

Attachment A

Georgia SNAP Works 2.0
Statement of Work

1. **Period of Performance:**

October 1, 2018 to September 30, 2019 (Year 4)

2. **Project Overview and Objectives:**

The SNAP Works 2.0 grant project is a unique collaborative opportunity that does not come along often in a generation. Georgia Department of Family & Children’s Services (DFCS), Georgia Department of Labor (GDOL) and Workforce DeKalb embraced this U.S. Department of Agriculture (USDA) demonstration grant invitation to once and for all foster true and meaningful reduction of reliance on public SNAP assistance in this state. More importantly, the initial financial and evaluative assistance to be received will allow for the creation of a long-term solution that will perpetuate in Georgia long after the grant funds have expired. The grant design will also be easily reprised in other states.

Awarded by USDA to Georgia DFCS, who in turn has contracted with GDOL to administer the program, with contracted assistance from Workforce DeKalb, this grant project will utilize a coordinated multiagency assessment and case management delivery system. Rather than merely ‘handing off’ participants from one entity to another as needs dictate, an integrated case management system based upon a medical HMO will be employed. Primary case managers will work closely with secondary case managers (specialists in partner organizations), continuously sharing information and insights via a centralized GDOL MIS system. Similarly, all necessary participant tracking and reporting will be accomplished within that singular system.

Barrier identification will be carefully catalogued and a unique intervention plan will be created for each participant. Customized supportive services will occur prior to, concurrent with, or after specific activities. Readiness for training will be as paramount as readiness for employment. The proposed sequence of core, intensive and education/training service strategies will be carefully structured to meet the emerging Workforce Investment Act (WIA) revisions related to the Workforce Investment Opportunity Act (WIOA) of 2014’s “Career Services” path. It will also include a state-of-the-art online labor exchange system that will combine unique self service capabilities to foster SNAP recipient self-reliance, with case management tracking capabilities.

Finally, the project will rely upon a newly created multi-agency advisory committee that will not only ensure informed guidance throughout the life of the grant, but will also engender sustainability beyond the grant and technical assistance for all that choose to reprise the design.

3. **Contractor Organizational Capacity:**

GDOL has demonstrated a capacity to operate a high-quality program for individuals with multiple employment barriers. Currently, GDOL operates a statewide network of over 40 electronically-connected local American Job Centers (AJCs), the majority of which are comprehensive one-stops as designated by local Workforce Investment Boards. In addition to administering Georgia’s Unemployment Insurance (UI) and Wagner Peyser programs, the GDOL administers the Trade Act, Veterans’ Services, Agriculture and other programs.

GDOL Career Centers throughout the State of Georgia have established strong ties within their communities. Although governed by both State and Federal regulations, each Career Center has been given the flexibility to customize their services in order to meet locally identified needs. Career Center staff as well as Business Services staff serves on various community boards and advisory panels, sponsor employer-led committees, and are involved in the organization of events for various non-profit groups.

Prior to July of 2013, GDOL provided statewide administration of Work Investment Act (WIA) activities throughout Georgia, and prior to that administration of Job Training Partnership Act (JTPA) activities throughout the state. During the latter time periods, GDOL also operated local WIA and JTPA activities on behalf of local chief elected officials, providing unique experience and insights with local program service delivery.

Workforce DeKalb has exceeded in performance standards mandated by USDOL for the past 11 consecutive years in serving Adults, Dislocated Workers and Youth. For example, the Entered Employment Rate of 91.5% for adults exceeds the program's PY 2013 performance goal of 88% by 3.5%. The department has also assisted dislocated workers at retaining employment at a rate of 94.2%, and contributed to the economic health of DeKalb County with participants securing an annual average salary of \$46,846 in PY2013 after program completion. Through Workforce DeKalb's efforts, more than 1,200 jobseekers secured and retained employment for this program period (full-time & part-time status). Workforce DeKalb has established a successful track record serving DeKalb County citizens.

4. **Contractor Evaluation Capacity:**

The GDFCS, GDOL and Workforce DeKalb have engaged in numerous grant evaluation studies funded by the Federal government, with Mathematica Policy Research Inc., (MPR), Social Policy Research Associates (SPRA), Upjohn Institute for Employment Research (UIER), IMPAQ International (IMPAQ), etc. Examples were included in the USDA grant proposal.

GDFCS and GDOL will engage in the randomized controlled trial as part of the experimental study as directed by USDA and its independent evaluation team. Pertinent GDFCS and GDOL non-disclosure and/or data sharing agreements will be executed for data sharing as required with MDRC, Mathematica, USDA and Workforce DeKalb as needed.

It is estimated that a randomized match of approximately 2,500 participants will be served through the proposed pilot in its treatment group, with a randomized match of approximately 2,500 similar participants for the control group. The participation targets were identified based on the figures needed to detect a policy-relevant difference in past welfare-to-work research, as well as a goal of including approximately 15% of our total ABAWD population in the target areas. More importantly, Georgia is committed to undertaking an initiative that will have a unique and meaningful impact on as many participants as possible with a high-quality program within budgetary restrictions. Georgia will cooperate with the evaluation contractor to ensure that the project areas are large enough to support independent evaluation and random assignment. It is important to note that USDA and its SNAP Works 2.0 contracted evaluators require a clear distinction between the enhanced services that have been developed for delivery to the grant's randomly selected treatment group participants, versus those business-as-usual services that are designed for randomly selected control group participants. Upon random selection to one or the other grouping, the individual must remain in that designation throughout the duration of the grant, even if he/she should have a break in service and later return. In no instance should a randomly

selected control group participant receive any of the enhanced services designed for treatment group participants.

5. **Contractor Financial Capacity:**

GDOL is a state agency responsible for the administration of the federal unemployment insurance and state employment services program, with an annual budget of \$137 million. The agency has a solid financial history that includes management and administration of federal, state and other dollars since the department's inception. Throughout our history, the agency has insured that the bulk of its resources are targeted at broad and expansive service delivery to insure that customers received benefits and a full complement of services to aid in securing gainful employment.

With an annual budget of @ \$5 million, Workforce DeKalb is 100% federally funded and tasked with utilizing federal funds to offer comprehensive career services to DeKalb County job seekers and employers. Its track record in fiscal management is solidly in compliance with all state and federal governance and best practices.

6. **Target Population:**

Approximately 2,500 individuals will be randomly selected by DFCS to be in the experimental (pilot treatment services) group, with an equal number of 2,500 to be randomly selected by DFCS in the control group, as determined by the Independent Evaluator software. The target audience focuses on ABAWDs who are 18 to 49 years old and have been unemployed for more than 12 months. Furthermore, all of the targeted population will be work registrants who are selected from the SNAP mandatory participant population.

The above target population was chosen because chronic unemployment is itself a barrier to finding current employment, and the longer an individual is unemployed, the more likely he or she is to have additional barriers. Other barriers as identified through intensive assessment (i.e., include lack of education, criminal background records, substance abuse, and mental health issues, etc.) will be overcome through in depth case management, job preparation and placement services and education and training. The methodology is further explained under the *Project Design* section.

Workforce DeKalb's SNAP Works 2.0 Activities Schedule - Attachment B and SNAP Works 2.0 Performance Targets - Attachment C identify the number of treatment customers it will serve.

7. **Target Geographical Areas:**

SNAP Works 2.0, was originally implemented in 10 of the 27 Georgia SNAP Works counties. The counties were selected based on their number of able-bodied adults without dependents (ABAWDS) and potential ABAWDS, location of SNAP Works case managers, Local Workforce Investment Areas (LWIA) offices, and availability of high-demand jobs and public transportation. In early 2017, Cherokee County was removed from the project, leaving 9 Georgia SNAP Works counties.

The counties include: Bulloch, Chatham, Clayton, DeKalb, Douglas, Glynn, Gwinnett, Henry, Rockdale, as reflected in SNAP Works 2.0 Counties - Attachment D'.

Of the above, Workforce DeKalb will serve DeKalb County.

8. **Local GDFCS Facilities Engaged in Project:**

DeKalb County DFCS
178 Sams Street
Decatur, Georgia 30030-4134

9. **Local GDOL Facilities Engaged in Project (Locations and Principals):**

Georgia Department of Labor
North Metro-DeKalb Career Center
774 Jordan Lane, Building #4
Decatur, GA 30033-5755
Phone: 404.679.5200
Fax: 404.679.1713
TTY: 404.486.6476
Manager: Mark Connally
Email: Mark.Connally@gdol.ga.gov

Georgia Department of Labor
Atlanta Career Center
223 Courtland Street, N.E. (Suite 200)
Atlanta, GA 30303
Phone: 404.232.4700
Fax: 404.656-3159
TTY: 404.656.3101
Supervisor: Patricia Sharpe
Email: Patricia.Sharpe@gdol.ga.gov

Georgia Department of Labor
Clayton Career Center
1630 Phoenix Boulevard, Suite 200
College Park, GA 30349
Phone: 678.284.0200
Fax: 770.909.2933
TTY: 678.284.5724
Manager: Mark Connally
Email: Mark.Connally@gdol.ga.gov

Georgia Department of Labor
Gwinnett Metro Career Center
2211 Beaver Ruin Road, Suite 160
Norcross, GA 30071-3328
Phone: 770.840.2200
Fax: 770.613.4843
TTY: 770.840.2258
Manager: Diane Allen
Email: Diane.Allen@gdol.ga.gov

10. **Local WIA Facilities Engaged in Project (Locations and Principals):**

Workforce DeKalb
774 Jordan Lane, Building #4
Decatur, GA 30033
Phone: 404.371.6354
Fax: 404-687-3443
Theresa Austin-Gibbons, Director
Email: TDAustin-Gibbons@dekalbcountyga.gov

11. **GDOL Management Plan:**

The GDOL Director of the Workforce Solutions Division will be the primary contact for this grant project. The GDOL Project Director will report directly to the Director of the Workforce Solutions Division and will oversee the day-to-day operations of all GDOL and sub-recipient grant project activities. The GDOL Lead Case Manager Supervisor will report directly to the GDOL Project Director and will oversee all GDOL case management grant project activities.

To provide primary intensive case management capabilities, 9 Primary Case Managers and 9 Case Manager Associates will be hired to provide case management and/or assist with case management provision to pilot participants. An E&T Consultant II (Financial) staff member will handle invoicing and payments, and a Project Monitor will conduct programmatic and financial monitoring at the sub-contractor and training vendor levels. In addition, several staff members at GDOL will dedicate a percent time to the grant, also as described in the budget narrative.

In addition, GDOL's administrative operations unit will assist with functions such as human resources, financial oversight, and information technology.

GDOL Primary Contact

Elizabeth Warner, Workforce Solutions Director
Georgia Department of Labor
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GDOL Contract Signatory

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GDOL Project Director

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Atlanta, GA 30303
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Fax: 404-232-3524
Email: Alan.Carson@gdol.ga.gov

12. Workforce DeKalb Management Plan:

The Director of Workforce DeKalb will be the primary contact for this grant project. The DeKalb Workforce Project Director will report directly to the Director of Workforce DeKalb and will oversee the day-to-day operations of all SNAP Works 2.0 project activities.

By providing intensive career advisement and follow-up during training and OJT, participants are more likely to complete activities and retain employment. To provide these primary intensive case management capabilities, 3 case managers will be employed by Workforce DeKalb as described in the SNAP Works 2.0 Budget Summary – Attachment E, to provide case management to pilot participants. A Workforce DeKalb, Finance staff member will handle invoicing and payments.

In addition, Workforce DeKalb’s administrative operations unit will assist with functions such as human resources, financial oversight, and information technology.

Workforce DeKalb Primary Contact

Ms. Theresa Austin-Gibbons, Director
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774 Jordan Lane
Decatur, Georgia 30033
Phone: 404-371-6354
Fax: 404-687-3443
Email: TDAustin-Gibbons@dekalbcountyga.gov

Workforce DeKalb Contract Signatory

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1300 Commerce Drive, 6th Floor
Decatur, Georgia 30030

Workforce DeKalb Project Director

Ms. Michelle Jones, Workforce Development
Manager
Workforce DeKalb
774 Jordan Lane
Decatur, Georgia 30034
Phone: 404-687-3909
Fax: 404-687-3443

Ms. Jowan Dennis, ET Analysis/Case Manager

Workforce DeKalb
774 Jordan Lane
Decatur, Georgia 30034
Phone: 404-687-3565
Email: jdennis@dekalbcountyga.gov

The following Workforce DeKalb staff will be engaged in the SNAP Works 2.0 project:

- *1 – Case Managers*

For more detailed information, refer to the SNAP Works 2.0 Budget Summary – Attachment E and SNAP Works 2.0 Job description – Attachment F.

13. **Project Design:**

See the attached SNAP Works 2.0 High Level Project Flow.

a. Outreach and Initial DFCS Assessment

All pilot participants will be subject to SNAP work requirements and work registration. Georgia is operating a mandatory program, and volunteers are not accepted into the program. Georgia has also received an ABAWD Waiver through FFY 2015, meaning participants do not have a time limit to receiving SNAP benefits as long as they comply with the E&T program. E&T participants in the grant-funded activities will come from referrals from 10 of Georgia's 27 mandatory E&T counties, as previously outlined. These counties were selected based on the location of both a Georgia E&T caseworker as well as an LWIA office. DFCS E&T casework staff in the ten grant counties will be responsible for the assessment and referral of mandatory E&T pilot participants to GDOL for primary case management.

Furthermore, all participants will be ABAWDs and not exempt from the required services. Participants will be selected based on a careful screening and randomization process conducted by DFCS staff, as required by the Independent Evaluator. This project will operate in accordance with the requirements of sections 6(d) and 20 of the Food and Nutrition Act (FNA) and SNAP work requirements as outlined at 7 CFR 273.7(b), including exempting specific categories of SNAP recipients from work requirements as outlined in the policy.

Because case managers will be interacting with both new and existing pilot project participants, as well as following up with participants throughout the grant activities, the number of participants served at one moment will vary. Also, the number served per month by partner agencies will vary by county. For a total of 2,500 participants over the course of three years, DFCS and GDOL staff will effectively screen, assess, and provide primary case management and core services to all 2,500 individuals. It is estimated that of these individuals, approximately half, or 1,250, will require additional education and training services from the LWIAs. Of these 1,250 individuals, Atlanta Regional Commission LWIA 7 (6 counties) will serve 485 participants, Coastal Region LWIA 20 (3 counties) will serve 290 participants, and DeKalb LWIA 5 (1 county) will serve 476 participants.

These estimates are based on the number of ABAWDs and potential ABAWDs in the counties served, as well as other aspects such as ample public transportation available to participants. In addition, customers will be offered informed consent by DFCS staff to allow the state agency, FNS, and the evaluation contractor to collect outcome data for up to six years after they enter into the E&T pilot. Customers who do not provide informed consent will be referred to Georgia SNAP Works, Georgia's regular E&T Program, and will not be sanctioned for this reason. A detailed estimate of the number of participants served within each month of the three-year period by each partner is listed in the SNAP Works 2.0 Proposed Activities Schedule – Attachment B.

At the time of this Year 4 renewal, there are approximately twenty (20) Active and/or Pending SNAP Works participants engaged with WorkSource Coastal, and it is anticipated a total of approximately twenty (20) will be served through this close out agreement.

b. Project Eligibility and Project Assignment (Control or Treatment)

SNAP recipients in Georgia are referred to the SNAP Works Program (Georgia’s E&T Program) at both initial SNAP application and their standard SNAP recertification interviews. The DFCS SNAP certification worker determines the applicant/recipient’s work status during the eligibility interview and then refers participants to SNAP Works. SNAP Works case managers will conduct a brief Participant employability Assessment to confirm the participant as a mandatory work registrant as well as to determine whether participants meet the criteria for the grant. Grant participants must be:

- an ABAWD as defined
- 18-49 years old
- residing in a grant project target county
- unemployed for more than 12 months
- not exempted for other allowable reasons

DFCS staff will screen customers using DFCS’s E&T Assessment tool, “SNAP Works Employability Assessment”. Basic demographics on the individual will be collected, as well as educational attainment, history of employment, information on dependents, criminal background, transportation, health problems, hardships to E&T participation, drug and alcohol abuse, and other important pieces of information.

Once a DFCS case worker:

- provides orientation and obtains a signed Participation Consent Form,
- assesses and determines a customer is eligible for the project,
- inputs data into the baseline information form, and
- enforces random selection assignment using the evaluation software and determines a customer is assigned to the treatment group,

Referral will be made to GDOL for primary case management and in depth employability assessment via an ‘e’ referral transaction in GDOL’s GWS system.

A participant will not be required to engage in E&T activities for more than 120 hours per month, although the participant may volunteer for more. An in-depth flowchart demonstrating the flow of participants through the various case managements and assessments is in the SNAP Works 2.0 Flowchart – Attachment G.

c. Sanctions

DFCS SNAP Works E&T case managers will be responsible for monitoring compliance, determining good cause for failure to participate, and referring participants to DFCS eligibility staff for sanction if good cause is not determined. Communication between DFCS, GDOL, and Workforce DeKalb staff will be made for receipt of attendance records and to discuss any other issues pertinent to participation in the program, in support of these DFCS staff activities. This will include DFCS and Workforce DeKalb staff access to GDOL’s case management system.

Ongoing data sharing related to participants who fail to attend the initial meeting with GDOL staff, or subsequent scheduled activities with GDOL and/or Workforce DeKalb, will be communicated via an electronic referral and results transaction in GDOL’s GWS system, to which DFCS staff will have access.

Once a determination of a failure to comply with the work plan is made by GDOL staff, the participant will be referred back to the originating DFCS case manager by the GDOL primary case manager staff for an assessment of good cause prior to DFCS applying a work sanction. If failure to comply with the work plan is identified by the Workforce DeKalb staff, he/she will convey that information to the GDOL primary case manager, who in turn will notify the originating DFCS case manager. All such communications can be conveyed and will be documented via the GWS case management system.

The DFCS case manager will make contact with the participant to determine if good cause exists. An explanation of good cause and the situations that a participant would be excused from participation is found in section 3380, 3-4 of the Georgia DFCS Policy Manual ODIS at (http://www.odis.dhr.state.ga.us/3000_fam/3420_food/MANUALS/TFS3380.doc). The policy for determining good cause for grant participants will follow the current policy for all E&T participants. Individuals who do not provide informed consent for the evaluation of the pilot will not be sanctioned. For purposes of the pilot, policies regarding the treatment and assessment of individuals for willful misconduct for failure to work will be added to ODIS per FNS policy.

If a grant participant is sanctioned by DFCS, the penalties are as follows:

- **First Violation** – The SNAP participant will be ineligible for a minimum of one month or until compliance, whichever is later.
- **Second Violation** – The SNAP participant will be ineligible for a minimum of three months or until compliance, whichever is later.
- **Third and Subsequent Violations** – The SNAP participant will be ineligible for a minimum of six months or until compliance, whichever is later.

If the DFCS sanction is imposed, the participant will be given timely notice of the action on their SNAP case, the name of the person to be sanctioned, the particular act of non-compliance, and the sanction period. GDOL staff will be notified and said action will be noted in the GDOL case management system. LWIA staff will have access to this information. Participants who are determined to have good cause for non-compliance will be referred back to a grant activity, if appropriate, at the end of the good cause period.

Sanctioned participants will be reassessed to determine if they will be referred back to the regular SNAP Works E&T Program or to the pilot project at the end of the sanction period.

d. Referral (GDFCS to GDOL)

Once a DFCS case worker:

- provides orientation and obtains a signed Participation Consent Form,
- assesses and determines a customer is eligible for the project,
- inputs data into the baseline information form, and
- enforces random selection assignment using the evaluation software and determines a customer is assigned to the treatment group,

Referral will be made to GDOL for primary case management and in depth employability assessment via an 'e' referral transaction in GDOL's GWS system.

Ongoing data sharing related to participants who fail to attend the initial meeting with GDOL staff, or subsequent scheduled activities, will be communicated via an electronic referral and results transaction in GDOL's GWS system, to which DFCS staff will have access.

After repeated documented attempts by GDOL or Workforce DeKalb staff to re-engage the customer fail and a determination of a failure to comply with the work plan is made, the participant will be referred back to the originating DFCS case manager for an assessment of good cause prior to DFCS applying a work sanction.

e. GDOL Assessment

As noted above, there will be several layers of assessments to determine the proper placement of each customer into a career pathway.

Upon referral from DFCS, GDOL primary case managers will initiate several assessments to determine proper placement for customers. The assessments will be directed on an as-needed basis for each customer and will count toward participation hours. They will not only assess customer skills, but also their aptitudes, interests, and personalities to determine appropriate career pathway placement, as well as education and training needed to fill any gaps identified. Workforce DeKalb staff will also conduct assessments on an as-needed basis (and if not conducted by GDOL staff) to determine education and training readiness. The assessments that GDOL and Workforce DeKalb will conduct are described below:

- **Prove IT** – Prove It! is web-based skills assessment program that provides hundreds of tests for clerical, software, industrial, healthcare, financial, and technical job classifications. It also offers over 35 training tutorials for Microsoft Office 2000-2010 titles.
- **TAPDANCE** – TapDance provides a full suite of skills assessment packages for career evaluation, training indicators, and more. It offers timed typing tests, spelling and grammar tests, math tests, data entry tests, Microsoft Word and Excel proficiency tests, 10-Key format tests, coding tests, proofing tests, filing tests, and sorting tests.
- **CareerScope** – Career Scope is a standardized timed interest and aptitude assessment for education and career guidance. It generates counselor and client/student reports to generate career recommendations.
- **Interest Profiler** – The O*Net Interest Profiler helps participants discover their interests and how they relate to the world of work. It also helps them identify careers to explore.
- **TABE** – Tests of Adult Basic Education (TABE) measures basic skills commonly found in adult basic education instructional programs. It will be used to assess grant participants for placement in education, training, and/or employment programs, and evaluate readiness for the GED exam.

See the SNAP Works 2.0 Available Assessment Tools – Attachment H for related information.

GDOL's Georgia Workforce System (GWS) will be used to track all participant assessment completion and results. Caseworkers at each partnering agency will have access to GWS and will be able to view and track this information in real time as participants work on various assessments. This will serve as an important mechanism of communication between DFCS, GDOL, and Workforce DeKalb caseworkers to ensure that no assessments are repeated and that

assessment results are utilized. It will also serve as an important mechanism of monitoring performance and compliance. Case managers will also gather information from participants and partner agencies related to non-project activities that a participant may be engaged in and will record this information in GWS.

As another mechanism of monitoring assessment compliance, DFCS's Project Manager, will review the assessment process as a part of ensuring that correct referrals are made.

f. Comprehensive Individualized Employment Plan

As discussed in more detail in Case Management to follow, GDOL primary case managers will initiate a customized Individual Employment Plan (IEP) for each participant, with the establishment of an occupational goal, a career path, potential barriers, and a mitigation plan for those barriers. The assessment process and development of an IEP will extend throughout the duration of a participant's involvement in the project, and is 'e' maintained on GDOL's GWS system. The identification and mitigation of employment barriers, as well as the refinement of goals and service plans will be amended within an IEP throughout a participant's participation by GDOL and Workforce DeKalb staff. Thus, the IEP will be a "living document", continuously evolving, as the participant's needs evolve.

g. Labor Market Information Access

GDOL's EmployGeorgia Focus Career Explorer contains labor, education and training market information integrated into its various services, to automatically prompt users on job decision validations, alternatives, employability enhancement paths, etc. It can be found at: <https://employgeorgia.com> See SNAP Works 2.0 Employ Georgia Career Explorer – Attachment I for related information.

Additionally, GDOL avails in depth labor market information to customers and staff via Georgia Labor Market Explorer at: <https://explorer.dol.state.ga.us/vosnet/Default.aspx> .

h. Case Management

The case management and assessment services, activities, and approaches that will be provided will be based on the three-tier approach as proposed to USDA. Rather than a singular activity occurring at a specified point along a service delivery time line, the effective provision of comprehensive case management will be a linear activity that extends from start to finish, providing encouragement, ensuring compliance, facilitating support intervention, and regularly re-assessing the needs and progress of a participant.

Using a Health Maintenance Organization (HMO) approach to case management, each participant will be assigned a GDOL primary case manager who will guide the participant from beginning to end, while coordinating the efforts and inputs of all partner case management contributions. In this model, Georgia DFCS staff will conduct an initial screening and randomization of participants to determine whether they will participate in the pilot project or Georgia's regular E&T Program, as described earlier.

SNAP recipients in Georgia are referred to the SNAP Works Program (Georgia's E&T Program) at both initial SNAP application and their standard SNAP recertification interviews. The SNAP certification worker determines the applicant/recipient's work status during the

eligibility interview and then refers participants to SNAP Works. SNAP Works case managers will conduct a brief Participant Employability Assessment to confirm the participant as a mandatory work registrant as well as to determine whether participants meet the criteria for the grant. If selected, the participant will then be referred to GDOL case managers for primary case management.

Upon receipt of referral from DFCS and results of the initial assessment, GDOL staff will conduct a second employability readiness assessment of the participant's skills, experience, education, credentials, work readiness/soft skills, and barriers. A GDOL primary case manager will be assigned, who will serve as the participant's "primary care physician" from day one to post follow-up. GDOL primary case managers will initiate a customized Individual Employment Plan (IEP) for each participant, with the establishment of an occupational goal, a career path, potential barriers, and a mitigation plan for those barriers. The assessment process and development of an IEP will extend throughout the duration of a participant's involvement in the project. The identification and mitigation of employment barriers, as well as the refinement of goals and service plans, will be amended within an IEP throughout a participant's participation. Thus, the IEP will be a "living document", continuously evolving, as the participant's needs evolve.

The primary case manager will use inputs from multiple partners to coordinate services and develop a customized schedule of routine contact with each participant based on the unique activities, upcoming events, challenges, etc., while providing career services as outlined in the SNAP Works 2.0 Services Matrix – Attachment J. The GDOL case managers will use innovative methods and incentives to encourage participant engagement and will also track the mandatory weekly participation for clients.

GDOL primary case managers will be skilled in ascertaining the needs of grant participants. They will utilize DFCS assessment results, as well as self-directed and staff-assisted tools (i.e., TABE, O*NET/My Next Move, Career Scope, Employ Georgia, Prove It, TapDance, Georgia Work Ready, BG Focus Career Explorer, TABE, etc.), to help participants identify their strengths and interests and select a career pathway to a self-sufficient future. If the GDOL primary case manager determines a participant is immediately employable, the customer will receive pre-employment and work readiness services as needed, and a staff assisted and self-directed job search will begin.

If the GDOL primary case manager determines the participant needs educational/training requisites prior to be employable in the chosen occupation, the participant will be referred to Workforce DeKalb for education and training services.

A Workforce DeKalb case manager will be assigned, who will serve as the participant's "secondary" case manager throughout all education and training activities. The identification and mitigation of employment barriers, as well as the refinement of goals and service plans, will be amended by the Workforce DeKalb case manager within the customer's IEP throughout participation. Thus, the IEP will be a "living document", continuously evolving, as the participant's needs evolve.

The Workforce DeKalb case manager will also use inputs from multiple partners (i.e., community support services partners, education and training vendors, etc.) to coordinate services and develop a customized schedule of routine contact with each participant based on the unique activities, upcoming events, challenges, etc., while providing career services

as outlined in the SNAP Works 2.0 Services Matrix – Attachment J. They will also employ innovative methods and incentives to encourage participant engagement and will also track mandatory participation of clients.

i. Specialized Workshops

GDOL will offer grant participants pre-employment/work readiness services and training, as needed, for successful job placement. The GDOL will offer an extensive list of trainings on a variety of job placement topics, such as (but not limited to) job search, résumé writing, interviewing skills, applications, financial stress, networking, labor market and economic information, tax credits and incentives, etc. The GDOL's pre-employment/work readiness training is delivered in a variety of different settings to suit a participant's needs, including on-site training, classroom training, webinars, conference calls, e-learning, and Podcasts. The GDOL will also provide technical assistance as needed for customized SNAP trainings.

GDOL training staff, GDOL primary case management staff and Workforce DeKalb will have the capability to deliver the above workshop activities, based on the certification and knowledge requirements of the content being used.

For a detailed listing of workshops, see the SNAP Works 2.0 Services Matrix – Attachment K.

j. Job Readiness and Training Readiness

As a result of GDOL's assessment process, a participant is deemed job ready if he/she possesses a realistic understanding of an available job's requirements (and that available job would offer a sustainable wage), has requisite occupational and soft skills as required for that employer/job, and does not possess any unresolved personal barriers that would pose as an immediate hindrance to meeting the employer's prerequisites. This determination will be documented in the GWS system.

Similarly as a result of Workforce DeKalb's assessment process, a participant will be deemed training ready if he/she possesses a realistic understanding of the available training's requirements (and that available training would lead to a job offering a sustainable wage, on a career path), has requisite organizational skills to handle a training or educational experience, and does not possess any unresolved personal barriers that would pose as an immediate hindrance to meeting the training/education provider's prerequisites. This determination will be documented in the GWS system.

k. EmployGeorgia System

The pilot project will utilize Employ Georgia's (EG) Focus Career Explorer, a state of the art software application developed by Burning Glass Technologies. EG will offer SNAP recipient participants with a self-service tool to manage their career path and interact with project staff and services online to support successful career placement. It is a user-friendly system with real time data to support and enhance a successful career search.

It allows participants to upload, paste, or create up to 5 résumés and evaluate them to identify gaps in skills, experience, or education. EG has the ability to customize a quality product to best market participant's skills, abilities, and career interests and broaden job search leads and career planning, even beyond the state of Georgia.

EG spiders and promotes listings from multiple employment sites and displays them in a list to participants, breaking apart job listings to make them searchable by skills, job title, and other job search criteria. This eliminates the need to go to other websites to search for jobs. Participants will have the ability to save search criteria(s) and establish email alerts for employment opportunities on a daily or weekly basis.

All of the above self-service tools will be carefully managed by project DFCS, GDOL and Workforce DeKalb case management staff, which will be able to monitor job alerts, suggested job matches, etc. on behalf of their participant customers.

To those SNAP participants joining or rejoining the workforce after an extended period spent caring for children or the elderly, it may initially appear they have no marketable experience. EG has an extensive array of system interviews that will help the latter write detailed résumés which articulate their transferable skills and experiences into language which makes sense to employers. The system's career and job market exploration features also provide invaluable assistance for participants who are challenged to identify relevant career opportunities.

EG's Focus Career Explorer portal will provide SNAP participants and project staff with a comprehensive suite of high impact, self-service tools that expand access to services well beyond the bounds of the career center. These include an industry-leading job referral engine designed to maximize relevant opportunity for people whose careers are in transition. To ensure that participants have what they need to participate successfully in the job market, Employ Georgia will also deliver an automated tool for résumé writing and coaching that articulates transferable skills without requiring users to write free text. The career portal will offer participants personalized feedback on their job searches and recommend participant-specific training options, based upon both the current profile and targeted positions. By helping SNAP recipient participants understand skills gaps and how to close them, EG helps shift the labor exchange from 'here are jobs' to 'here is how to get them', and it will help participants shift from finding a job to building a career.

Another important aspect of EG is its extraordinary degree of personalization, with all resources, leads, referrals, and suggestions based upon a detailed awareness of each participant's specific experiences and skills and of the local job market. This will provide an invaluable tool for project case management staff as prepare a detailed individualized employment plan for project participants. By contrast, typical career exploration tools tend to be structured around standard, undifferentiated content without regard to the participant's specific history. With those tools, a participant might be able to read about what it takes to be a construction project manager but there is no sense conveyed of the gaps in that participant's particular experience, of the steps that he/she ought to take to resolve those gaps, or of the opportunities available once he/she does.

EG capabilities will provide sensitivity to specific SNAP participant target groups, as follows:

Less-skilled participants and the long-term unemployed: A common problem for less skilled SNAP recipient participants and the long-term unemployed is their lack of visibility into what's going on in the job market and the specific ways they can equip themselves for a higher likelihood of success. EG will help these participants build their job market literacy by giving them awareness of what jobs are in demand and by helping make smart decisions about how to invest in training. They will discover what skills and qualifications are needed to place successfully into these jobs and identify which local training programs can get them there.

Participants will also see which jobs a given training program or certification will prepare them for and how much local demand there currently is for those jobs.

The disabled: Unemployment rates among the disabled are extremely high. For those with physical impairments, the online nature of the system application will extend access to workforce services beyond the bounds of a physical workforce center. For those with visual impairments, the application is fully tested for compliance with the JAWS screen reader suite. In addition, EG will enable SNAP recipient users, at their option, to filter match results for opportunities that are consistent with their physical and cognitive abilities.

Participants with limited English proficiency: EG includes state-of-the-art on-screen translation facilities. When taken together with the system's approach to résumé building and job matching, this means that a SNAP recipient participant can build an English language résumé by answering questions about their experiences and skills in their native language. That résumé is then used to identify English-language job postings which are also viewable in the participant's native language. This represents a major advance in mainstreaming non-native participant communities.

Low literacy participants: EG's approach to building a detailed résumé without writing provides low literacy participants with an important job search tool while the system's automated matching then generates job leads without the need for these participants to search on their own.

Veterans: EG will provide specialized service to SNAP recipients who are Veterans. Conventional approaches to veterans' job placement are normally based on a USDOL's MOC-SOC crosswalk which maps each military occupation to a civilian equivalent. However, these mappings are very literal, do not account for market demand, and fail the majority of service members whose combat occupations inherently have no civilian equivalents. Focus Career Explorer uses a proprietary crosswalk of military and civilian occupations to ensure that every veteran receives matches for in-demand civilian jobs, including those whose military occupations do not have civilian equivalents (e.g. infantry). EG has undertaken a detailed review of each of the nearly 10,000 MOC's to identify matches based on corresponding high-demand careers at a variety of levels – for each specific MOC, for similar MOC's, and overall.

Its crosswalk will provide SNAP recipient veterans with matches at three levels of relevance:

- The top level are matches where the service member's rank and MOC functional sub-group aligns directly with civilian occupations. For example a Journeyman Network Warfare Operator whose duties include 'operating network and computer-based detection and deception systems and performing technical analysis of networks and systems', would be matched to jobs as a network administrator.
- The second level includes jobs that leverage the skills developed by the service member but do not represent a direct correspondence. For example, a Crew Served Weapons (CSW) Instructor whose duties include 'providing personnel training to qualify as command anti- terrorism watch standers as a Crew Served Weapons operator', will be matched to jobs relating to job training, teaching, and instruction.

The third level includes jobs which have high soft-skill requirements and low technical-skill requirements such a retail supervisors, customer service and sales opportunities. All veterans will be matched to these jobs, thereby ensuring that even those service members whose MOC's do not have a direct civilian equivalent are shown in-demand jobs for which they are qualified by virtue

of the leadership, communication, and problem solving skills emphasized in the military. Additionally, where possible, the system application will interview SNAP recipient veterans about their specific military experiences and translates them into language aligned with employer job postings. This will assist returning veterans adapt to the specific terminology of the civilian workforce. The system will also provide them with feedback on their specific skill gaps and appraises them of funded training opportunities which can address those gaps and make them more competitive in the workforce.

l. Substance Abuse and Mental Health Treatment

Substance abuse and mental health issues are common and debilitating employment barriers that many of our anticipated targeted project participants battle each day. For that reason, the early identification of such barriers during the assessment process will be critical, as is the inclusion of key community partners skilled in the treatment of those challenges.

DFCS, GDOL and Workforce DeKalb recognize that intervention treatment will need to occur prior to, concurrent with and even upon completion of some activities, all customized to the unique needs of each participant. The Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) will serve as an important partner for these purposes. DBHDD will provide education, training, and coaching on behavioral health services to grant case managers for preliminary participant education in formats such as lectures and seminars. If it is determined that a participant needs more intensive services, a referral to DBHDD's Community Service Boards (CSBs) will take place for assessment of needs and placement with a DBHDD contracted provider. For example, if an individual fails a pre-employment drug screening test, he or she will receive education on employment requirements and basic substance abuse information from GDOL and/or Workforce DeKalb staff, dependent on the case management engagement at the time of the failure. If the participant then fails a second drug screening test, he or she will be referred to DBHDD by GDOL and/or Workforce DeKalb staff for potential services. These will be determined on an individual basis for each participant. If a participant indicates a significant mental health barrier, a referral will also be made to the CSBs for placement into services. Once the services are completed for drug abuse and mental health, participants will be referred back to the referring case manager for determination into career placement.

m. Referral (GDOL to Workforce DeKalb)

As described in more detail previously, GDOL case management staff will first conduct an initial employability readiness assessment of the participant's skills, experience, education, credentials, work readiness/soft skills, and barriers. If the GDOL primary case manager determines a participant is immediately employable, the customer will receive pre-employment and work readiness services as needed, and a staff assisted and self-directed job search will begin.

However, if the GDOL primary case manager determines the participant needs educational/training services prior to becoming employable in the chosen occupation, the participant will be referred to Workforce DeKalb. This referral by/from GDOL, along with referral results from Workforce DeKalb back to GDOL, will be made via dedicated transactions in the GWS system.

It should also be noted that GDOL's EmployGeorgia system's career portal offers job seekers personalized feedback on their job searches and recommend job seeker-specific training options, based upon both the current profile and targeted positions. By helping customers understand

skills gaps and how to close them, Employ Georgia helps shift the labor exchange from “here are jobs” to “here is how to get them”, and it will help customers shift from finding a job to building a career.

In building a recruitment strategy, GDOL and Workforce DeKalb are mindful that many customers will be far removed from having engaged in any classroom setting. As such, GDOL and Workforce DeKalb case manager sensitivity and specialized workshops and services have been carefully crafted to address the following:

- Sensitivity to Non-Traditional Adult Students – To prepare customers who have not been part of work search or attended schooling for many years, specialized workshops and peer interactions will be offered, such as peer job clubs and support groups, preparatory workshops for note and test taking, essay writing, time management, environment acclimatization, etc.
- Barrier Resolution – Case managers will ensure customers are equally education ready as well as employment ready. Intervention to resolve barriers will be engaged prior to as well as concurrent with education, training, and employment services.
- Increased Web-Enabled Self Service – With multiple activities available online via self-service, case managers will identify those participants who are best served by more intensive in-person service and training.
- Distance Learning – Case management staff will carefully assess customer suitability for virtual training. Although virtual learning reduces transportation and dependent care barriers while the customer is in school, those challenges remain at the point of employment. Furthermore, virtual learning removes benefits of peer socialization and face-to-face instruction that could benefit a customer.
- Remediation versus General Equivalency Diploma (GED) – GDOL will engage short-term remedial activities to upgrade educational competencies targeted to immediate occupational entry where high-school diplomas/equivalencies are not required, with GEDs to follow as a long-term IEP goal.

n. Workforce DeKalb Assessment and Selection

Upon receipt of referral from GDOL, Workforce DeKalb staff will assess the participant’s education and training readiness based on the standards of the customer’s chosen occupation and the training provider(s). Educational readiness is a comprehensive term that covers a customer’s identified aptitudes, interests, motivation and skills to enter and successfully complete training and enthusiastically search for and land an entry-level job in their chosen career. Soft skills, designed for the care and maintenance of a career, are included in training readiness. A combination of assessments will identify an individual’s interests, aptitudes, and skills with training “brush-up” opportunities for identified gaps to ensure training program acceptance and a high expectation of successful completion. These resources will be delivered at the Workforce DeKalb career resource center(s) in computer labs, structured workshops, and face-to-face meetings with career advisors. Participants may also access online activities via personal computers and mobile devices. Those who successfully complete training will use the self-marketing techniques they acquired in workshops and networking meetings to land a job in their chosen occupation at a self-sufficient wage with benefits.

Participants who meet the educational readiness criteria will have attained basic and job-specific skills scores required for their career choice, demonstrated interests and aptitudes that fit their career choice, and confirmed by their program participation that they are enthusiastic about acquiring a place in the workforce with an opportunity for upward mobility. Participants who do not meet the educational readiness criteria, meaning they have persistent or extensive barriers that would prohibit them from completing an education or training program, will be referred back to the GDOL primary case manager for more intensive services and placement into an appropriate career path.

Upon successfully passing the education and training readiness assessment, the participant will be assigned a secondary Workforce DeKalb case manager and the IEP will be updated. The Workforce DeKalb case managers will guide participants to successful completion of their training programs, as provided through the Georgia Technical College System and other approved Georgia education and training providers. The Workforce DeKalb case managers will be responsible for coordinating all participant training activities once participants have been deemed ready for training services. They outline available training options within the participant's preferred career pathway and will utilize DFCS and GDOL assessment results, including identified barriers, to drive these activities. Workforce DeKalb case managers will also be responsible for maintaining participant case files, including case notes and documentation of services provided for tracking and reporting purposes. After training is completed, the case manager will refer participants back to GDOL for job placement and advisement on employment options.

To further strengthen the above activities, shared input related to assessment, IEP maintenance and comprehensive case management will derive from multiple project partners (i.e., DFCS, GDOL and Workforce DeKalb). As each project partner interacts with a participant, service activity and case notes will be shared within GDOL's GWS system. This will allow for a broad perspective of a participant's ongoing progress and needs. It will also provide a unique and innovative means for project partners to stay in communication and share tracking of services. In addition to the intensive support provided by case managers, participants will be notified of incentives that will be awarded for reaching milestones or meeting established participant goals.

o. Occupational Classroom Training with Career Pathways

Seven career pathways have been selected and will be utilized for Georgia's grant project based on industry demand, potential openings, level of movement, wages, and appropriateness for certain barriers (e.g., no GED, criminal background, etc.) The career pathways span a variety of interests to offer suitable career matches to the target population. See the USDA SNAP Grant Budget - Occupational Classroom and OJT Cost Duration Detail – Attachment L.

As indicated in the *Career Pathways* section above, there are several training services related to specific skills and certifications in the various career pathways, as delineated in the proposal. These training opportunities will be provided by Workforce DeKalb via the Technical College System of Georgia and other authorized training partners. The trainings will include occupational skills training, training for nontraditional employment, and employer sponsored On-the-Job training (OJT). All approved training will focus on occupations determined to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

With the increased needs and demands of employers in the workplace, there is a growing need for workers with advanced technical skills and credentials. Stackable (cumulative) credentials create opportunities for workers to achieve career ladder mobility. Those career pathways containing stackable certifications will enable participants to advance in their career pathway beyond their participation in the pilot project. For instance, in welding, there are many additional certifications participants can accumulate to acquire additional skills and greater marketability. Participants with prior learning in an area will be reviewed and assessed by Workforce DeKalb staff to determine if acquiring additional credentials will increase their marketability in their chosen career pathway.

GDOL and Workforce DeKalb will comply with all occupational laws, standards, and licensing requirements. The project design for Education and Training is based on current LWDA/ Workforce Board practices for determination of eligible training providers in conjunction with Workforce Innovation and Opportunity Act (WIOA) laws and regulations. OJT policies will also be in compliance with WIOA laws and regulations. All training providers will be required to adhere to the accreditation standards set by the state. Furthermore, all training providers will be monitored to ensure compliance with all federal, state, and local mandates.

See the SNAP Works 2.0 Provider Agreement – Attachment M for related information.

p. Occupational On-The-Job Training with Career Pathways

Subsidized employment will be offered to grant participants in the Manufacturing and Warehousing career pathways in the form of on-the-job training (OJT). OJT programs are ideal because they engage the employer up-front and require that an individual be an employee of the company during the OJT. These programs are three to six months, with durations based upon the core competency skills levels required by the occupation chosen, then adjusted to account for any existing core competencies the participant may already possess, as assessed. For this pilot project, employers providing OJT will receive a 50% subsidy for the cost of the participant's wages.

In determining an employer's viability for OJT contracts, Workforce DeKalb will consider the employer's past history with OJT or customized contracts, financial stability, layoffs, relocation and labor disputes, as well as the occupational and industry outlook. A review of the employer's job descriptions and wages will be done to assess whether OJT would be a good match. A site visit will be conducted by Workforce DeKalb staff to see the potential trainees' work environment. The viability of the employer will also be assessed pre-contract to ensure the employer is registered with the Secretary of State and holds a valid business license. All requirements of OJT employers will be detailed in a Pre-Award Checklist, an Employer Agreement, and an OJT contract that are carried out for each partnership.

All OJT employers will be expected to retain the employed trainees permanently after the completion of the training, and at this point, unsubsidized employment begins. Non-compliant employers will not be utilized for future OJT projects. In addition, for small employers with five or less employees, Workforce DeKalb will initially fund only one OJT employee. Once that employee has completed the OJT and is employed with that employer for a period of three months, consideration will be given to an additional OJT employee.

A sample OJT Employer Agreement can be found in the SNAP Works 2.0 Sample LWIA OJT Contract – Attachment N.

It is difficult to determine the percentage of enrolled individuals who will receive classroom training, as opposed to on-the-job training (OJT) or direct job placement only. The characteristics and needs of customers vary from quarter and year. However, historically classroom training activities have far surpassed OJT statewide and in Workforce DeKalb.

q. Job Retention and Follow-Up Services

Intensive case management is a central tenant of this project design. Job retention and follow-up services are merely an extension of intensive case management activities that will be completed by the GDOL and Workforce DeKalb partners. The multi-barrier nature of the target population requires that mitigation of barriers occurs beyond the participant obtaining gainful employment. Therefore, follow-up job retention services will be provided to all project participants for a minimum of 90 days following the first day of unsubsidized employment, and longer as needs require. The identification, documentation, and resolution of any employment barriers are as paramount in the first quarter after employment, as they are on the participant's first day of grant participation.

Follow-up retention activities will include the same array of intervention services as those available prior to employment. Such offerings will also include renewed job search assistance should a participant become unemployed. Renewed assessment and case management assistance will explore the reason for the employment loss and will adjust the Individual Employment Plan accordingly.

These retention services may also include the provision of supportive services during the follow-up period in accordance with DFCS, GDOL, and Workforce DeKalb policies and procedures. Support services and incidentals will only be paid if reasonable and necessary for maintaining employment and can include clothing required for the job, equipment or tools required for a job, and transportation. A maximum of \$250.00 per client will be available to participants and limited to once every 12 months. Such services will be recorded by the primary and/or supplemental case manager, with related case notes maintained in the shared GDOL GWS system.

See 'Participant Reimbursements' below for additional information.

r. Technology Capabilities

All Workforce DeKalb customers will have access to updated computer hardware and software – inclusive of printer interface and internet access – to enable them access to multiple software packages (i.e., Word, Excel, Adobe, etc.) and various critical workforce development sites (i.e., EmployGeorgia, Georgia On-Line Unemployment Insurance Claims, Georgia Department of Economic Development Workforce Division Eligible Training Provider List, Technical College System of Georgia, University System of Georgia, etc.).

Similarly, all GDOL and Workforce DeKalb grant project staff will have access to updated computer hardware and software – inclusive of printer interface and internet access – to enable them access to multiple software packages (i.e., Word, Excel, Power Point, Adobe, etc.) and various critical workforce development sites (i.e., GWS/ Employ Georgia, Georgia Department of Economic Development Workforce Division Eligible Training Provider List Technical College

System of Georgia, University System of Georgia, Geographic Solutions Virtual One Stop, etc.). In addition to the above, other resources are available to employer customers and partner staff such as, but not limited to, video conferencing, conference room, etc.

s. Participant Reimbursements (Transportation, Incentive and Retention Payments)

Support services for pilot participants will be paid 100% from USDA grant funding. Participants will be reimbursed for support services, such as transportation, as described above. DFCS will provide pilot participants with an upfront transportation reimbursement of \$85.00 when they attend orientation and mandatory assessment and job training activities at the GDOL, as documented by GDOL. This reimbursement is intended for the client to participate for up to 30 days in GDOL activities that are anticipated to include a combination of job training and job search activities for up to 20 hours weekly. Clients involved with GDOL services for longer than 30 days will be referred back to DFCS on a monthly basis for transportation funds. Any request to increase the dollar amount for clients justifying excessive transportation costs when involved with DFCS or GDOL will be assessed by DFCS staff on a case-by-case basis within FNS guidelines for support service reimbursement.

The issuance of transportation support services will be logged each month by the DFCS case manager as well as entered in to the Employment and Training fields on Georgia DFCS's eligibility system, SUCCESS. A monthly report will be produced by spending code for tracking client support service expenses. Provisions will be made with DFCS accounting to keep pilot funds separate from regular program spending. Communication between DFCS, GDOL, and Workforce DeKalb staff will be made for receipt of attendance records and to discuss any other issues pertinent to participation in the program, in support of these DFCS staff activities. This will include DFCS staff access to GDOL's case management system.

Once participants are referred to Workforce DeKalb for education and training, the Workforce DeKalb staff will reimburse them for transportation to the identified services. This will either consist of a support assistance payment of \$7 per day for transportation or a weekly public transit or gas card while a participant attends training through WIOA, depending on the region. Workforce DeKalb will establish a support services plan with each participant prior to attending training. Monitoring of support will be done on a random sampling basis by a Fiscal Monitor. Participants will also be required to sign a Supportive Service form upon receiving transportation assistance. Timesheets showing attendance will be signed by the training instructor and brought to the Workforce DeKalb case manager for processing for payment. For monetary reimbursements, participants will receive a check for support and must pick it up from the Workforce DeKalb case manager as a way of maintaining weekly contact with the participants.

14. Data Collection Systems (GWS, EmployGeorgia):

GDOL will provide Workforce DeKalb a robust, centralized data collection system for all purposes of this grant. GDOL has extensive experience with Federal Grant reporting and has gained an excellent reputation with various Federal-level reporting authorities. GDOL has the ability to and will track a wide spectrum of data, from process evaluation data measures to long-term outcomes, through its Georgia Workforce System (GWS). GWS is a web-based application (accessible from any web browser) that was designed to fulfill federal reporting requirements as well as to track each participant through all service components. Each participant will be registered in SNAP Works 2.0 Employment Services activities by GDOL staff, and likewise in SNAP Works 2.0 Education and

Training activities by Workforce DeKalb staff in the GWS, providing the ability to record and track eligibility, personal characteristics, and services provided over time. All participants will also create accounts and résumés in EmployGeorgia, where Workforce DeKalb staff will track their progress.

GWS has over 500 individual data elements that allow for unique tracking of all participants including information related to demographics, employment status, TANF/SNAP status, current income, barriers to employment, etc. It will also capture and track all services rendered, training providers involved, and funding stream options to provide a multitude of options for reporting various items related to participants in services. GWS provides the ability to track participants from initial assessment to establishing an employment plan to implementing the plan through a follow-up period. Data will be continuously updated by GDOL and Workforce DeKalb staff to reflect current information on individual participant circumstances in real time. Finally, the system captures all outcomes to be evaluated in a centralized location, such as (but not limited to) project assignment; participation; incremental employability goals as established in the IEP; education and training completion including certification and credential obtainment; employment (including advancement); employment earnings; and public benefit.

Both state and national wage information is updated quarterly to provide employment and earning records through State Unemployment Insurance data systems. Any additional data elements will be added as needed to accommodate the evaluators. Furthermore, any form of data extraction can be done to accommodate evaluator needs. In addition to the GWS-generated reports, any ad hoc reports, needed by either the grant administrators or the evaluators, can be produced. Through GWS data collection and wage matching, the GDOL will provide reports to DFCS and Workforce DeKalb on their progress toward achieving negotiated activity levels and performance outcome goals.

DFCS staff will have access to Employment and Training reports through Georgia's eligibility system SUCCESS in addition to the reports provided on the GDOL data collection system. SNAP Works case managers will data at every client interaction to capture information on the participants' work activity, including weekly participation hours and support service expenditures. Other statewide reports are generated to track the number of mandatory registrants and ABAWDs by county in Georgia. This information is used for program planning as needed for the submission of E&T Program information to FNS on the quarterly FNS 583. In addition to E&T reports available through SUCCESS, ad hoc reports can be pulled as requested to capture information on non-pilot participants in the control group. DFCS and GDOL will work closely to ensure that all data needs are understood and agreed upon by all partners involved in the grant.

15. Staff Training (GDFCS, GDOL, Workforce DeKalb):

GDOL will provide training, technical assistance and support to not only its frontline staff, but also all partner staff who serve jobseekers and employers in local career centers, local workforce areas and other community locales. For the training of all involved staff at the point of contract start-up, as well as for all newly assigned staff throughout the duration of the contract, training which covers all required aspects of the work statement expectations will be addressed. As new partners and activities are added to the one-stop mix, orientation and training will be provided. GDOL also provides information through a variety of flexible methods, such as a teleconference or webinar for state-level, frontline staff or "train-the-trainer" sessions; class-size sessions for workforce partners and customers; one-on-one assistance as workload permits; or other customized assistance.

With funding shortages, local staff turnover and the rapid pace of change in customer demographics, training needs and volume provide an imperative for GDOL and partner staff training using

convenient approaches and settings. GDOL has identified and offers several training methods. Many of these have been requested by management and GDOL/partner staff; others address the changing needs of our customer base.

At any point, DFCS, GDOL and Workforce DeKalb staff may request additional training from GDOL, a result of customer feedback, staff feedback, or monitoring activities, etc. Topics include Case Management training, Career Development Facilitation along with training regarding the features of Employ Georgia. All can be scheduled and delivered in accordance with GDOL's and partner's staff needs, and within the constraints of budgeted staffing.

16. Performance Goals & Outcome Management:

SNAP Works 2.0 enrollment and exit expectations for Workforce DeKalb are noted in the SNAP Works 2.0 Activities Schedule – Attachment B.

SNAP Works 2.0 performance outcome expectations Workforce DeKalb are noted in the SNAP Works 2.0 Performance Targets – Attachment C.

The management, tracking and analysis of the above are noted below.

17. Performance Reporting (Including Evaluation Participation):

GDOL's Workforce Solutions Division, Workforce Systems Manager, will be the primary staff to coordinate the gathering of all required statistical reporting from the GWS and EmployGeorgia systems, at whatever frequencies are required by DFCS and USDA.

Through GWS data collection and unemployment insurance wage matching, the GDOL will provide quarterly reports to DFCS and LWIAs regarding progress towards achieving negotiated activity and performance outcome goals. These will include all required USDA and DFCS quarterly reports.

This reporting capability will also extend to ad hoc reporting. Any ad hoc programmatic reports required by DFCS and LWIAs to enhance the management and delivery of the project will be developed and schedule auto-transmission of the same will be made.

DFCS and Workforce DeKalb staff will be given access to some GWS customer transactions, allowing query into grant project activities.

18. Project Management Reporting (GDOL & Workforce DeKalb):

Workforce DeKalb's Project Director will be responsible for any narrative management and numerical summary reports required by GDOL and GDFCS per the former's required frequency, which is anticipated to be monthly.

19. Financial Monitoring:

GDOL is responsible for monitoring and reporting program and financial performance according to the Uniform Administrative Requirements at (2 CFR Ch. II [1-1-15 ed.]; 200.327; 200.328). Monitoring and Financial Reviews will conduct thorough analysis of program activities and Costs for (including but not limited) to the following:

- Activities Allowed/Unallowable
- Allowable Costs/Cost Principles

- Cash Management
- Eligibility
- Equipment
- Internal Controls
- Budgeting
- Financial Management
- Period of Performance
- Procurement, Suspension and Debarment
- Program Income
- Reporting
- Participant Files
- Project Assignment
- SNAP – Employability Assessment Files
- SNAP Services Matrices

GDOL will provide adequate notice in writing of the process, including conducting a pre-monitoring session to discuss the formal monitoring activities.

20. Multi-Agency Advisory Committee:

An Advisory Committee will be established to ensure that program goals, objectives, and timelines are met. DFCS, as the lead partner for the grant, will be responsible for convening this standing consortium, and the DFCS Project Director will be the chair. The Advisory Committee will be comprised of key representatives from the participating agencies including DFCS, GDOL, Workforce DeKalb, Georgia Department of Economic Development-Workforce Division, Georgia Department of Behavioral Health and Developmental Disabilities, and the Technical College System of Georgia.

Initially, the Advisory Committee will be valued as a means to ensure the optimum project design has been conceptualized to meet the stated objectives of the grant. After initial quarterly Advisory Committee meetings are held, the Project Director will be charged with ensuring the advice of the advisory Committee is utilized as project collaboration is forged, with the ultimate goal of partner coordination in perpetuity well beyond the life of the grant.

21. Invoicing Procedures: GDOL and LWIAs):

Workforce DeKalb will provide GDOL with a monthly invoice, (See Attachment O), no later than the 15th day of the month following the reporting period/month, showing the services rendered and cost incurred. Invoices should be directed to Elizabeth Warner, Director of Workforce Solutions, Georgia Department of Labor, 148 Andrew Young International Boulevard, Suite 400, Atlanta, Georgia, 30303. Payment will be made within 30 days of receipt of the invoice, in accordance with the State of Georgia prompt payment mandate.

Supporting documentation such as time sheets, receipts, travel documentation, education and training vendor invoices and payments, etc., related to the line items delineated in the SNAP Works 2.0 Budget Summary – Attachment E should be maintained in-house and be available for monitoring and audit upon demand.

22. Subgrantee/Third Party Agreements:

Workforce DeKalb agrees not to subcontract any requisite contractual activities beyond those already addressed within this agreement, without prior approval by GDOL prior to execution. In cases where Workforce DeKalb does propose subcontracted activities, GDOL agrees to provide prompt consideration and response.

23. Contract Type:

This contract will utilize a Cost Reimbursement format based on the negotiated budget incorporated as SNAP Works 2.0 Budget Summary – Attachment E.

Attachment B

**SNAP Works 2.0 Regional Level Proposed Activities Schedule - LWDA 5
DeKalb Education and Training Activities - Attachment B**

	Atlanta Regional Area (LWIA 7 ARC / 6 Counties)			
	(A) Carry-Over Participants (from D)	(B) New Enrollees Participants	(C) Exited & Follow-Up Complete	(D) Active at Month End
Grant Year One (1)				
Mth 1 / Q1 - April 2015	0	0	0	0
Mth 2 / Q1 - May 2015	0	0	0	0
Mth 3 / Q1 - June 2015	0	0	0	0
Mth 4 / Q2 - July 2015	0	0	0	0
Mth 5 / Q2 - August 2015	0	0	0	0
Mth 6 / Q2 - September 2015	0	0	0	0
Mth 7 / Q3 - October 2015	0	0	0	0
Mth 8 / Q3 - November 2015	0	0	0	0
Mth 9 / Q3 - December 2015	0	0	0	0
Mth 10 / Q4 - January 2016	0	15	0	15
Mth 11 / Q4 - February 2016	15	22	7	30
Mth 12 / Q4 - March 2016	30	22	8	44
Grant Year Two (2)				
Mth 13 / Q5 - April 2016	44	22	10	56
Mth 14 / Q5 - May 2016	56	23	10	69
Mth 15 / Q5 - June 2016	69	23	15	77
Mth 16 / Q6 - July 2016	77	27	15	89
Mth 17 / Q6 - August 2016	89	27	15	101
Mth 18 / Q6 - September 2016	101	27	20	108
Mth 19 / Q7 - October 2016	108	27	20	115
Mth 20 / Q7 - November 2016	115	27	20	122
Mth 21 / Q7 - December 2016	122	27	20	129
Mth 22 / Q8 - January 2017	129	28	20	137
Mth 23 / Q8 - February 2017	137	28	20	145
Mth 24 / Q8 - March 2017	145	28	25	148
Grant Year Three (3)				
Mth 25 / Q9 - April 2017	148	28	25	151
Mth 26 / Q9 - May 2017	151	28	25	154
Mth 27 / Q9 - June 2017	154	28	25	157
Mth 28 / Q10 - July 2017	157	28	25	160
Mth 29 / Q10 - August 2017	160	0	25	135
Mth 30 / Q10 - September 2017	135	0	25	110
Mth 31 / Q11 - October 2017	110	0	25	85
Mth 32 / Q11 - November 2017	85	0	25	60
Mth 33 / Q11 - December 2017	60	0	20	40
Mth 34 / Q12 - January 2018	40	0	15	25
Mth 35 / Q12 - February 2018	25	0	15	10
Mth 36 / Q12 - March 2018	10	0	10	0
Total - 3 Year Cumulative Actual		485	485	
Total - 3 Year Goal		485	485	
Difference		0	0	

(Traditional Public Enrollment Months)

Note: These are estimates, contingent on GDOL referrals to DeKalb

At the time of this Year 4 renewal, there are approximately twenty (20) Active and/or Pending SNAP Works participants engaged with WorkSource Coastal, and it is anticipated a total of approximately twenty (20) will be served through this close out agreement.

Attachment C

SNAP Works 2.0 Grant Performance Targets - Attachment C
DeKalb - LWDA 5

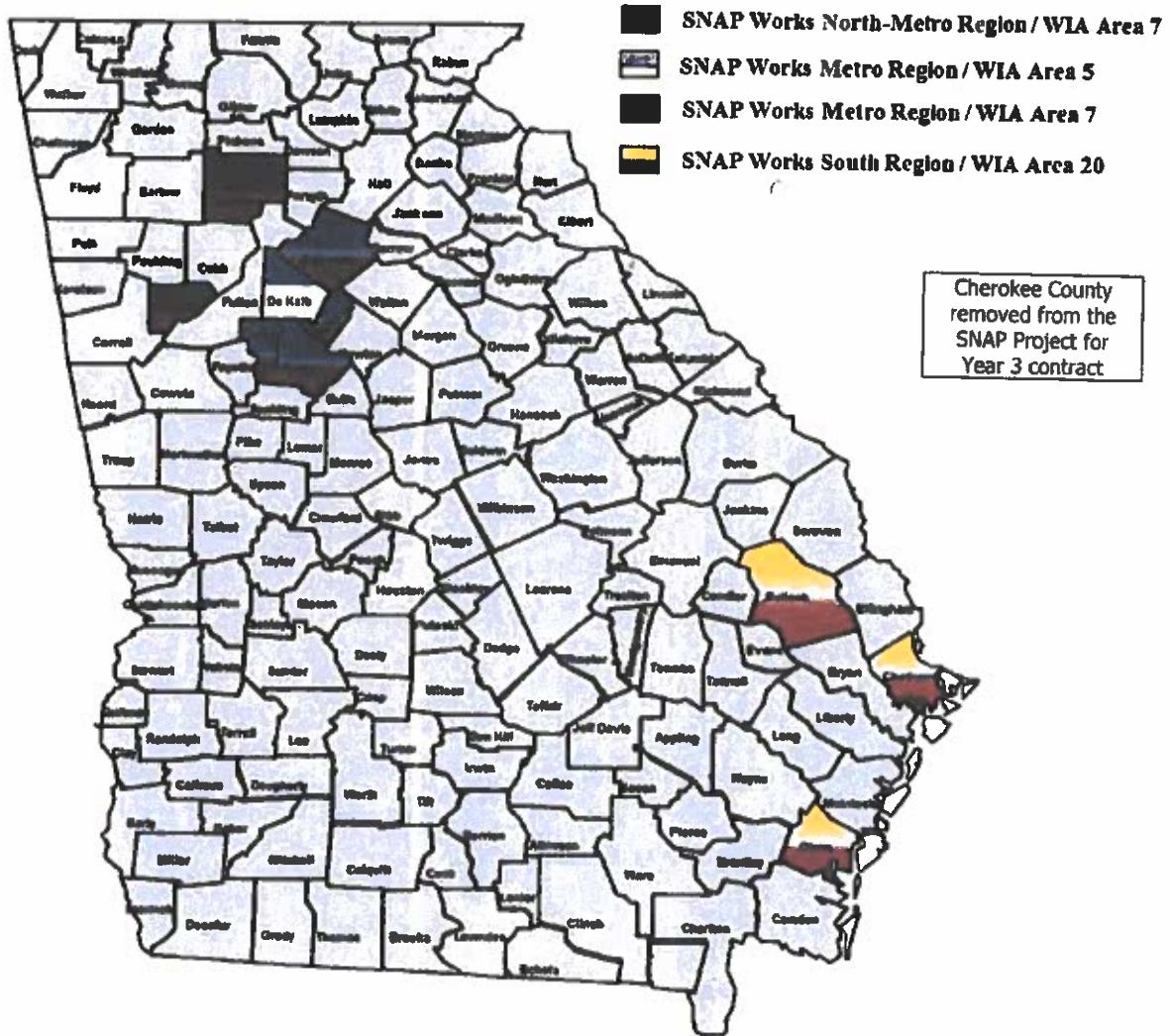
Outcome Measure	Year 1	Year 2	Year 3	Total	
Total Participant Served (All Activities)	120	630	220	970	
Atlanta Regional Region	120	630	220	970	
Total Participants Enrolled in Employment Services Only	60	315	110	485	
Atlanta Regional Region	60	315	110	485	
Total Participants Enrolled in Education/Training & ES (*)	60	315	110	485	
Atlanta Regional Region	60	315	110	485	
Total Participants Completing Education/Training (Classroom or OJT)	65%	65%	65%		
Atlanta Regional Region	39	205	72	315	
Total Participants Receiving Credential Education/Training (Classroom Only)	60%	60%	60%		
Atlanta Regional Region	36	189	66	291	
Entered Employment Rate - All Participant Exiters **	70.0%	70.0%	70.0%		
Employment Retention Rate - All Participant Exiters **	70.0%	70.0%	70.0%		
Average Wage at Employment **	\$ 11.50	\$ 11.50	\$ 11.50		or \$10.56
Average Six-Month Earnings - All Participant Exiters **	\$ 11,500	\$ 11,500	\$ 11,500		or \$10,560

* These are estimates, contingent on GDOL referrals to ARC

** GDOL assumes primary responsibility for employment placements of E&T customers

Attachment D

SNAP Works 2.0 Counties



Attachment E

USDA Approved SNAP Works 2.0 Budget Summary - Inclusions for GDOL and DeKalb Agreement - Attachment E
 October 1, 2018 - September 30, 2019 (Year 4 Contract Renewal)

Object Class Category	Year 4 (10/1/18 - 9/30/19)	Comments
DeKalb Primary Case Mgrs. 2 - \$42,504	\$ 42,504.00	Based on 6 Months
DeKalb Staff Fringe at 42%	\$ 17,851.68	Based on 6 Months
DeKalb Case Manager travel	\$ 1,125.00	Based on 6 Months
DeKalb supplies cost	\$ 450.00	Based on 6 Months
DeKalb rent/overhead	\$ 3,726.00	Based on 6 Months
DeKalb indirect (N/A)	\$ -	
Education & training vendor costs (includes transportation) (*)	\$ 197,476.79	Estimated pass throughs to educ. & trng. vendors - Inclusive of transportation funds for customers (20 Participants x \$9,623.84 each)
Other E&T costs (Fees, Drug, MVR, GED prep, GED testing, etc.)	\$ 20,000.00	Estimated pass throughs to educ. & trng. vendors (20 Participants x \$1,000 each)
Total	\$ 278,133.47	
(*) Updated for Year 4 Contract		

	B	C	D	E	F	G	H	I	J	K	L	M
	USDA Approved SNAP Works 2.0 Budget Summary - Year 4 E&T Detail Costs for GDOL and Detail Agreement - Attachment E(2)											
	Cluster Average Tuition/Other Cost	Average Transportation Cost	# of Participants (Input)	HOPE Funding	Perf Funding	% to Agency WIA Funding	\$ to Agency WIA Funding	% to USDA Grant Funding (Input)	\$ USDA Grant Funding		Of Total - Est. Transportation Costs	
1	USDA Approved SNAP Works 2.0 Budget Summary - Year 4 E&T Detail Costs for GDOL and Detail Agreement - Attachment E(2)											
2												
3	Education Costs											
4	ARC LMA 7 (485 Total)											
5	Manufacturing	990.00	700.00	75	\$ -	10%	12,675.0	90%	\$ 114,075.00	100.0%	\$ 52,500.00	
6	Center Manufacturing Spec.											
7	Warehouse	1,000.00	70.00	75	\$ -	10%	8,025.0	90%	\$ 72,225.00	100.0%	\$ 5,250.00	
8	Certified Warehouse & Distrib.											
9	Logistic Technician											
10	Logistic Associate											
11	Permill Operator											
12	Truck Driving	3,951.50	192.50	72	\$ -	10%	29,836.8	90%	\$ 268,531.20	100.0%	\$ 13,660.00	
13	Truck Driver (GD) - TCSG											
14	Truck Driver (GD) - Private											
15	Medical	2,795.67	385.00	7	\$ -	10%	2,226.5	90%	\$ 20,038.22	100.0%	\$ 2,695.00	
16	Patient Care Technician											
17	Pharmacy Technician											
18	Pharmacy Technician											
19	Automotive	3,664.30	1,183.00	71	\$ -	10%	34,415.8	90%	\$ 309,742.47	100.0%	\$ 83,993.00	
20	Toyota Tech Diploma											
21	Automotive Fundamentals											
22	Automotive Chassis Technician											
23	Automotive Climate Control											
24	Automotive Electrical											
25	Automotive Engine Performance											
26	Automotive Engine Repair											
27	Automotive Transmission											
28	Heavy Diesel Technician											
29	Diesel Power Generation											
30	Building Maintenance	6,916.00	1,820.00	42	\$ -	10%	36,691.2	90%	\$ 330,220.80	100.0%	\$ 76,440.00	
31	Building Maintenance Diploma											
32	Welding	3,020.20	1,092.00	71	\$ -	10%	29,196.6	90%	\$ 262,789.58	100.0%	\$ 77,592.00	
33	Welding Diploma											
34	Rux Cord Arc Welder											
35	Gas Metal Arc Welder											
36	Gas Tungsten Arc Welder											
37	Advanced Shielded Metal Arc											
38	QJT Manufacturing	6,999.50		36	\$ -	10%	25,196.2	90%	\$ 226,783.80	100.0%		
39	QJT Machine Operator											
40	QJT Manufacturing Technician											
41	QJT Warehousing	6,330.00		36	\$ -	10%	22,788.0	90%	\$ 205,092.00	100.0%		
42	QJT Stock/Warehouse Clerk											
43	QJT Logistics Representative											
44	QJT Logistics Coordinator											
45	Total ARC Education Cost			485	\$ -		201,058.12		\$ 1,808,478.07		\$ 312,270.00	
46												
47												
48												
49												

Given estimates based upon "average" E&T costs within a career pathway cluster, a very modest 0.02521494% coverage cushion is budgeted.

Grant Total - for Budget Summary 1,753,852.19

Attachment F

ATTACHMENTS

Attachment 1 - WorkSource DeKalb OJT Invoice Form

Attachment 2 - WorkSource DeKalb Performance Standards

Attachment 3 - OJT Training Plan Template

Attachment 4 - OJT Federal Regulation Requirements under Workforce Investment Act

Attachment 5 - Contract Compliance with State and Federal Laws, Rules, Regulations and Standards (Assurances)

Attachment 6 - Contractor Affidavit under O.C.G.A. §13-10-91

Attachment 7 - Sub-Contractor Affidavit under O.C.G.A. § 13-10-91

Attachment 8 - Employer Information Form

Requisition Template: Employment Training Analyst

Requisition Template Information

Status:	Waiting For Approval	Benefit Code:	FT = Full Time Benefits
Title:	Employment Training Analyst	Posting Period:	
Class Code (Job Code):	92015	Position Location:	
Occupational Group:	Education, Training and Library Occupations	Sworn:	No
EEO 4:	Para Professionals	Annual Range:	\$39747 - \$61607
FLSA:	Exempt	Monthly Range:	
Grade:	G15	BiWeekly Range:	
Physical Class:	PHY-DRUG	Hourly Range:	
Requisition ID:	4771	Last Updated:	8/1/16 11:41 AM
Added to System:	8/1/16 11:41 AM	Exam Code:	

Description

POSITION SUMMARY:

Assists with the management and coordination of the County's Workforce Investment Act (WIA) employment and training programs.

KEY RESPONSIBILITIES:

- Performs planning activities, and researches employment, labor market trends, and demographic data.
- Makes employment needs projections and assists in the preparation of grant requests. *
- Establishes and maintains relationships with businesses to stay abreast of hiring and business needs and to help achieve staffing objectives by recruiting and evaluating job candidates. *
- Builds applicant sources by researching and contacting community service organizations, colleges, employment agencies, recruiters, media, and Internet sites, providing organization information and opportunities, making presentations, and maintaining rapport. *
- Description: ● Assists in the preparation of and reconciles budget and cost plan data. *
- Monitors and controls actual budgets and program levels for grant funded programs. *
- Promotes and explains Workforce Investment Act (WIA) programs and benefits to potential employers and clients. *
- Monitors program contractor performance to determine completeness and adherence to specifications.
- Evaluates requests for proposals and recommends programs. *
- Coordinates with contractors to discuss problems and facilitate communication. *
- Trains and advises staff on WIA. *
- Develops and locates worksites for work experience students. *
- Designs and plans classroom training program for students. *
- Serves as an administrative contact with DeKalb County's Board of Education, and state and local officials regarding WIA. *
- Coordinates and monitors programs and serves as liaison with community, governmental and

other associated organizations. *

- Explains regulations, guidelines, administrative and budgetary procedures to subcontractors, county employees and other concerned parties. *

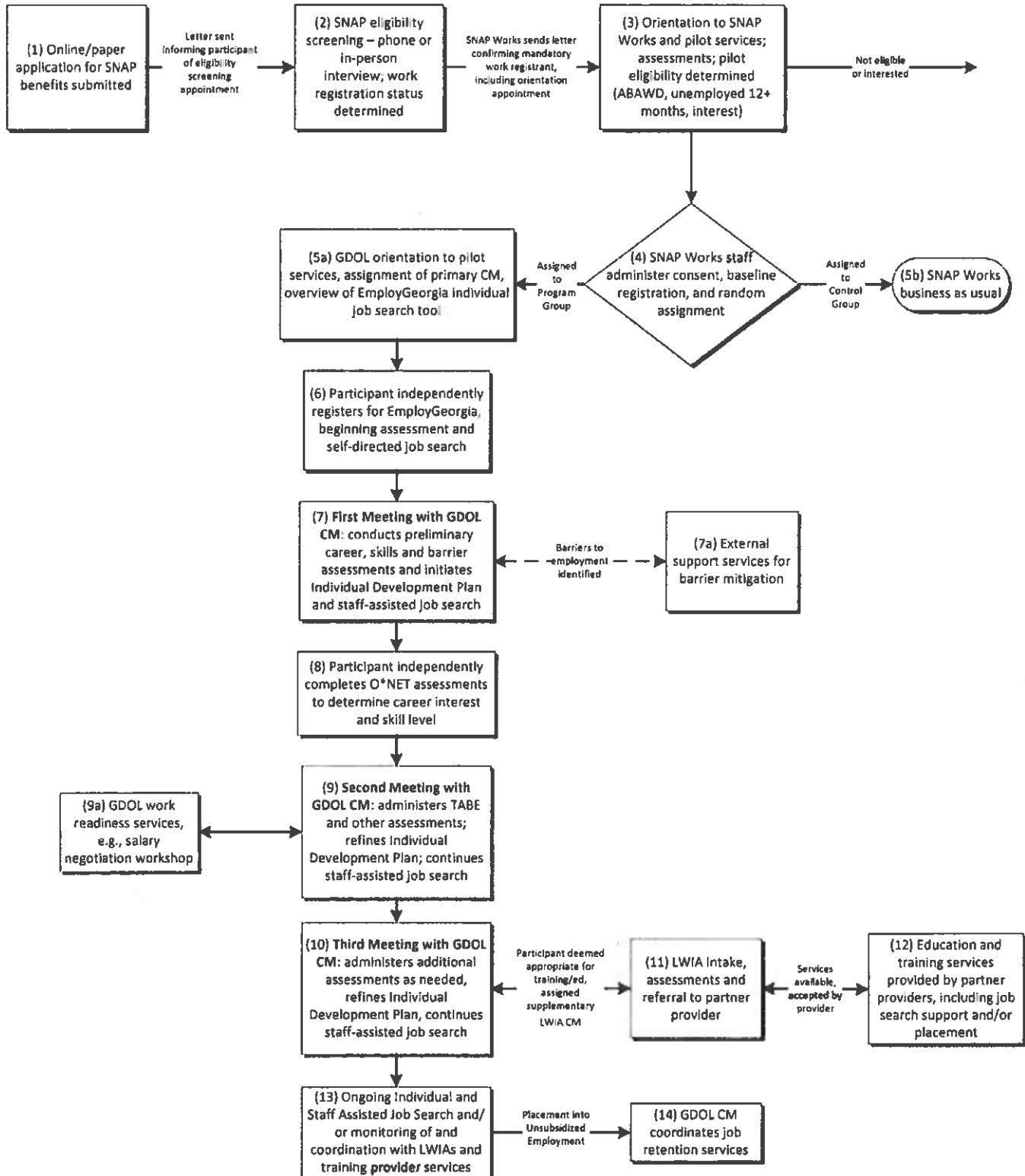
* Indicates an "essential" job function.

MINIMUM REQUIREMENTS:

Associate's degree in Business, Personnel Administration, Sociology or related field; two years experience in administering training programs or staffing and recruiting preferably in a Workforce Development or related environment. Must possess and maintain a valid Georgia's driver's license. A combination of training and experience above the minimum requirements will be considered.

Attachment G

Georgia SNAP Works 2.0 Draft Participant Flow with Random Assignment



Attachment H

Inventory of Available Assessment Tools

Various assessment instruments and means will be utilized to assess the employability assets and deficits of project participants. These will be delivered to help build a comprehensive IEP for each project participant. They are as follows:

Career Scope is a standardized timed interest and aptitude assessment for education and career guidance. It generates counselor and client/student reports to generate career recommendations. *(Required)*

Test of Adult Basic Education (TABE) measures basic skills commonly found in adult basic education instructional programs. It will be used to assess grant participants for placement in education, training, and/or employment programs, and evaluate readiness for the GED exam. *(Optional for ES Participants) (Req. for E&T Participants)*

ProveIt! Is a web-based skills assessment program that provides hundreds of tests for clerical, software, industrial, healthcare, financial, and technical job classifications. It also offers over 35 training tutorials for Microsoft Office 2000-2010 titles. *(Optional)*

TapDance provides a full suite of skills assessment packages for career evaluation, training indicators, and more. It offers timed typing tests, spelling and grammar tests, math tests, data entry tests, Microsoft Word and Excel proficiency tests, 10-Key format tests, coding tests, proofing tests, filing tests, and sorting tests. *(Optional)*

O*Net Interest Profiler helps participants discover their interests and how they relate to the world of work. It also helps them identify careers to explore. *(Optional)*

O*NET Importance Locator helps participants pinpoint what is important to them in a job. It helps to identify occupations they may find satisfying based on the similarity between their work values (such as achievement, autonomy, and conditions of work) and the characteristics of the occupations. *(Optional)*

O*NET Ability Profiler helps participants plan their work lives, using a paper and pencil format with optional apparatus parts and computerized scoring. Individuals can use O*NET Ability Profiler results to identify their strengths and areas they might want to receive more training and education, to identify occupations that fit their strengths, etc. *(Optional)*

Note 1: GDOL staff will administer all 'Required' assessments to SNAP Works 2.0 participants, securely sharing the results with DFCS and LWIA partners. GDOL and/or LWIA staff will administer all 'Optional' assessments as necessary per individual participant needs – again, securely sharing all results.

Attachment I

DeKalb – LWDA 5
Employ Georgia / Focus Career Explorer – Attachment I

Georgia's project will deploy Employ Georgia's Focus Career Explorer, a state-of-the-art software application developed by Burning Glass Technologies. Employ Georgia will offer SNAP job seekers with a self-service tool to manage their career path and interact with project staff and services online to support successful career placement. It is a user-friendly system with real-time data to support and enhance a successful career search.

It allows job seekers to upload, paste, or create up to 5 résumés and evaluate résumé to identify gaps in skills, experience, or education. Employ Georgia has the ability to customize a quality product to best market job seeker's skills, abilities, and career interests and broaden job search leads and career planning, even beyond the state of Georgia.

Employ Georgia promotes listings from multiple employment sites and displays them in a list to job seekers, breaking apart job listings to make them searchable by skills, job title, and other job search criteria. This eliminates the need to go to other websites to search for jobs. Participants will have the ability to save search criteria(s) and establish email alerts for employment opportunities on a daily or weekly basis.

All of the above self-service tools will be carefully managed by project case management staff, who will be able to monitor job alerts, suggested job matches, etc. on behalf of their participant customers.

For those SNAP recipients joining or rejoining the workforce after an extended period of time, it may initially appear they have no marketable experience. Employ Georgia has an extensive array of system interviews that will help the latter write detailed résumés which articulate their transferable skills and experiences into language which makes sense to employers. The system's career and job market exploration features also provide invaluable assistance for job seekers who are challenged to identify relevant career opportunities.

Employ Georgia's Focus Career Explorer portal will provide SNAP recipients and project staff with a comprehensive suite of high impact, self-service tools that expand access to services well beyond the bounds of the career center. These include an industry-leading job referral engine designed to maximize relevant opportunity for people whose careers are in transition. To ensure that job seekers have what they need to participate successfully in the job market, Employ Georgia will also deliver an automated tool for résumé writing and coaching that articulates transferable skills without requiring users to write free text. The career portal will offer job seekers personalized feedback on their job searches and recommend job seeker-specific training options, based upon both the current profile and targeted positions. By helping SNAP job seekers understand skills gaps and how to close them, Employ Georgia helps shift the labor exchange from "here are jobs" to "here is how to get them", and it will help participants shift from finding a job to building a career.

Another important aspect of Employ Georgia is its extraordinary degree of personalization, with all resources, leads, referrals, and suggestions based upon a detailed awareness of each job seeker's specific experiences and skills and of the local job market. This will provide an invaluable tool for project case management staff as prepare a detailed individualized

employment plan for project participants. By contrast, typical career exploration tools tend to be structured around standard, undifferentiated content without regard to the job seeker's specific history. With those tools, a job seeker might be able to read about what it takes to be a construction project manager but there is no sense conveyed of the gaps in that job seeker's particular experience, of the steps that he/she ought to take to resolve those gaps, or of the opportunities available once he/she does.

Sensitivity to Specific SNAP Recipient Target Groups

Less-skilled job seekers and the long-term unemployed: A common problem for less skilled SNAP recipient job seekers and the long-term unemployed is their lack of visibility into what's going on in the job market and the specific ways they can equip themselves for a higher likelihood of success. Employ Georgia will help these job seekers build their job market literacy by giving them awareness of what jobs are in demand and by helping make smart decisions about how to invest in training. They will discover what skills and qualifications are needed to place successfully into these jobs and identify which local training programs can get them there. Participants will also see which jobs a given training program or certification will prepare them for and how much local demand there currently is for those jobs.

The disabled: Unemployment rates among the disabled are extremely high. For those with physical impairments, the online nature of the system application will extend access to workforce services beyond the bounds of a physical workforce center. For those with visual impairments, the application is fully tested for compliance with the JAWS screen reader suite. In addition, Focus Career Explorer will enable SNAP recipient users, at their option, to filter match results for opportunities that are consistent with their physical and cognitive abilities.

Job seekers with limited English proficiency: Employ Georgia includes state-of-the-art on-screen translation facilities. When taken together with the system's approach to résumé building and job matching, this means that a SNAP recipient job seeker can build an English language résumé by answering questions about their experiences and skills in their native language. That résumé is then used to identify English-language job postings which are also viewable in the job seeker's native language. This represents a major advance in mainstreaming non-native job seeker communities.

Low literacy job seekers: Employ Georgia's approach to building a detailed résumé without writing provides low literacy job seekers with an important job search tool while the system's automated matching then generates job leads without the need for these job seekers to search on their own.

Veterans: Employ Georgia will provide specialized service to SNAP recipients who are Veterans. Conventional approaches to veterans' job placement are normally based on a USDOL's MOC-SOC crosswalk which maps each military occupation to a civilian equivalent. However, these mappings are very literal, do not account for market demand, and fail the majority of service members whose combat occupations inherently have no civilian equivalents. Focus Career Explorer uses a proprietary crosswalk of military and civilian occupations to ensure that every veteran receives matches for in-demand civilian jobs, including those whose

military occupations do not have civilian equivalents (e.g. infantry). Employ Georgia has undertaken a detailed review of each of the nearly 10,000 MOC's to identify matches based on corresponding high-demand careers at a variety of levels – for each specific MOC, for similar MOC's, and overall.

Its crosswalk will provide SNAP recipient veterans with matches at three levels of relevance:

- The top level are matches where the service member's rank and MOC functional sub-group aligns directly with civilian occupations. For example a Journeyman Network Warfare Operator whose duties include 'operating network and computer-based detection and deception systems and performing technical analysis of networks and systems', would be matched to jobs as a network administrator.
- The second level includes jobs that leverage the skills developed by the service member but do not represent a direct correspondence. For example, a Crew Served Weapons (CSW) Instructor whose duties include 'providing personnel training to qualify as command anti-terrorism watch standers as a Crew Served Weapons operator', will be matched to jobs relating to job training, teaching, and instruction.
- The third level includes jobs which have high soft-skill requirements and low technical-skill requirements such as retail supervisors, customer service and sales opportunities. All veterans will be matched to these jobs, thereby ensuring that even those service members whose MOC's do not have a direct civilian equivalent are shown in-demand jobs for which they are qualified by virtue of the leadership, communication, and problem solving skills emphasized in the military. Additionally, where possible, the system application will interview SNAP recipient veterans about their specific military experiences and translates them into language aligned with employer job postings. This will assist returning veterans adapt to the specific terminology of the civilian workforce. The system will also provide them with feedback on their specific skill gaps and apprise them of funded training opportunities which can address those gaps and make them more competitive in the workforce.

Attachment J

**DeKalb Work Source – LWDA 5
SNAP Works 2.0 Services Matrix – Attachment J**

Services are provided through Workforce System One-Stop Career Centers. The Workforce Investment Opportunity Act (WIOA) has eliminated the sequence of services and merges “core and intensive activities” into a new, combined “career services” component, allowing local areas to better meet the unique needs of individuals. Georgia’s SNAP Works 2.0 project accommodates this.

There are two levels of service under WIOA:

- **Career services** - WIOA merged core and intensive services into a single “career services” category, and clarified that the law does not prescribe a sequence of services. USDOL has proposed classifying career services into three categories, basic career services, individualized career services, and follow-up services (§678.430).
- **Training services** - Training services are available to employed and unemployed adults and dislocated workers who have met the eligibility requirement for training services, and have received required career services, and have been determined to be unable to obtain or retain employment through career services; are in need of training services and have the skills and qualifications to successfully complete the selected training program; are unable to obtain grant assistance from other sources such as PELL grants or Trade Adjustment Act or require WIOA assistance in addition to other sources of grant assistance; or meet the priority of services established by the local workforce area. The training program should be directly linked to the employment opportunities in either the local area in which they reside or in areas where they are willing to locate.

Training services are provided through Individual Training Accounts that allow adults and dislocated workers to purchase training services. These services are to be provided in a manner that maximizes informed customer choice and may only be purchased through training providers that are on the State’s list of eligible training providers (ETPL). The ETPL is continuously updated with the most current information on training programs and providers in order to give individuals a wide variety of training programs and occupational choices. A training program may consist of one or more courses or classes, or structured regimen, that leads to a certificate or degree or the skills or competencies needed for a specific job or jobs or occupation(s).

SNAP Works 2.0 – Career Services				
	Delivery by DFCS	Delivery by GDOL	Delivery by LWDA	Delivery by Partner
Outreach and orientation	✓	✓		
Participant basic information intake	✓			
Eligibility determination (grant eligibility)	✓			
Eligibility determination (employment services)		✓		
Eligibility determination (WIOA)			✓	
Profiling		✓		
Information on services available	✓	✓	✓	
Initial assessment of skills levels, aptitudes, abilities and support service needs		✓		
Job search and placement assistance		✓		
Provision of labor market, employment demand information, job skills requirements		✓	✓	
Information regarding filing claims for unemployment insurance		✓		

DeKalb Work Source – LWDA 5
SNAP Works 2.0 Services Matrix – Attachment J

Information regarding applying for WIOA assistance		✓	✓		
Performance and cost information on Georgia's WIOA Eligible Training Providers List (ETPL)		✓	✓	✓	
Comprehensive individualized assessments of skill levels and need		✓	✓	✓	
Specialized assessments		✓	✓	✓	✓
Diagnostic testing		✓	✓		✓
In-depth evaluation to identify employment barriers and appropriate employment goals		✓	✓		
Development and ongoing maintenance of an Individual Employment Plan (IEP)		✓	✓	✓	
Group and individualized counseling and career planning		✓	✓	✓	
Participant centered case management		✓	✓	✓	
Short-term prevocational services (development of learning/communication professional conduct skills)		✓	✓	✓	✓
Short-term professional credentialing test preparation skills		✓	✓	✓	
Life skills training and coaching		✓	✓		
Job readiness training	✓	✓	✓	✓	
Support services		✓	✓	✓	
Job referrals		✓	✓		✓
SNAP Works 2.0 – Education & Training Services					
Occupational training (classroom and/or virtual)	Delivery by DFCS	Delivery by GDOL	Delivery by LWDA	Delivery by Partner	
On-the-job training (employer based)			✓	✓	✓
Programs that combine workplace training with related instruction			✓	✓	✓
Skills upgrading and retraining			N/A	N/A	N/A
Entrepreneurial training			N/A	N/A	N/A
Adult education and literacy activities in combination with skills training listed above			✓	✓	✓
Customized training conducted with a commitment by an employer or group of employers			N/A	N/A	N/A

Attachment K

Inventory of Available Workshops

Multiple intervention workshop activities will be used to address the unique needs of project participants. These will be delivered either sequentially prior to certain program activities, or simultaneous with, dependent on a participant's assessed needs documented in the Customer Service Plan. They are as follows:

For Employment Services Participants

- Creating a Winning Résumé
- Interviewing with a Purpose
- Interviewing and Salary Negotiation: Advanced Techniques *(Required)*
- The New Workforce – Recognizing Different Generations in the Workplace
- Tips for Keeping and Advancing on the Job
- Reconnecting to the Workplace Developing a Reality Based Positive Attitude *(Required)*
- Completing Employment Applications
- Utilizing Social Media *(Required)*
- Money Management/Consumer Credit Counseling *(Required)*
- Identifying Workplace Motivators
- Discovering Your Strengths
- Job Search Strategies for the Long-Term Unemployed *(Required)*
- Applying Transferrable Skills for New Occupations
- Planning 'My Next Move'
- Dealing with Underemployment
- Setting Smart Goals for a Professional Development Plan
- Career Advancement/Professional Growth
- Customer Based Job Search Orientation
- Labor Market Information (*Our WS&ER Ga. Labor Market Explorer products may be a basis for this*) *(Required)*

Note 1: GDOL staff will administer all '*Required*' and other workshops for Employment Services SNAP Works 2.0 participants.

Attachment L

USDA Approved SNAP Works 2.0 Budget Summary - Occupational Classroom and On-the-Job Training Cost & Duration Detail - DeKalb LWDA 5 - Attachment 1

Education Vendor Costs	Tuition Cost	Average Cost Within Cluster	Transportation Cost	Duration (Weeks)
Manufacturing				
Certified Manufacturing Spec.	\$ 990.00	\$ 990.00	\$ 700.00	20
Warehousing				
Certified Warehouse & Distrib.	\$ 1,000.00		\$ 280.00	8
Logistic Technician	\$ 500.00	\$ 1,000.00		2
Logistic Associate	\$ 500.00			2
Forklift Operator	\$ 2,000.00			1
Truck Driving				
Truck Driver (CDL) - TCSG	\$ 4,213.00	\$ 3,951.50	\$ 280.00	8
Truck Driver (CDL) - Private	\$ 3,690.00		\$ 105.00	3
Medical				
Patient Care Technician	\$ 3,872.00		\$ 560.00	16
Phlebotomy Technician	\$ 1,874.00	\$ 2,795.67	\$ 245.00	7
Pharmacy Technician	\$ 2,641.00		\$ 350.00	10
Automotive				
Toyota T Ten Diploma	\$ 8,916.00		\$ 1,820.00	52
Automotive Fundamentals	\$ 7,641.00		\$ 1,820.00	26
Automotive Chassis Technician	\$ 2,113.00		\$ 910.00	26
Automotive Climate Control	\$ 1,524.00		\$ 910.00	26
Automotive Electrical	\$ 1,099.00	\$ 3,664.30	\$ 910.00	26
Automotive Engine Performance	\$ 2,028.00		\$ 910.00	26
Automotive Engine Repair	\$ 1,943.00		\$ 910.00	26
Automotive Transmission	\$ 2,198.00		\$ 910.00	26
Heavy Diesel Technician	\$ 6,218.00		\$ 1,820.00	26
Diesel Power Generation	\$ 2,963.00		\$ 910.00	26
Building Maintenance				
Building Maintenance Diploma	\$ 6,916.00	\$ 6,916.00	\$ 1,820.00	52
Welding				
Welding Diploma	\$ 5,687.00		\$ 1,820.00	52
Flux Cored Arc Welder	\$ 2,039.00		\$ 910.00	26
Gas Metal Arc Welder	\$ 2,036.00	\$ 3,020.20	\$ 910.00	26
Gas Tungsten Arc Welder	\$ 2,036.00		\$ 910.00	26
Advanced Shielded Metal Arc	\$ 3,303.00		\$ 910.00	26
Manufacturing				
OJT - Machine Operator	\$ 4,848.00	\$ 6,999.50	\$ -	16
OJT - Manufacturing Technician	\$ 9,151.00		\$ -	24
Warehousing				
OJT - Stock/Warehouse Clerk	\$ 3,960.00		\$ -	12
OJT - Logistics Representative	\$ 6,240.00	\$ 6,330.00	\$ -	16
OJT - Logistics Coordinator	\$ 10,800.00		\$ -	24
OJT - Forklift Driver	\$ 4,320.00		\$ -	12

All costs above are 'estimates' - Actual approved catalog pricing will be utilized

Attachment M

WIOA Title I:
TAA:

**DeKalb County, Georgia
WorkSource DeKalb
Individual Training Account (ITA) Training Provider Agreement**

Department: DeKalb County, Georgia
WorkSource DeKalb

Address: 774 Jordan Lane, Bldg., Building 4, Decatur, GA 30033

Contact: WorkSource DeKalb
Theresa Austin-Gibbons, Director
(404) 687-3400 (phone)
(404) 687-2718 (fax)

Training Provider: Ashona Medical Institute, Inc.

Address: 1315 Milstead Road, N.E.
Conyers, Georgia 30012

Contact: Merlyn Peach King
Phone: (770)922-6913
Cell: (470)331-5125
ashonamedicalmpk@gmail.com

THIS AGREEMENT is made this ____ day of _____, 2018, (hereinafter called the “execution date”) by and between **DEKALB COUNTY**, a political subdivision of the State of Georgia (hereinafter referred to as the “County”), and **ASHONA MEDICAL INSTITUTE, INC.** (hereinafter referred to as “Provider”), shall constitute the terms and conditions under which the Provider shall provide training to the students of DeKalb County, Georgia.

WITNESSETH: That for and in consideration of the mutual covenants and agreements herein set forth, the County and the Provider hereby agree as follows:

ARTICLE I. CONTRACT TERM

The Provider shall commence the Work under this Contract immediately from the execution date. As required by O.C.G.A. § 36-60-13, this contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on December 31, 2019, unless extended

by Change Order adopted and approved by the DeKalb County Governing Authority and the Provider in accordance with the terms of this Contract.

ARTICLE II. PAYMENT

A. Upon submission of the approved cost and justification of training to the Regional Individual Training Account Committee, as full payment for the faithful performance of this Contract, the County shall pay the Contractor, the Contract Price, which is an amount not to exceed \$7,000.00 and 00/100 Dollars (\$7,000.00) per training participant for the first year of training. An amount not to exceed \$3,000.00 and 00/100th Dollars (\$3,000.00) per training participant for the second year of ITA training unless changed by written Change Order in accordance with the terms of this Contract. The term "Change Order" includes the term "amendment" and shall mean a written order authorizing a change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract. The Chief Executive Officer or his/her designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price, provided that the total amount of the increase authorized by such Change Order is less than \$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order will require approval by official action of the Governing Authority. Any other increase of the Contract Price shall be by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract. The actual amount of compensation paid to the Provider shall be based upon the number of training participants who enroll in training. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice. ***Invoice Payment for Proprietary Vendors:*** An invoice for the initial 50 % of approved training costs along with documentation of two weeks attendance (e.g. attendance rosters/sign-in sheets) and a copy of a voucher must be submitted to DeKalb County for payment. The second payment of 25% will be processed upon receipt of the invoice and a copy of the student's Certificate of Completion. Documentation may include but not limited to the student's transcript or a copy of the degree. The final payment of 25% will be processed within ninety (90) days upon receipt of the invoice and the student securing full-time training related employment. Documents verifying employment may include but not limited to pay check stubs, a new hire letter, or an employment contract. ***Invoice payment of Board Regents Schools:*** An invoice for 100% will be reimbursed to the provider with the submission of verifiable documentation to include but not limited to a schedule with participants information. The County does not guarantee that any Provider will receive training participants in their training program or

any compensation thereof. Provider is required to submit invoices in a timely manner as outlined in the above aforementioned payment schedule. Failure to submit timely may result in the provider invoice not being paid. Upon closure grants, the contractor does not have the authority to override state and federal regulations to pay late submissions. The contractor is not required to pay for services rendered to a participant outside of the period of availability.

B. Under this agreement, the County may require additional work based training services, to include customized training or incumbent worker training, as described in Attachment A, *Scope of Work* and under the Workforce Innovation and Opportunity Act or any subsequent regulation. Under this agreement, employers can select an Individual Training Account provider to perform educational duties for Customized or Incumbent Worker Training programs. The terms and conditions shall be determined at that time and set forth in an amendment executed by both parties and in accordance with the change order provisions set forth under this agreement. As full payment for the faithful performance of these additional services, the Contractor is subject to the following additional payment provisions.

1. **Customized Training:** The County shall pay the Contractor at the conclusion of the customized training period. The contractor will receive no more than 50% reimbursement payment of training costs for each training participant. Payments shall not exceed Five Thousand and No/100th Dollars (\$5,000.00) per training participant.
2. **Incumbent Worker Training:** The County shall pay the Contractor at the conclusion of the incumbent worker training period. The contractor will receive reimbursement payments of training costs for each training participant. Payments shall not exceed Five Thousand and No/100th Dollars (\$5,000.00) per participant.

C. Invoice(s) must be submitted as follows:

Original invoice(s) must be submitted to:

DeKalb County Government
WorkSource DeKalb
Attn: Finance Department
774 Jordan Lane, Bldg. #4
Decatur, GA 30033

ARTICLE III. SCOPE OF WORK

A. The term "Work" means all approved services identified in the *Scope of Work*, attached hereto as Attachment A and incorporated herein by reference and all other services and things necessary to provide

the County with professional, competent, and legal services as required by law and the Scope of Work. The Provider agrees to complete the Work in a good, firm, substantial and workmanlike manner in strict conformity with this Contract. Unless otherwise stipulated, the Provider shall furnish all of the Work in accordance with applicable law and the Contract and all incidental work necessary to complete the Work in an acceptable manner.

ARTICLE IV. GENERAL CONDITIONS

A. **Accuracy of Work.** The Provider shall be responsible for the accuracy of the Work and any error and/or omission made by the Provider in any phase of the Work under this Agreement.

B. **Additional Work.** The County shall in no way be held liable for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract. The County may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Provider shall proceed with the performance of any changes in the Work so ordered by the County unless such change entitles the Provider to a change in Contract Price, and/or Contract Term, in which event the Provider shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Provider shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The County shall not be liable for payment for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract.

C. **Ownership of Documents.** All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Provider agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Provider and without any payment of any monies to the Provider therefore. However, any reuse of the documents by the County on a different site shall be at its risk and the Provider shall have no liability where such documents are reused.

D. **Successors and Assigns.** The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create,

nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

E. **Right to Audit.** The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

F. **Reviews and Acceptance.** Work performed by the Provider shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Provider of its professional obligation to correct, at his own expense, any errors in the Work.

G. **Termination of Agreement.** The Provider understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. The County may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of County, elect to terminate the Contract by delivering to the Provider, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to Provider at least thirty (30) days prior to the effective date of termination. If Provider's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Provider or its surety. In case of termination of this Contract before completion of the Work, Provider will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the County. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

H. **Indemnification Agreement.** The Provider shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Provider shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Provider shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Provider shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee's sole negligence. As between the County Indemnitees and the Provider as the other party, the Provider shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Provider shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Provider expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

I. **Georgia Laws Govern.** The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial

interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

J. **Venue.** This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

K. **Provider and SubProvider Evidence of Compliance; Federal Work Authorization.** Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. Provider certifies that it has complied and will continue to comply throughout the Contract Term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Economic Development – Workforce Division requirements. Provider agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91. The signed *Provider Affidavit under O.C.G.A. §13-10-91* is incorporated by reference and attached to this Contract as Attachment B. Provider agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this Contract, Provider will secure from each SubProvider an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed *SubProvider Affidavit under O.C.G.A. §13-10-91* obtained in connection with this Contract shall be incorporated by reference and attached hereto as Attachment C. Each SubProvider agrees that in the event it employs or contracts with any sub-subcontractor(s), each SubProvider will secure from each sub-subProvider an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed *Sub-SubProvider Affidavit under O.C.G.A. §13-10-91* obtained in connection with this Contract shall be incorporated by reference and attached hereto as Attachment D.

L. **County Representative.** The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

M. **Provider's Status.** The Provider will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Provider shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Provider shall be that of owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Provider shall be by employees of Provider or its Subcontractors and subject to supervision by Contractor. No officer or employee of Provider or any SubProvider shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

N. **Georgia Open Records Act.** Provider will be expected to comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.*

O. **First Source Jobs Ordinance and Preferred Employees.** The Provider is encouraged to comply with the DeKalb County First Source Jobs Ordinance, Code of DeKalb County as Revised 1988, section 2-231 *et seq.*, and among other things, is required to make a good faith effort to hire DeKalb County residents for at least fifty percent (50%) of all jobs using the First Source Registry (candidate database). For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at www.worksorcedekalb.org or 404-687-3400.

P. **Funding.** The programs covered under this agreement are 100% federally funded by the United States Department of Labor. Funding for program activities and contractual obligations are contingent on funds availability and any other circumstance beyond the control of WorkSource DeKalb (WSD), effects of legislation impacting the availability of funding, sequestration and government shutdown.

Q. **Contract Compliance with State and Federal Laws, Rules, Regulations and Standards.** Provider assures that all work done as part of this contract will comply fully with all administrative and other requirements established by applicable federal and state laws, rules and regulations, and assumes responsibility for full compliance with all such laws, rules, and regulations, and agrees to fully reimburse the Department for any loss of funds or resources resulting from non-compliance by the Provider, its staff, agents, or subcontractor as revealed in any subsequent audits. The Provider must comply with any subsequent state and federal laws, rules, regulations and standards that are enacted.

R. **Business and Professional License.** Provider shall submit a copy of its current, valid business license with this Contract. If the Provider is a Georgia corporation, Provider shall submit a valid county or city business license. If Provider is a joint venture, Provider shall submit valid business licenses for each member of the joint venture. If the Provider is not a Georgia corporation, Provider shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Provider holds a professional license, then Provider shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the Contract being terminated. Provider shall ensure that any insurance, license, permit or certificate submitted as part of the Contract shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

S. **Attachments and Appendices.** This Contract includes the following additional attachments all of which are incorporated herein by reference: Attachment E, *Contract Compliance with State and Federal Laws, Rules, Regulations and Standards*, Attachment F, *Notice of Equal Opportunity and Nondiscrimination*; Attachment G, *Assurances and Certifications*; Attachment H, *Business License*.

T. **Sole Agreement.** This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified, except by Change Order. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein. No Change Order shall be enforceable unless approved by official action of the County as provided by law or in this Contract.

U. **Severability.** If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

V. **Notices.** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the County's Chief Executive Officer and the Executive Assistant or to the Provider or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Provider to the County's Executive

DeKalb County Contract No. _____

Federal #:58-6000814
CFDA #:17.278/17.258/17.259

Assistant or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested.

Such notices will be addressed as follows:

If to the County:

Director of Purchasing and Contracting
Purchasing and Contracting Department
The Maloof Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

With a copy to:

WorkSource DeKalb Director
WorkSource DeKalb
774 Jordan Lane, Bldg. #4
Decatur, Georgia 30033

If to the Vendor:

Ashona Medical Institute, Inc.
1315 Milstead Road, N.E.
Conyers, Georgia 30012

W. **Counterparts.** This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Contract.

[SIGNATURES CONTINUE ON NEXT PAGE]

DeKalb County Contract No. _____

Federal #:58-6000814
CFDA #:17.278/17.258/17.259

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) counterparts, each to be considered as an original by their authorized representative.

ASHONA MEDICAL INSTITUTE, INC.

DEKALB COUNTY, GEORGIA

By: _____ (SEAL)

Signature

Sheweguta Z. Mukahanana

Name (Typed or Printed)

Chief Executive Officer

Title

58-459501

Federal Tax I.D. Number

by Dir. (SEAL)

MICHAEL L. THURMOND

Chief Executive Officer

DeKalb County, Georgia

Date

Date

NOTARY:

Subscribed and Sworn before me on this the

_____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission Expires:

ATTEST:

BARBARA H. SANDERS, CCC, CMC

Clerk of the Chief Executive Officer

and Board of Commissioners of

DeKalb County, Georgia

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Department Director Signature

County Attorney Signature

Theresa Austin-Gibbons

Department Director Name (Typed or Printed)

Angela D. Afflick

Sr. Assistant County Attorney Name (Typed or Printed)

DeKalb County Contract No. _____

Federal #:58-6000814
CFDA #:17.278/17.258/17.259

ATTACHMENT A

Scope of Work

THIS AGREEMENT sets forth the roles and responsibilities of the parties providing training to students eligible under the Workforce Innovation and Opportunity Act (WIOA) (H.R. 803; Pub.L. 113-128), Trade Adjustment Assistant (TAA), and any subsequent legislation.

WHEREAS, the County is the Grant Recipient of WIOA funding and DeKalb County and WSD are the Administrative Entity and fiscal agent for said funding; and,

WHEREAS, it is required that training and employment services be provided to eligible participants; and,

WHEREAS, the County is responsible for maintaining a mechanism to generate appropriate reimbursement of costs to the approved subcontractor for said services;

NOW THEREFORE, in consideration of the covenants and mutual promises to each as herein contained and set forth, the parties hereto do mutually agree as follows:

1. **Parties.** DeKalb County, agrees to pay the cost of tuition, books, supplies and/or other eligible agreed upon services required to provide training to eligible students enrolled in training at **LEARN TO EARN DENTAL STAFF SCHOOL, INC** hereinafter known as the Provider. The Provider hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in Attachment A, *Scope of Work*.
2. **APPROVED PROGRAMS.** (1) ITA Training- Training programs approved under this agreement, along with tuition and fees, estimated length of training, and program requirements, are listed on the Georgia Department of Economic Development, Workforce Division, General Workforce Resources' Eligible Training Provider List (ETPL) and can be referenced by going to <https://www.workreadyga.org>. If the cost of training specified on the ETPL is less than the amount listed in the Provider catalog, the ETPL will prevail. Any changes in program costs approved under this agreement or program information, or requests for additional programs, require prior approval by the ITA Manager for the Atlanta Regional Commission (ARC) Workforce Board.

(2) Work Based Trainings - WIOA encourages an array of work-based training strategies and employment approaches to benefit low-income individuals. Work-based training gives underprepared adults and youth the chance to earn income while also receiving training and developing essential skills that are best learned on the job. These strategies also ensure training is tied to in-demand occupations by engaging employers and industry sectors to define needed skills. Work-based trainings are listed below:

- a. **Customized Training:** Customized Skills Training is designed to meet the special requirements of an employer or a group of employers by allowing them to tailor and design work based skills training. Customized training is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of the training. Employers may be reimbursed pursuant to the WIOA program for not more than 50% of the costs incurred in providing the training, including staff/instructor time or training materials. Customized Skills Training can be provided after a WIOA

participant is hired or if an employer makes a commitment to hire the participant upon successful completion of the training.

- b. **Work Experience/Internship:** A work experience/internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. The intention of a work experience is to enable participants to explore career options and gain exposure to the working world and its requirements, and not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant. For example, individuals placed in work experiences are generally considered trainees, and should not take on roles in which the employer depends on the trainee's productivity to maintain or advance the profit margin or performance of the company or agency. There is no requirement or expectation that the individual will be retained by the worksite following the successful completion of the paid work experience activity; although employers must make a good faith effort to offer the employee permanent employment.
- c. **On-the-Job Training (OJT) Initiative:** The On-The-Job Training Initiative provides employers a subsidy/reimbursement of up to 50% of the OJT employee's wages. The subsidy covers the costs of training during the training period. Employers must agree to hire eligible individuals, provide them with skills training over a specific period of time, and pay wages at the same rates as similarly situated employees' wages. The initiative minimizes the upfront costs of training and supervision for new employees and ensures training is aligned with the actual skill requirements of the job. Employers also realize immediate gains in productivity as workers learn on the job. Workers are able to benefit from employment and the immediate gain of income they will receive during the training process. Some employers may be eligible to receive a wage reimbursement of up to 75%. See WIOA §134 (c)(3)(H)(ii). In order for an employer to be eligible for a wage reimbursement over 50% and up to 75%, that employer must meet one of the following four criteria:
 - i. The employer must be a small business as defined by the Small Business Administration. Small business size standards organized by industry can be found at https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf.
 - ii. The OJT must lead to the participant's attainment of an industry recognized credential.
 - iii. The participant must be determined to be an individual "with barriers to employment," as listed in WIOA §3. Definitions. (24), to include individuals who are long-term unemployed.
 - iv. The participant's job title must be on the state's in-demand occupations list.
- d. **Incumbent Worker Training (IWT):** The IWT Initiative provides funding for training to existing businesses. The initiative is designed to help businesses effectively retain employees and stay competitive by supporting skills-upgrade training for existing full-time employees, thus averting layoffs and possible business closings. Businesses may use a public or private training provider, or may use an approved in-house training provider based on the nature of the training. Benefits of IWT initiatives include a more skilled workforce, increased organizational efficiency and higher wages for existing personnel.

3. **INITIAL ELIGIBILITY.** The Eligible Training Provider (ETPL) process is defined in WIOA Law, Title I, Section 122. Georgia Department of Economic Development – Workforce Division is responsible for the development, operation and maintenance of the statewide Eligible Training Provider (ETPL) and can be referenced by going to the Georgia Department of Economic Development, Workforce Division, General Workforce Resources' Eligible Training Provider List (ETPL) at <https://www.workreadyga.org>.
4. **SUBSEQUENT ELIGIBILITY.** The Workforce Innovation and Opportunity Act requires a redetermination of ITA program eligibility through a “subsequent eligibility” process every twelve months. For a program to remain eligible to receive ITA funds for new enrollments each year, the State is required to compare program-level performance outcomes against established minimum standards. Applications for subsequent eligibility are administered through the Governor’s Office of Workforce Development.
5. **NOTICES TO PROCEED.** The Provider acknowledges and agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in Attachment A, *Scope of Work*.
6. **TIME IS OF THE ESSENCE.** Time is hereby expressly declared to be the essence of this Agreement and of each and every term, covenant and condition hereof which relates to a date or a period of time. Provider shall perform and complete all of Provider’s Services in a timely and expeditious manner. Provider shall not be responsible for delays caused by circumstances beyond its reasonable control, provided that Provider has delivered to the DeKalb County written notice of the cause of any such delay within ten (10) days of the occurrence of such cause that may hinder services being provided.
7. **CUSTOMER REFERRAL AND RECRUITMENT.** The Provider understands that only students referred by DeKalb County, or its authorized representative, may be enrolled into approved training. The Provider may include statements about WIOA/TAA training in its advertisements or recruitment efforts; however, any such advertisement must include a disclaimer stating that WIOA/TAA funded training may be provided only to individuals who qualify for the program and not only if funds are available. The Provider may not enroll any students into training without the proper referral by DeKalb County or its authorized representative. The Provider also understands that any potential students, who are recruited and referred to DeKalb County or its authorized representative for eligibility, may select other training.
8. **PERFORMANCE.** The Provider understands that it is expected that employment placement rates and wage rates for students who complete approved training programs will meet or exceed the performance rates established between DeKalb County and the Georgia Department of Economic Development – Workforce Division. Performance rates are re-negotiated yearly with the Georgia Department of Economic Development – Workforce Division. If the negotiated rates for Adults and Dislocated Workers are revised, the Provider may be notified by DeKalb County using any of the contact information provided on page 1 of the Contract. Provider will comply with any and all performance rates upon receiving notification of any revisions. For provider convenience, the goals are as follows for Program Year 2015:

Negotiated Performance Rates

Performance Measure	Adults	Dislocated Workers
Entered Employment Rate	83%	80%
Retention Rate	88%	91%
Average Earnings	\$15,000	\$21,000

9. **MONITORING.** DeKalb County may conduct periodic program monitoring reviews. Providers with five (5) or more enrolled students during a calendar year will be subject to monitoring reviews. These reviews will focus on the extent to which the planned program has been implemented and measurable goals achieved, effectiveness of program management, and impact of the program. Authorized representatives of the DeKalb County, WorkSource DeKalb, and the Georgia Department of Economic Development – Workforce Division shall have the right to all activities and facilities operated by Provider in connection with this Agreement. Facilities include all files, records, and other documents related to the performance of this Agreement. Provider shall furnish such information that may be relevant to the question of compliance or the effectiveness, legality, and achievements of DeKalb County’s program.
10. **PROVISION FOR CONDITIONAL APPROVALS FOR NEW PROVIDERS.** Initial referrals to the Provider’s training programs will be limited to five (5) students. Additional referrals will be approved once DeKalb County has evaluated the Provider’s training programs to determine that they are in full compliance with the terms of the Provider Agreement and that required placement and performance outcome goals are achieved for at least 80% of the students completing the training. The Provider also understands that DeKalb County will not continue the referral of students if performance and placement rates fall below the performance outcome goals established by this DeKalb County.
11. **NON-DUPLICATION OF PAYMENT.** The Provider agrees that the students will not be asked to pay for any items or services provided under this Agreement. The Provider understands that a violation of this provision may result in termination of this Agreement at DeKalb County’s discretion.
12. **COORDINATION OF FUNDS.** The Provider understands that funds provided under this Agreement may only be used to pay for services not covered by other types of financial aid. The Provider also agrees to provide DeKalb County with written information concerning other financial aid received by each student under this agreement.
13. **WITHDRAWAL POLICY.** The Provider agrees that in the event a student withdraws from training, funds paid under this Agreement for the current quarter/semester will be refunded to DeKalb County under the school’s reimbursement policy if the student is eligible for reimbursement. The Provider also agrees to notify DeKalb County within five (5) business days when a student withdraws from training.
14. **ACCESS.** The Provider agrees that DeKalb County may counsel students and perform on-site visits. The Provider agrees to allow timely and reasonable access to its personnel and records for

the purpose of interviews, discussions, and inspection of all documents, which are pertinent to this Agreement. The Provider also recognizes its responsibility to promptly inform DeKalb County of any developments, which might hinder a student's successful completion of training.

15. **TIME AND ATTENDANCE RECORDS.** The Provider agrees to assist with and provide documentation of time and attendance for students enrolled under this Agreement to DeKalb County or its authorized representative. The Provider may be liable for any disallowed costs which results from discrepancies discovered in monitoring visits/reviews or audits by DeKalb County, the Governor's Office of Workforce Development, or the U.S. Department of Labor, or any of their authorized representatives.
16. **SUSPENSION.** DeKalb County reserves the right to temporarily suspend this Agreement in whole or in part if it is determined by the DeKalb County that the Provider is failing to substantially comply with the quality of service or specified completion schedule of its duties under this Agreement. This is to permit Provider a reasonable time period to rectify any such failure.
17. **RECORD KEEPING.** Provider agrees that all records pertinent to this Agreement, as well as those of third party contractors, including financial, statistical, property and participant, and supporting documents shall be available upon request. If the Provider receives \$10,000 or more through funding from DeKalb County, records must be maintained for a period of seven (7) years from the end of the program year in which the Agreement ends. If prior to the expiration of the seven (7) year retention period, any litigations or audit is begun or a claim is instituted involving the Agreement covered by the records, the Provider agrees to maintain the records beyond the seven (7) year period until such litigation, audit findings, investigations or claim has been finally resolved. Should the Provider cease to do business within the retention period required, all records pertinent to the WIA or WIOA and any subsequent regulations will be delivered to DeKalb County. The Provider shall retain sole liability for the contents of the records.
18. **REPORTS.** The Provider shall furnish DeKalb County, upon request, with progress reports for each participant under this Agreement. The progress reports are copies of transcripts or credentials attained, e.g., diploma, degree, certificate of completion, etc.
19. **PROHIBITED ACTIVITIES.** The Provider assures that training programs funded under this Agreement do not include any religious activities.
20. **AMENDMENT.** The contract incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their Agreement. Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be by written amendment executed by both parties.
21. **EQUIPMENT.** The Provider shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.
22. **HEALTH AND SAFETY.** The Provider shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
23. **INSURANCE.** Without limiting DeKalb County's right to indemnification, it is agreed that the Provider shall secure prior to commencing any activities under this Agreement, and maintain during the Term of this Agreement, insurance coverage.

ATTACHMENT B

Provider Affidavit under O.C.G.A. §13-10-91

By executing this affidavit, the undersigned Provider verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Provider will continue to use the federal work authorization program throughout the Contract Term and the undersigned Provider will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Provider with the information required by O.C.G.A. §13-10-91. Provider hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Learn To Earn Dental Staff School, INC
Name of Provider

ITA Training
Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
_____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT C

SubProvider Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned SubProvider verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (insert name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned SubProvider will continue to use the federal work authorization program throughout the contract period and the undersigned subProvider will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the SubProvider with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned SubProvider will forward notice of the receipt of an affidavit from a sub-subProvider to the Provider within five business days of receipt. If the undersigned SubProvider receives notice that a sub-subProvider has received an affidavit from any other contracted sub-subcontractor, the undersigned SubProvider must forward, within five business days of receipt, a copy of the notice to the Contractor. SubProvider hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of SubProvider

ITA Training

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
_____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT D

Sub-SubProvider Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned sub-subProvider verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subProvider or sub-subProvider with whom such sub-subProvider has privity of contract) and _____ (name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subProvider will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subProvider will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subProvider with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subProvider shall submit, at the time of such contract, this affidavit to _____ (name of SubProvider or sub-subProvider with whom such sub-subProvider has privity of contract). Additionally, the undersigned sub-subProvider will forward notice of the receipt of any affidavit from a sub-subProvider to _____ (name of SubProvider or sub-subProvider with whom such sub-subProvider has privity of contract). Sub-subProvider hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subProvider

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of _____, 20 ____.

NOTARY PUBLIC
My Commission Expires: _____

ATTACHMENT E

CONTRACT COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES, REGULATIONS AND STANDARDS (ASSURANCES)

Provider assures the WorkSource DeKalb (WSD) that he/she will comply with the Workforce Investment Act (WIA) Public Law 105-220, Workforce Innovation and Opportunity Act of 2014 (WIOA) H.R. 803; Pub.L. 113-128, Trade Adjustment Assistant (TAA), and any subsequent legislation; 20 CFR Part 652 et al.; and associated OMB Circulars such as A-87, A-21, A-102, A-122, A-110, A-133, etc.; and any Georgia Department of Economic Development, Workforce Division and/or WSD requirements.

Provider agrees that all work done as part of this contract will comply fully with all administrative and other requirements established by applicable federal and state laws, rules and regulations, and assumes responsibility for full compliance with all such laws, rules, and regulations, and agrees to fully reimburse the Department for any loss of funds or resources resulting from non-compliance by the Provider, its staff, agents, or subcontractor as revealed in any subsequent audits. The Provider understands that the following items specifically apply to this contract, but do not exclude any other applicable federal or state laws or requirements.

The word Provider is synonymous with the word Vendor as described in 29 CFR 99.210.

Advance Federal Agency Approval of Cost: It is agreed that it shall be the responsibility of the Provider to request in writing, from WSD, approval of expenditures which require advance federal agency approval. It shall be the responsibility of the WSD to acquire written federal agency approval of these requests for advance approval received from the Provider and to notify the Provider in writing of the approval. Expenditures requiring advance federal agency approval may not be made by the Provider prior to receipt of WSD written notification that federal agency approval has been granted. WSD contract budget approval does not constitute previous federal agency and/or WSD approval of costs requiring advance federal/state agency approval.

The federal cost principles for determining allowable costs for this contract are OMB Circular A-122 for contracts with nonprofit organizations; A-87 for contracts with State or Local governments; and A-21 for contracts with educational institutions.

- A. OMB Circulars A-133, Audits of States, Local Governments, and Non-Profit Organizations. Commercial organizations expending more than \$300,000 in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program-specific financial and compliance audit.
- B. The Federal Acquisition Regulation at 48 CFR Part 31 for commercial organizations and non-profit organizations listed in Attachment C of OMB Circular A-122.
- C. The Workforce Investment Act of 1998 and 20 CFR Part 652; Part 660 et al, Workforce Investment Act Final Rule and any subsequent regulations.
- D. Fair Labor Standards Act of 1935, as amended.

- E. 29 CFR Parts 33 and 37, Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities conducted by the Department of Labor; Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in educational programs. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended which prohibits discrimination on the basis of age. Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 and with the non-discrimination and equal opportunity provisions of WIA section 188 and its implementing regulations found at 29 CFR Part 93. Accordance with Title VI of the Civil Rights Act of 1964, and provisions of WIA Section 188 and compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations [41 CFR Chapter 60 and 20 CFR 667.200(f) and 29 CFR 97.36(i)(7).
- F. 29 CFR Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, codified from OMB Circular A-102.
- G. 29 CFR Part 95, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations, codified from OMB Circular A-110.
- H. The Copeland "Anti-Kickback" Act (18 USC Sec. 874 and 40 USC Sec. 276c), as supplemented by DOL in 29 CFR Part 3, regarding all contracts and subcontracts in excess of \$2000 for construction or repair.
- I. The Davis-Bacon Act (40 USC Sec. 276a to Sec. a-7), as supplemented by DOL in 29 CFR Part 5, concerning wages to laborers and mechanics in construction contracts and subcontracts in excess of \$2,000 when required by Federal legislation.
- J. The Contract Work Hours and Safety Standards Act (40 USC Sec. 327-333), as supplemented by DOL in 29 CFR Part 5, construction contracts and subcontracts in excess of \$2000 and \$2500 for other contracts where applicable.
- K. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401 et seq.), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)
- L. Federal Water Pollution Control Act (33 USC Sec. 1251 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000.

- M. The Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), as referenced at 29 CFR 97.36(i)(13), regarding mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan.
- N. The Resource Conservation and Recovery Act (Pub. L. 94-580 codified at 42 USC Sec. 6962), as referenced at 29 CFR 95.16, regarding giving preference in procurement programs funded with federal funds to the purchase of recycled products pursuant to EPA guidelines.
- O. The Contractor agrees to comply with the conflict of interest and code of conduct requirements governing Workforce Investment Act transactions set forth at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, and at 20 CFR 667.200(a)(4).
- P. The Federal Social Security Act, 42 USC Sec. 303 and 503, requiring states to disclose UI information to designated public officials for programs such as food stamps and child support recovery.
- Q. Public Law 104-191, August 21, 1996: Health Insurance Portability and Accountability Act of 1996.
- R. Walsh- Healy Act, 41 U.S.C. 35 et seq.
- S. Service Contract Act of 1965, 41 U.S.C.351-58. as amended by P.L. 92-473 and P.L. 94-489.
- T. The Jobs for Veterans Act of 2002, Public Law 107-288
- U. Public Law 109-234, Salary and Bonus Limitations
- V. Georgia Security and Immigration Compliance Act of 2006 (Act 457), Chapter 300-10-1 – Public Employers, Their Contractors and Subcontractors Required To Verify New Employee Work Eligibility Through A Federal Work Authorization Program.
- W. Whistleblower Protection: The Contractor awarded funds shall promptly refer to the US. Department of Labor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. (Recovery Act Sec. 1553)
- X. The Byrd Anti-Lobbying Amendment and restrictions on lobbying as codified in 29 CFR Part 93
- Y. Compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 328 and 333) (Contracts exceeding \$2,500 involving employment of mechanics/laborers; construction contracts in excess of \$2,000)

- Z. The requirements related to nepotism found at 20 CFR 667. Subpart B.
- AA. The requirement to allow access by the Federal Grantor agency, the U.S. Comptroller General, the State Grantee agency, the Sub-grantee agency, or any of their duly authorized representatives to any employees, books, document, papers and records which are directly pertinent to the provision of services under this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. [29 CFR 97.36(i)(10)]
- BB. The requirement to retain all pertinent records for three years after the Contractor receives final payment and all pending litigation, claims, and audit findings are closed. (29 CFR 97.42, 29 CFR 95.53)
- CC. Government-wide debarment and suspension (29 CFR Part 98) and government-wide drug- free workplace requirements
- DD. For all contracts in excess of the small purchase threshold, administrative, contractual, or legal remedies where contractors violate or breach contract terms. The clause provides for sanctions or penalties, as appropriate.
- EE. Termination for cause and for convenience by the awarding agency, including the process for exercising the clause and any basis for settlement (applies to contracts in excess of \$10,000).

Provider agrees to comply with awarding agency requirements and regulations pertaining to reporting [29 CFR 97.36(i)(7)]. In the event that the Provider performs any experimental, developmental, or research work under the contract, Provider agrees to comply with 29 CFR 97.34 and 97.36(i)(9) pertaining to discoveries and invention patent rights and 29 CFR 97.34 and 97.36(i)(9) pertaining to copyrights and rights in data.

Provider assures that he/she will comply fully with the nondiscrimination and equal opportunity provision of the Workforce Investment Act; the Nontraditional Employment for Women Act of 1991, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulation implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

In the event that the Assurances are updated, the Provider may be notified by DeKalb County. The Provider is responsible for adhering to any new Assurances regardless of receipt of notification from DeKalb County.

ATTACHMENT F

Notice of Equal Opportunity and Nondiscrimination

The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

- Unfair treatment because of **race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.**
- Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
- Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability.
- Retaliation because the employee complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The EEOC contact information is revised as follows:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

ATTACHMENT G

ASSURANCES AND CERTIFICATIONS

I. The Contractor assures WSD that he/she will comply with the Workforce Investment Act (WIA) Public Law 105-220 or any subsequent regulation; 20 CFR Part 652 et al. or any subsequent regulation; and associated OMB Circulars such as A-87, A-21, A-102, A-122, A-110, A-133, etc. or any subsequent regulations; and any Georgia Department of Economic Development, Workforce Division and/or WSD requirements. In the event that the Assurances are updated, the Contractor will be required to adhere to any new Assurances.

II. As recipients of WIA Title IB adult, youth, and dislocated worker funds, you must obtain and have posted the following certifications and assurances.

- (i) Certification Regarding Lobbying (29 CFR Part 93)
- (ii) Drug-Free Workplace Requirements Certification (29 CFR Part 98)
- (iii) Nondiscrimination And Equal Opportunity Assurance (29 CFR Part 37)
- (iv) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- (v) Primary Covered Transactions (29 CFR Part 98)
- (vi) Standard Assurances For Non-Construction Programs

All recipients of WIA Title IB funds including local workforce areas, eligible training providers, on-the-job training and work experience worksites and participants are made aware of the certifications and assurances.

All grants, Memorandum of Understanding or Agreement, provider agreements or any other formal contract paid in full or in part with WIA Title IB funds must contain the following assurances or, at a minimum must be referenced.

A. Certification Regarding Lobbying

As the duly authorized representative, the Contractor certifies that:

1. No Federal appropriated 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 Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, provider agreements, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall

certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Certification Regarding Drug-Free Workplace Requirements

As the duly authorized representative, the contractor certifies that it will provide a drug-free workplace by:

1. Publishing a statement, signed by the authorized authority, notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The contractor's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee engaged in or that plans to engage in the performance of WIA federally funded grants be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the WFD in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is convicted:
 - (i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Ensure that all recipients of WIA Title IB funds including participants, service and training

providers provide notification that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at service and training provider sites and specify the actions that will be taken against employees for violations of such prohibition;

8. Making a good faith effort that the Contractor and provider worksites maintain a drug- free workplace through implementation of paragraphs (1)-(7).

C. Nondiscrimination And Equal Opportunity Assurance

1. As the duly authorized representative the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (i) WIA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 37 and Section 188 of the Workforce Investment Act of 1988 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 WIA Title IB financially assisted program or activity;
- (ii) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- (iii) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (iv) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- (v) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

2. This assurance applies to the Contractor's operation of the WIA Title IB financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title IB financially assisted program or activity. The Contractor understands that the Grantor has the right to seek judicial enforcement of this assurance.

D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

As the duly authorized representative the Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

E. Assurances – Non-Construction Programs

As the duly authorized representative the Contractor certifies that this agency:

1. Has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIA Title IB programs.
2. Will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to WIA Title IB programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete work relating to financial and management information system reporting requirements within acceptable times frames.
5. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) all other laws incorporated into or referenced in the Workforce Investment Act of 1998, including, Title VI of the Civil Rights Act as amended; (b) Title IX of the Education Amendments of 1972, as amended; (c) Section 504 of the Rehabilitation Act as amended; (d) the Age Discrimination Act of 1975, as amended; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended; (f) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (g) Title VIII of the Civil Rights Act of 1968 as amended; (h) Military Selective Service Act; (i) Nontraditional Employment for Women Act; and (j) Department of Labor Federal Regulations at 29 CFR Parts 34 and 1604.
6. Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records;
7. Will certify if requested, in accordance with 29 CFR Part 98, Section 98.510, that neither it nor its one-stop operators, service providers or training providers are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
8. Will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a. to 276a. 7), the Copeland Act (40 U.S.C. 276c. and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements.
9. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

DeKalb County Contract No. _____

Federal #:58-6000814
CFDA #:17.278/17.258/17.259

10. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
11. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIA Title IB programs.

DeKalb County Contract No. _____

Federal #:58-6000814
CFDA #:17.278/17.258/17.259

ATTACHMENT H

Business License

Attachment N

**DEKALB COUNTY, GA
WORKSOURCE DEKALB
ON-THE-JOB TRAINING EMPLOYER AGREEMENT**

Name: DeKalb County, Georgia
WorkSource DeKalb

Address: 774 Jordan Lane, Building #4
Decatur, Georgia 30033
(404) 687-3400 (phone)
(404) 687-2718 (fax)

Contact person: Sheryl B. C. Stone, WorkSource DeKalb, Director
Contact phone: (404) 371-6354

On the Job Training Employer: XXXXXXXXXXXXX

Address: XXXXXXXXXXXXX
CITY, STATE, ZIP

Contact person: NAME
Contact phone: TEL #
EMAIL ADDRESS

This Agreement sets forth the roles and responsibilities of the parties named above in providing On-The Job training under the laws as follows:

1. **Parties:** WorkSource DeKalb (herein "WSD") formerly DeKalb Workforce Development shall provide funding to XXXXXXXXXX ("Employer") to assist the business in training and retaining a skilled, productive workforce under the Workforce Innovation and Opportunity Act (WIOA) Sections 101 (31) and 188 authorized On-the-Job training (OJT), WIG No. PS-15-001, TEGL No. 3-15 and provide the statutory foundation for federal OJT rules at 20 CFR 663 and 667.
2. **Statement of Work:** The parties agree to develop an OJT Program outlining the job functions, duties, and responsibilities for each job classification of new OJT veteran employees, approved for participation under this contract. To develop competencies to evaluate the knowledge or skills essential to the full and adequate performance of these jobs, and produce monthly progress reports.
3. **Payment:** USDOL has set the wage cap for OJT at the Georgia average hourly wage of \$21.48. The wage cap is an upper limit on the hourly wage rate that is eligible for OJT reimbursement. The OJT training reimbursement percentage (50%) is applied against the participant's wage rate unless the wage rate exceeds the state's average hourly rate. When

the latter occurs, the training reimbursement percentage must be applied against the state's average hourly wage.

- a. OJT veteran Employees completing the OJT shall be compensated at the same rates, including periodic increases, as all similarly employed workers. In no event shall the rate of pay be less than the applicable state or federal minimum wage, whichever is higher. Additionally, these employees must receive the same benefits and have the same working conditions as similarly situated employees.
 - b. Funding is made available to assist in training and retaining a skilled productive workforce. The Employer will be paid on the basis of the terms specified herein, and the total payment shall not exceed 50% of the employee's gross wages during the training period as evidenced by invoice and supported documentation. WSD must approve all the OJT Program plans with veteran's status prior to the beginning of the training period.
 - c. Payments made under this contract are made to offset the costs of training for new OJT employees, additional supervision related to that training, and other incidentals.
 - d. Payments must be requested using WorkSource DeKalb OJT Invoice Form. (Attachment 1) Incomplete, late or unsigned forms may be returned for correction and re-submission. These forms must be forwarded to: Financial Unit of the WorkSource DeKalb, 774 Jordan Lane, Building 4, Decatur, GA 30033.
4. **Effective Date:** This agreement is effective on _____ and shall remain in effect through DATE, or until all training plans initiated under this agreement are completed, whichever is later.
5. **Functions to be Performed:**
- A. Responsibilities of WSD
 1. Reimburse the Employer an amount not to exceed 50% of the gross wages of eligible OJT participant for services rendered under the terms of this contract. If this agreement is renewed, the amount to be transferred for the renewal period commencing on DATE, and ending DATE shall not exceed 50% of the gross wages for eligible OJT veteran participant for services rendered under this contract.
 2. Designates the WSD Director as the point of contact, coordinator, and liaison person for the execution of this contract with the Employer.
 3. Confer with the Employer to develop an OJT Training Program and monitor its compliance with relevant laws and policies.
 - B. Responsibilities of Employer – On the Job Training Requirements

1. To furnish all instructional materials, equipment, supplies and services necessary to conduct the training described in this contract, except as otherwise agreed in writing.
2. Maintain a healthy and safe training and work environment.
3. To retain the employee upon completion of the OJT Program if the employee meets the Employer's performance standards.
4. To employ new hire participants who have been found eligible for WSD/WIOA services prior to placement on the Employer's payroll.
5. To participate in any follow-up efforts conducted by WIOA or its authorized representative to evaluate the OJT Program's effectiveness.
6. OJT may be provided to current employees when the employee is not earning a self-sufficient wage as determined by the WorkSource DeKalb Board's Self-Sufficiency Policy; when the requirements of WIOA 20 CFR 680.710 are met and, when the OJT relates to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, work place literacy, or other appropriate purposes identified by the local board.
7. To maintain all records pertaining to the OJT, including application, notice of hire, time sheets, payroll records, invoices for wage reimbursement, and financial records. All said records, books, papers or documents shall be retained for a period of three (3) years from the date of termination of this contract, and made available for inspection by federal, state and workforce area representatives.
8. No employee completing the OJT Program can be employed when any other employee is on lay-off from the same or substantially equivalent job, or the Employer has terminated the employment, reduced the hours of any regular employee, or otherwise reduced its workforce with the intention of filling the vacancy created by hiring an employee completing the OJT whose wages are subsidized under this agreement.
9. No OJT veteran participant in an OJT under Title I of WIOA may be employed in a job which is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
10. The occupation must not involve payment in the form of a commission as the primary source of payment to the OJT veteran employee.
11. Not to hire any immediate family member of any OJT employee including wife, husband, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepparent or stepchild.

12. Comply with the anti-nepotism requirements under the Workforce Investment Act (20 CFR 667.200)
 13. Maintain the WorkSource DeKalb Performance Standards as described in Attachment 2.
 14. No veteran participant enrolled under the contract shall be employed on the construction, operation, or maintenance of any facility as is used, or to be used, for sectarian instruction or as a place for religious worship. Participants may not be trained or employed in sectarian and/or political activities.
6. **Reimbursements:** Requests for reimbursement shall be submitted to WSD via WorkSource DeKalb OJT Invoice Form (Attachment 1). Incomplete, late or unsigned requests may be returned for correction and resubmission with additional information Requests should be mailed or delivered to: *WorkSource DeKalb, Financial Unit, 774 Jordan Lane, Building #4, Decatur, GA 30033*. Late invoice submission may void payment rights. If the OJT/new hire participant does not complete 520 hours of training, the remaining funds allocated for the participant's OJT shall be applied to the OJT training costs for another participant enrolled in the OJT program
 7. **Requirements:** The Employer must comply with the OJT Agreement, OJT Requirements, OJT Training Outline, and OJT Reimbursement rules, and complete the Employer Information Form (Attachment 8), OJT Requirements and approved OJT Training Plans as described and incorporated herein by reference in Attachment 3 (OJT Training Plan Template). Failure to comply with these requirements may result in repayment of all OJT reimbursements and termination of this Agreement.
 8. **Adherence to Applicable Policies, Laws and Regulations:** Both parties agree to comply fully with all applicable rules, regulations, policies, guidelines, and requirements, including but not limited to the following applicable Federal/State laws: 20 CFR 680.700, 20 CFR Part 680.710, 20 CFR 680.720, 20 CFR 680.730, 20 CFR 680.740, 20 CFR 680.750, 20 CFR 680.850 as described herein and incorporated by reference in Attachment 4 (*OJT Federal Regulation Requirements under Workforce Investment Act (WIA)*) and Attachment 5 (*Contract Compliance with State and Federal Laws*).
 9. **Modification:** This Agreement may be modified at any time by mutual written agreement. Material deviations from this Agreement, Training Plans or OJT Requirements may void the Employer's right to reimbursement or require repayment by the Employer of funds previously received from Workforce Investment Opportunity Act (WIOA). This contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments. Such actions include, but are not limited to sequestration, government shutdown, withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities. This contract may be modified at any time by mutual written agreement. Material deviations from the training plans or other requirements may void the reimbursement or repayment of funds paid by WSD.

10. **Hiring:** The Employer ensures that OJT employees under this agreement will not displace any currently employed workers including partial displacement, such as by reducing hours or denying promotional opportunities, wages or employment benefits. The Employer agrees that no OJT employee can be employed when: (a) any other individual is on lay-off from the same or substantially equivalent job, or (b) the Employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy created by hiring a OJT employee whose wages are subsidized under this agreement. The Employer shall only employ OJT employees who have been found eligible for WSD/WIOA services prior to placement on the Employer's payroll.
11. **Restrictions:** OJT employees may not be engaged in the construction, operation or maintenance of any facility used for religious instruction or worship. The Employer understands that no immediate family member of the business owner or the employee's direct supervisor may be hired under this agreement. Family members include: wife, husband, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepparent or stepchild.
12. **Discrimination:** No person shall – on the grounds of race, color, sex, age, disability or national origin– be subjected to illegal employment discrimination.
13. **Hours:** The Employer agrees to employ the OJT Employee a minimum of 35 hours per week during the training period. If the OJT/new hire participant does not complete 520 hours of training, the remaining funds allocated for the participant's OJT shall be applied to the OJT training costs for another participant enrolled in the OJT program.
14. **Training:** The maximum duration of covered training is specified in each OJT Training Plan. The Employer agrees to furnish all instructional materials, equipment, supplies and services necessary to conduct the training described in the Agreement, except as otherwise agreed in writing. The training provided will give the OJT Employee the knowledge and skills essential to the full working level for a typical worker performing those duties. Payments made under this agreement are made to offset the extra costs of training new employees, including extra supervisory efforts, non-productive time, material waste and other incidentals.
15. **Employer Responsibilities:** The Employer agrees to maintain appropriate standards for health and safety in work and training situations.
16. **Worker's Compensation:** The Employer agrees to comply with Georgia law regarding workers' compensation insurance for all OJT employees. Information on how to comply with Georgia law is found at: <http://sbwc.georgia.gov>
17. **Retention:** The Employer agrees to retain the OJT Employee upon completion of the training if the Employee's performance meets the Employer's standards.
18. **Grievance:** If the Employer does not have an established employee grievance procedure, the Employer agrees to abide by the procedure outlined in Paragraph 33.
19. **Compensation:** The Employer understands that OJT employees shall be compensated at the same rates, including periodic increases, as all similarly employed workers. In no event

shall the rate of pay be less than the applicable state or federal minimum wage, whichever is higher. Additionally, OJT employees must receive the same benefits and have the same working conditions as similarly situated employees.

20. **Record Retention:** The Employer shall maintain all records pertaining to the OJT, including application, notice of hire, time sheets, payroll records, invoices for wage reimbursement and other relevant financial records, and shall make them available to the workforce area representative as requested. All said records, books, papers or documents shall be retained for a period of three years from the date of termination of this Agreement and made available for inspection by federal, state and workforce area representatives.
21. **Evaluation:** The Employer agrees to participate in any follow-up efforts conducted by WIA or its authorized representative to evaluate OJT effectiveness.
22. **Termination:** WSD or the Employer may elect to terminate this agreement at any time by providing 30 days written notice.
23. **Relocation:** The Employer may not relocate from one United States labor market to another in order to take advantage of On-the-Job Training. If Employer relocation results in employment losses, no OJT may be awarded for a minimum of 120 days after the commencement of business operations at the new or expanded location.
24. **Collective Bargaining:** This agreement will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing 20 CFR 680.850 (WIOA Sec. 181 (b)(7)).
25. **Nepotism:** No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such State or local requirement must be followed. 20 CFR 667.200(g)
26. **Federal Work Authorization Program Compliance:**
 - a. Pursuant to O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the County cannot enter a contract for the physical performance of services unless the contractor and its subcontractor registers and participates in the Federal Work Authorization Program to verify the information of all new employees.
 - b. The Employer agrees to certify that it has complied with O.C.G.A. § 13-10-91 and that it has complied with Georgia Department of Labor Rule 300-10-1-.02.
 - c. The Employer agrees to sign an affidavit evidencing the Contractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02. The affidavit is attached to this agreement as Attachment 6 and is hereby incorporated herein by reference.

- d. The Employer agrees that in the event that the Employer employs or contracts with any subcontractor(s) in connection with this agreement, the Employer agrees to obtain an affidavit from the subcontractor(s) that certifies the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Any subcontractor affidavit obtained in connection with this agreement shall be attached hereto as Attachment 7 and is hereby incorporated herein by reference.
 - e. All portions of this agreement pertaining to compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 and any affidavits thereto must be available for inspection at reasonable times during business hours at the County's Purchasing & Contracting Department.
 - f. DeKalb County agrees to certify its registration and participation in the Employment Eligibility Verification/Basic Pilot Program (or other applicable federal work authorization program) by transmitting a copy of all documents required for the County's registration and participation in such program.
27. **Venue:** This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.
28. **Status as Independent Contractor.** The relationship between WSD and Employer shall be that of owner and independent contractor, and shall not constitute an employer/employee relationship. Other than the consideration set forth herein, Employer shall not be entitled to any employee benefits including, but not limited to, insurance, paid annual leave, sick leave, workers' compensation, free parking, or retirement benefits.
29. **Successors and Assigns.** The WSD and the Employer each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither WSD nor the Employer shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officers or agent of WSD, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the parties to this Agreement.
30. **Indemnification Agreement.** As between WSD and the Employer as the other party, the Employer shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, including employees and property of WSD, caused by or resulting from any error, or omission of the Employer, or the negligent act of the Employer or its subcontractors or any of their officers, agents, servants, or employees, arising from the performance of the work under this Agreement. The Employer shall defend, indemnify, and hold harmless WSD and all of its officers, agents, servants, or employees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Employer expressly agrees to defend against any claims brought or actions filed against WSD, where such claim or action involves, in whole or in part, the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.

31. **Suspension:** WSD reserves the right to temporarily suspend this Agreement in whole or in part if it is determined by WSD that the Employer is failing to substantially comply with the quality of service or specified completion schedule of its duties under this Agreement. Employer will be provided 30 days to rectify any such failure upon the receipt of a written statement from WSD advising of such failure.
32. **Prohibited Activities:** The Employer assures that training programs funded under this Agreement do not include any religious activities.
33. **Amendment:** This contract incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their Agreement. Any change, alteration, deletion or addition to the terms set forth in this Agreement must be by written amendment executed by both parties.
34. **Disputes and Appeals:** Any dispute concerning a question of fact arising under this contract shall be decided by WSD who shall promptly reduce such decision concerning the question of fact to writing and mail, or otherwise furnish a copy thereof, to the Employer. The Employer agrees that the decision of WSD shall be final and conclusive unless, within ten (10) calendar days of receipt of such copy, the Employer mails or otherwise furnishes a written appeal concerning the question of fact to the Director, who shall arrange a hearing within thirty (30) calendar days after receipt of the appeal. Both the Employer and WSD shall be notified no less than five (5) calendar days in advance of the hearing and shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within thirty (30) calendar days after the hearing, the EEO Officer shall make a decision concerning the question of fact in writing to the Employer and WSD. The Employer agrees that the decision of the EEO Officer concerning the question of fact shall be final and conclusive unless determined by the cognizant grantor agency or agencies, or the Comptroller General of the United States, or a court of competent jurisdiction, to have been arbitrary, capricious, an abuse of discretion or otherwise not in accordance with law. Pending final decision of an appeal to the EEO Officer, the Employer shall proceed diligently with the performance of this Agreement and in accordance with WSD's decision. Nothing in the foregoing shall be construed as making final the decisions of the EEO Officer as such decisions relate to questions of law.
35. **Georgia Open Records Act:** Without regard to any designation made by the person or entity entering this Agreement, WSD considers all information submitted in response to this Agreement to be a public record that will be disclosed upon request pursuant to the Open Records Act O.C.G.A. § 50-18-70 et seq., after contacting the person or entity making the submission, unless a court order is presented with the Agreement.

[SIGNATURE APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have set their hands and caused their seals to be affixed hereupon in four (4) counterparts, each to be considered as an original by their authorized representatives, on this ____ day of _____, 20____.

NAME OF EMPLOYER

DEKALB COUNTY, GEORGIA

By: _____
Signature (SEAL)

_____ **by Dir.(SEAL)**
Michael L. Thurmond
Chief Executive Officer
DeKalb County, Georgia

Name (Typed or Printed)

Title

Date

Federal Tax I.D. Number

Date

ATTEST:

ATTEST:

Signature

BARBARA H. SANDERS, CCC, CMC
Clerk of the Chief Executive Officer
and Board of Commissioners of
DeKalb County, Georgia

Name (Typed or Printed)

Title

Date

Date

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Department Director Signature

Sr. Asst County Attorney Signature

Sheryl B.C. Stone
Department Director Name (Typed or Printed)
WorkSource DeKalb

Angela D. Afflick
Sr. Asst County Attorney Name (Typed or Printed)

Attachment N-1

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with Heart of Georgia Altamaha Regional Commission on behalf of Georgia Department of Economic Development Workforce Division has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the Job Training Unlimited, Inc. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Attachment N-2



On-the-job Training Duration Record

New Employee/ WIOA Participant _____ SSN _____

Employer _____ Job Title _____

Training Duration Determination

Purpose: The purpose of this determination is to document and standardize the methodology used to establish the number of OJT training hours needed for the customer to become proficient in light of the transferrable skills the customer already possesses.

<u>SVP</u>	<u>Maximum Hours</u>	No OJT training will be for less than 160 hours or exceed 960 hours
3	480	
4	600	
5	720	
6	840	
7	960	

1) DOT Code _____ SVP Level _____

2) Maximum hours allowed according to chart above _____ (D)

3) List the transferrable skills the customer already possesses from past experience or education:
(MUST BE documented in file)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Number of skills from training plan: _____ (A)

Number of skills customer possesses: _____ (B)

Subtract B from A = Difference: _____ (C)

Number of skills to be learned

C _____ divided by A _____ = _____ times maximum hours allowed D _____ =

(Number of skills to be learned) (Total skills)(% of skills to be learned)

Total training hours for this OJT customer: _____

Date: _____

Completed by: (WIOA Staff) _____

Date: _____

Attachment N-3

Attachment O

Attachment O-1

SNAP Works 2.0 GDOL/DeKalb Invoice - Monthly Contract Budget Expenditure Report - Attachment O-1
 Month / Year

Object Class Category	Monthly Invoice Request	Comments
DeKalb Primary Case Mgrs. 2 - \$42,504	\$ -	
DeKalb Staff Fringe at 42	\$ -	
DeKalb Case Manager travel	\$ -	
DeKalb supplies cost	\$ -	
DeKalb rent/overhead	\$ -	
DeKalb indirect (N/A)	\$ -	
Education & training vendor costs (includes transportation)	\$ -	
Other E&T costs (Fees, Drug, MVR, GED prep, GED testing, etc.)	\$ -	
Total	\$ -	

Supporting documentation such as time sheets, receipts, travel documentation, education and training vendor invoices and payments, etc., related to the line items delineated in the SNAP Works 2.0 Budget Summary - Attachment E should be maintained in-house and be available for monitoring and audit upon demand.

Training Plan No.: _____

Training Plan

EMPLOYER/DEPARTMENT:		
TRAINEE NAME:	SOCIAL SECURITY #:	TELEPHONE #:
BEGINNING DATE:	END DATE:	HOURS PER WEEK:
JOB TITLE:	O*NET CODE:	O*NET JOB ZONE:
HOURLY WAGE RATE:	REIMBURSEMENT RATE:	MAXIMUM REIMBURSEMENT:

SKILLS TO BE LEARNED:	Starting Capability:	Ending Capability: Date Scored:
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
Comments:		

Funding for training is authorized when Training Plans are signed below by the Supervisor or Authorized Signer, and the Trainee. All Customized Training instructions, apply to this Training Plan.

Approved by WSD Staff:	Approved by (Authorized Signer – Employer):	Approved by the Trainee:
_____ Authorized Signature	_____ Authorized Signature	_____ Authorized Signature
_____ Type/Print Name Title _____	_____ Type/Print Name Title _____	_____ Type/Print Name Title _____

PRINT ON THE REVERSE SIDE OF THE TRAINING PLAN PAGE

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for an employer-based training program. They are also used as the assessment tool to document which skills the Trainee lacks at the start of training and to measure skill attainment during the course of training.

SKILL REQUIREMENTS: List the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned. Add additional rows if needed to the chart or make copies of the training plan to add additional skills.

TRAINEE'S STARTING CAPABILITY: Used to assess the Trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. Record the date of the "Starting Capability" assessment. The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's Supervisor or by utilizing another skill assessment method used by the Employer. Use the following scale to rate the participant's beginning skill level.

- | | |
|-----------------|---------------------------------------|
| 1. Beginning | Can do only simple parts of the task. |
| 2. Intermediate | Can do most parts of the task. |

TRAINEE'S ENDING CAPABILITY: Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

- | | |
|-----------------|--|
| 2. Intermediate | Can do most parts of the task. |
| 3. Skilled | Meets the Employer's standard for the task. |
| Not Met | Did not meet the Employer's standard for the task. |

COMMENTS: Use the comments section to add any additional detail regarding rating the participant's skill attainment.

TRAINING COMPLETION: When each skill to be learned on the Training Plan is scored a "3", "skilled", or when the Training Period has ended, training is complete.

TRAINING LENGTH:

- A. The representative, working with the Employer, determines the job title for the position to be trained for, referencing the Occupational Network (O-Net).
- B. From O-Net, SVP parameters are obtained. It is within these parameters that the length of training is set.
- C. The representative shall consider the training needs of each participant.
- D. A Customized Training must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the training, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA§101(31)(c)].
- E. No Customized Training will be written with a Training Period of less than four weeks or more than 26 weeks. Exceptions may be made on a case by case basis.

Attachment P

DeKalb – LWDA 5
SNAP Works 2.0 List of Acronyms – Attachment P

- ABAWD – Able-Bodied Adult without Dependents
- AJC – American Job Center
- CDL – Commercial Driver’s License
- CSB – Community Service Board
- DBHDD – Georgia Department of Behavioral Health and Developmental Disabilities
- DFCS – Division of Family and Children Services
- E&T – SNAP Employment and Training
- EG – Employ Georgia (software application)
- ES – GDOL Employment Services
- FNA – Food and Nutrition Act
- FNS – Food and Nutrition Service, United States Department of Agriculture
- GDOL – Georgia Department of Labor
- GED - General Equivalency Diploma
- GWS – Georgia Workforce System
- HMO – Health Maintenance Organization Approach
- IEP – Independent Employment Plan
- LWDA – Local Workforce Development Area
- LWDA 5 – DeKalb Work Source
- LWDA 7 – Atlanta Regional Commission (ARC)
- LWDA 20 - Coastal Workforce Services
- MIS – Management Information System
- MPR – Mathematica Policy Research Associates, Inc.
- OFI – DFCS Office of Family Independence
- OJT – On-the-Job Training
- RCT – Randomized Controlled Trial
- SNAP – Supplemental Nutrition Assistance Program
- SNAP Works – Georgia’s Employment and Training Program
- SNAP Works 2.0 – Georgia’s Employment and Training Grant Pilot Project name
- SPRA - Social Policy Research Associates
- TANF – Temporary Assistance for Needy Families
- TCSG – Technical College System of Georgia
- UI – Unemployment Insurance
- UIER - Upjohn Institute for Employment Research
- USDOL – United States Department of Labor
- WF – WebFOCUS
- WFD - Georgia Department of Economic Development – Workforce Division
- WIA – Workforce Investment Act
- WIB – Workforce Investment Board
- WIOA – Workforce Investment Opportunity Act

Attachment Q

SNAP Works 2.0 - GDOL and DeKalb LWDA 5 List of Attachments - Attachment Q

List of Attachments

- A SNAP Works 2.0 GDOL and DeKalb LWDA 5 Work Statement
- B SNAP Works 2.0 GDOL and DeKalb LWDA 5 Activities Schedule
- C SNAP Works 2.0 GDOL and DeKalb LWDA 5 Performance Targets
- D SNAP Works 2.0 GDOL and DeKalb LWDA 5 Counties
- E SNAP Works 2.0 GDOL and DeKalb LWDA 5 Budget Summary
- F SNAP Works 2.0 GDOL and DeKalb LWDA 5 Job Description(s)
- G SNAP Works 2.0 GDOL and DeKalb LWDA 5 Project Flow
- H SNAP Works 2.0 GDOL and DeKalb LWDA 5 Assessment Tools
- I SNAP Works 2.0 GDOL and DeKalb LWDA 5 EG Career Explorer
- J SNAP Works 2.0 GDOL and DeKalb LWDA 5 Services Matrix
- K SNAP Works 2.0 GDOL and DeKalb LWDA 5 Available Workshops
- L USDA SNAP Grant Budget Occupational Classroom & OJT Cost Duration Detail
- M SNAP Works 2.0 GDOL and DeKalb LWDA 5 Provider Agreement
- N SNAP Works 2.0 GDOL and DeKalb LWDA 5 Sample LWIA OJT Contract
- O SNAP Works 2.0 GDOL Invoice
- P SNAP Works 2.0 GDOL and DeKalb LWDA 5 List of Acronyms
- Q SNAP Works 2.0 GDOL and DeKalb LWDA 5 List of Attachments