in ACT's RegiSTAR™.
- Acknowledge use of WorkKeys and the NCRC will increase as a result of participation in ACT WRC and will strive to provide sufficient resources to ensure availability and success in all counties.
- Develop a plan, publicly launch and actively engage counties in the ACT WRC initiative.
- Respect the trademarks and intellectual property of ACT, including but not limited to WorkKeys, KeyTrain®, and the National Career Readiness Certificate™ and the ACT Work Ready Communities.

Expectations of ACT

- Host the ACT WRC Academy for participating leadership teams over a one-year period.
- Provide guidance on development and implementation of the ACT WRC initiative.
- Provide suggested framework models and implementation processes to assist Participants in establishing an integrated approach using Work Ready Communities.
- Provide examples of ACT WRC communication and marketing materials.
- Provide uniform data reports updated monthly via the ACT WRC website on the ACT WRC common criteria.
- Provide an environment to share best practices among Participants.

This documents is not intended to be, and does not constitute, a binding agreement, but, rather, is an expression of the mutual understanding of the Participants' and ACT's expectations through the Work Ready Communities Academy. By signing below, the Participant agrees to participate in ACT's WRC Academy and ACT recognizes such participation.

ACT, Inc.

City of Hampton

For ACT

Signature

Printed/typed name - Title

Appendix B
County Official ACT Work Ready Communities Support
Form
For City of Hampton, Virginia

The purpose of this document is for the county and municipality leaders to provide their support for their county to actively participate in the ACT Work Ready Communities (ACT WRC) initiative.

By participating in the ACT WRC initiative, counties can both identify skill gaps and quantify the skill level of their workforce. This helps educators build career pathways aligned to the needs of business and industry-- and it also helps a community stand out and be recognized for its workforce development efforts. A strong workforce is a tremendous economic development advantage.

Our county has organized a cross agency team of government, educators, workforce, economic developers and business/chamber leaders. We commit to developing and launching a local ACT WRC program. We will have ACT WorkKeys and ACT National Career Readiness tools accessible to individuals in our county. As local government leaders, we fully support the county engaging in the ACT Work Ready Communities.

Instructions: For counties to participate in the ACT Work Ready Communities, local county and municipal officials are required to show their support of the counties active engagement in the initiative. More information about ACT Work Ready Communities may be found at www.workreadycommunities.org. County and municipal leaders may show their support as outlined below.

Acceptable county documentation to engage:

- County and municipal leaders completing and signing this form
- A County Resolution and a letter of support from a Mayor
- Signed letters of Support from both a county and a municipal leader [may be joint]
- If consolidated county-city governance, only one Letter of Support document required

It is encouraged that counties adopt a resolution of support. However, at a minimum, this form shall be signed by a county official to provide support for the county to participate in ACT Work Ready Communities. If there are one or more cities in the designated county, at least one municipal leader shall also sign to provide support. If there is more than one municipality in the county that would like to show their support, additional signatures or letters of support from other municipal leaders may be included. Lastly the County team leaders shall complete the information and sign the form acknowledging their role in leading the ACT WRC initiative on behalf of the county.

I support the City of Hampton to participate in the city ACT Work Ready Communities initiative

State/county of: _____

City Official Signature: _____

Printed Name: _____

Title: _____

I support the City of Hampton to participate in the city ACT Work Ready Communities initiative [NOT APPLICABLE]

State/county of: _____

Municipality Official Signature: _____

Printed Name: _____

Title: _____

CITY WRC TEAM LEADER 1: _____ Signature: _____

CITY WRC TEAM LEADER 1: _____ Signature: _____