

RFP

**NORTHWEST GEORGIA
WORKFORCE INVESTMENT BOARD**

REQUEST FOR PROPOSALS

CLASS-SIZED TRAINING

May 2009

An Equal Opportunity Employer/Program

Auxiliary aids and services available upon request to individuals with disabilities.

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OVERVIEW

This request for proposal is to provide Class-Sized Training for high-growth, high demand occupations through funding available under the American Recovery and Reinvestment Act (ARRA) for the fifteen (15) county Northwest Georgia Area. The ARRA is intended to “preserve and create jobs, promote the nation’s economic recovery, and to assist those most impacted by the recession.”

Class-sized training is training provided by an institution of higher education, such as a community college, or an eligible training provider designated by the Workforce Investment Board that facilitates training of multiple individuals in high demand occupations.

Training areas that are considered in demand for the purposes of this RFP are in the areas of advanced manufacturing, “green jobs,” health care, and broadband/communications. The training of individuals in class-sized training activities must not limit customer choice. Individual training accounts and/or OJT will be other options available.

Funding is available for: (a) adults (18 years of age or older) who meet WIA guidelines established by the State and local Workforce Investment Board (WIB); and (b) dislocated workers (this includes, but is not limited to: persons who have lost their jobs due to permanent plant closures, have been terminated or laid off, or who have received a notice of termination or layoff, from employment.

The total amount of funding available for all class-size projects is expected to initially range between \$750,000 - \$1,000,000 to serve approximately 150 - 200 total participants for the period of July1, 2009 through June 30, 2010. Proposals will be evaluated on a rolling basis, as received, to the extent that funding is available and the WIB’s meeting schedule can accommodate. However, the first RFP’s will only be considered consistent with the deadline established in this RFP and must be responsive in order to be considered for funding.

This request for proposal is funded through provisions of the Workforce Investment Act (WIA), PL. 105-220 and Final Regulations 20 CFR (Parts 652 et.al) and implementing laws and regulations of the American Recovery and Reinvestment Act of 2009. The Coosa Valley Regional Development Center (RDC) becomes Northwest Georgia Regional Commission on July 1, 2009. It serves as the Grant Sub-Recipient and Fiscal Entity for WIA/ARRA funding

Coosa Valley RDC reserves the right to make changes to the RFP stipulations as clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of ARRA becomes available.

* * *

APPLICATION REQUIREMENTS
FOR
WIA CLASS-SIZED TRAINING PROJECTS

I. GOALS

A. Purpose and Services to be Provided

The purpose of the Class-Sized Training program is to provide participants with hands-on experience in the skills and competencies necessary to enable them to pursue and secure unsubsidized employment in local growth occupational areas including advanced manufacturing, “green jobs”, health care and broadband/communications. Other areas may be proposed with justification provided. Projects must provide the following services:

1. Recruitment of applicants; determination of eligibility; verification of core and intensive services; registration in the Georgia Workforce System (GWS); documentation of all applicable information in the GWS; assessments to determine suitable training occupations; career guidance and counseling; implementation and ongoing update of the Customer Service Plan; case management; and class-sized training instruction;
2. Class-sized instruction should be in the areas of advanced manufacturing, “green jobs,” healthcare, and broadband/telecommunications. Any other areas proposed must provide in-depth justification of why the occupation is considered a growth area. Other areas such as adult education, literacy services, and customized training may be proposed as long as there is a tie in with actual occupational skill attainment. These services must also not be duplicative;
3. Assessing participant’s progress during the training to assure participant success;
4. Participants may be eligible for support and needs-based payments and the instructor may need to certify participants’ attendance and/or programs for payment;
5. Follow-up services, as applicable, for not less than 12 months.

B. Performance Standards

One of WIA’s most significant provisions is its requirements for performance standards. An explanation of performance measures is in “ATTACHMENT N.”

The following performance measures will be used to evaluate projects.

Adults

Entered Employment Rate	79.0%
Employment Retention Rate	87.6%
Average Six-Month Earnings	\$9,003
Employment & Credential Rate	65.0%

Dislocated Workers

Entered Employment Rate	89%
Employment Retention Rate	91.0%
Average Six-Month Earnings	\$11,430
Employment & Credential Rate	70.9%

Customer Satisfaction

Participant	76.7%
Employer	79.0%

C. Target Population**Adults**

18 years or older;
Males must meet Selective Service Requirements; and
Priority for low-income, public assistance recipients when funding is limited.

Dislocated Workers

Meets definition of dislocated worker.

II. PARAMETERS

A. General Requirements

1. WIA funds may not be used or proposed to be used for the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location [20CFR 667.268(a)(1)].
2. Prohibition on use of funds for customized or skill training and related activities after relocation. No funds provided under this CONTRACT for an employment and training activity may be used or proposed to be used for customized training, skill training, or on-the-job training or company specific assessments of job applicants or employees of a business or a part of a business that has relocated from any location in the United States, until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her jobs at the original location. [20 CFR 667.268(a)(2)]
3. Displacement
 - a. Prohibition. A participant in a program or activity authorized under this CONTRACT must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any person currently employed by the participating employer (as of the date of the participation). [20 CFR 267.20(a)]

- b. Prohibition on impairment of contracts. A specified activity must not impair existing contracts for services or collective bargaining agreements and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the prior written concurrence of the appropriate labor organization and employer concerned. [20 CFR 267.270(b)]
4. The Proposal Offeror (bidder) shall assure that no individual in a decision making capacity (whether compensated or not) shall engage in the selection, award, or administration of the proposed job training program supported by WIA/ARRA funds if a conflict of interest, real or apparent would be involved.
5. Prior to receiving services or training by a provider, trainees must be determined eligible by the service provider, the One Stop Operators or other entity designated by the Northwest Georgia Workforce Investment Board (WIB).
6. The Proposal Offeror (bidder) must certify that it is not on any Federal, State or local debarment or suspension list. This certification must be obtained by signature and submission of the form "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions" (ATTACHMENT B), which will become part of the contract should the contract be awarded. Additionally, "Assurances for Workforce Investment Training Offerors/Bidders (ATTACHMENT C) should be signed and submitted with the proposal. Any party which is disbarred or suspended or is otherwise excluded from participation in Federal Assistance programs will not be approved as a service provider. The Certification Regarding Lobbying (ATTACHMENT D) must be signed and submitted by the Offeror (bidder).
7. If a project is selected for funding, the agent of the contractor who executes the contract and those having the responsibility for the expenditure of funds made available under this contract shall be required to post a fidelity bond in an amount sufficient to assure sound fiscal practices to the Federal Government, State, and the Workforce Investment Board for LWIA-1 against loss of funds coming into their possession under the terms of the contract. See ATTACHMENTS K AND K-1 for more details.
8. All subcontracts anticipated for delivery of services shall be included in the Proposal. Any party which is disbarred or suspended or is otherwise excluded from participation in Federal Assistance programs will not be approved as a subcontractor.
9. Contractors will be responsible for all data entry of participant information in the Georgia Workforce System (GWS) Management Information System (MIS).
10. Contractors will coordinate with other area service providers through referrals of applicants, information sharing, and attendance at coordination meetings.
11. Grievance procedures for the Northwest Georgia Workforce Development Program are included as ATTACHMENT L. All grievances arising out of the Northwest Georgia Workforce Development Program must be filed in accordance with these procedures.
12. Detailed invoicing procedures and required forms will be provided by Coosa Valley RDC. In general, projects must have procedures to document and submit monthly requests for payment to the Coosa Valley Regional Development Center by the tenth (10th) of the following month.

13. Requests for working capital advances must be made in the initial proposal process. Acceptable collateral will be required to secure the advance. Requests for advances cannot exceed 20% of the contract or 30 days operating expenses, whichever is lower.
14. Programs must be operated in accordance with the American Recovery and Reinvestment Act (ARRA) and Workforce Investment Act (Public Law 105-220), Final Regulations 20 CFR (Part 652et.al) revisions/amendments to such Act and Regulations, other applicable Federal and/or State laws, OMP Circulars A-21, A-87, A-122, and A-133 and/or FAR, 48 CFR Part 31 as appropriate, and Northwest Georgia Workforce Investment Board policies and procedures, including detailed invoicing procedures to be provided by Coosa Valley Regional Development Center.
15. Audit Responsibility. Contractors must agree to maintain an auditable fiscal system and to submit, within 75 days of the close of its fiscal year, a financial and compliance audit to CVRDC.
 - a.
 - (1) All governmental and non-profit organizations must follow the audit requirements of OMB Circular A-133. These requirements are found at 29 CFR 97.26 for governmental organizations and at 29 CFR 95.26 for institutions of higher education, hospitals, and other non-profit organizations.
 - (2) Commercial organizations which are sub-recipients under WIA Title I and which expend more than the minimum level specified in OMB Circular A-133 (\$500,000) must have either an organization-wide audit conducted in accordance with A-133 or a program a specific financial and compliance audit.
 - b. Allowable costs/cost principles. All recipients and sub-recipients must follow the Federal allowable cost principles that apply to their kind of organizations. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the principles for determining allowable costs which each kind of recipient and sub-recipient must follow. The applicable Federal principles for each kind of recipient are described in paragraphs (1) through (5) of this section; all recipients must comply with paragraphs (6) and (7) of this section. For those selected items of cost requiring prior approval, the authority to grant or deny approval is delegated to the Governor for programs funded under section 127 or 132 of the Act.
 - (1) Allowable costs for State, local, and Indian tribal government organizations must be determined under OMB Circular A-87, "Cost Principles for State, local and Indian Tribal Government."
 - (2) Allowable costs for non-profit organizations must be determined under OMB Circular A-122, "Cost Principles for Non-Profit Organizations."
 - (3) Allowable costs for institutions of higher education must be determined under OMB Circular A-21, "Cost Principles for Education Institutions."
 - (4) Allowable costs for hospitals must be determined in accordance under Appendix E of 45 CFR Part 74, "Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals."
 - (5) Allowable costs for commercial organizations and those non-profit organizations listed in Attachment C to OMB Circular A-122 must be determined under the provisions of the Federal Acquisition Regulation (FAR), at 48 CFR Part 31.
 - (6) For all types of entities, legal expenses for the prosecution of claims against the Federal Government, including appeals to an Administrative Law Judge, are unallowable.

- (7) In addition to the allowable cost provisions identified in paragraphs (c)(1) through (6) of this section, the cost of information technology - computer hardware and software - will only be allowable under WIA Title I grants when such computer technology is current and meets acceptable standards. To meet this requirement, information technology must be able to accurately process date/time (including, but not limited to, calculating, comparing and sequencing) and able to make leap year calculations.
- c. The CONTRACTOR agrees to include in their audits a schedule prepared by their auditor detailing program income and/or profit realized under this contract to determine if profit exceeds the percentage of profits negotiated. If profit is greater than the percentage negotiated CVRDC reserves the right to reexamine the reasonableness of the profits negotiated.
- d. Audits must be conducted annually by an independent auditor. The CVRDC may choose to expand the scope of its audit to include the required program specific financial and compliance audit of a CONTRACTOR's for-profit operations.
16. All proposed budget items must be classified according to their type (i.e., Administrative, Program). A detailed explanation of cost categories is included in ATTACHMENT J-5. The offeror must address the source of administrative dollars if not requested in the proposal and must specify the source of administrative funds beyond that provided through the LWIA-1's contract, if applicable.
17. Financial capability of the proposed offeror must be established prior to contracting with the organization. Information is requested in the RFP to facilitate the contracting process. However, award of the contract may be approved contingent upon receiving the information prior to the execution of the contract. Items to be provided to assure financial capability are listed in the "Financial Capability Checklist" (Section VI).
18. For-profit organizations may request a service fee (profit) which may be included in the fixed unit, performance based contract. However, this amount will be negotiated according to complexity, risk, contractor's investment, and availability of funds at the LWIA-1 level. If the organization should earn increased profits due to inaccurate, incomplete, and/or not current cost data, the awarding agency may be able to recoup that excess. Profit may not exceed 10% of the total budget.
19. The contract awarded will be on a negotiated, direct reimbursement basis for State and local governmental agencies and private non-profit organizations. For-profit organizations will be awarded fixed-unit, performance based contracts and full payment can be made only on completion of training by a participant and placement of the participant into unsubsidized employment in the occupation trained for and at not less than the wage specified in the agreement. Retention benchmarks may also be negotiated.
20. Offerors must propose to serve a minimum of 20 participants unless extenuating circumstances are present and specified in the proposal.
21. The CONTRACTOR must obtain prior approval for the expenditure of program income.
22. In all contracts whose value exceeds \$10,000, Coosa Valley RDC may include a number of provisions to which the contractor must adhere. Additionally, should an approved

subcontract be awarded by the contractor, these provisions must also be included in the subcontract.

B. Specific Project Requirements

In developing a proposal, the requirements listed below should be considered.

1. Participant and Case Management Requirements

- a. Each service provider is required to implement a case management approach through the preparation and coordination of a comprehensive Customer Service Plan (CSP) whereby the participants' training and supportive needs are addressed in a coordinated fashion. Additionally, the service provider will be required to ensure that an eligible applicant who cannot be served by its particular program shall be referred to the local One Stop Centers for further assessment, as necessary, and suitable referral to other appropriate programs. Appropriate documentation of these activities will also be required. Where feasible, computer based technologies will be utilized.
- b. Assessments of participant's interests and occupational aptitudes, as well as job and career guidance and counseling must be provided; with the results documented in the GWS, as applicable, including updating the Customer Service Plan prior to the participant's entry into training. On-going career guidance and counseling and any subsequent referrals must also be documented on the CSP.
- c. Projects will be expected to conduct tracking on all participants and provide follow-up services for a minimum of 12 months following program exit for all trainees under the guidelines established by the Northwest Georgia WIB.
- d. WIA performance requires a certain number of participants to be employed *and* receive a credential or certificate. Proposers should design their projects to address what the credential or certificate will be.

Certificate - A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database

Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.

- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Credential - A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older youth measures only, it does not apply to the common measures).

(An explanation of performance standards is in ATTACHMENT N.)

- e. Prohibition Against Political Activities. [Section 195 (6)] - The use of WIA funds for any program that involves political activities is prohibited.
- f. Sectarian Activities:
 - (1) WIA Title I funds may not be spent on the employment or training of participants in sectarian activities.
 - (2) Participants must not be employed under Title I of WIA to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship. However, WIA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIA participants. [WIA Section 188(a)(3)] [20 CFR 667.266]
- g. Prohibition Against Nepotism:
 - (1) No individual may be placed in a WIA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. [20 CFR 667.200(g)]

- (2) To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such State or local requirements must be followed. [20 CFR 667.200(g)]

5. Miscellaneous Requirements

- a. Projects may be able to start-up by August 1, 2009 or later dependent on the length of training and the requirement for individuals to complete training by June 30, 2010.
- b. Proposers shall specify the types and duration of training planned (see ATTACHMENT G-1) and other services to be provided in sufficient detail to allow for a fair analysis of the reasonableness of proposed costs.

C. Award of Contract

Coosa Valley RDC staff will evaluate proposals and make available the evaluation and summary information of the proposals to the Proposal Review Committee. The Northwest Georgia WIB Proposal Review Committee will make recommendations initially on funding to the Northwest Georgia WIB and Coosa Valley/North Georgia Council of Chief Elected Officials (CCEOs) at the July 2009 meeting. Contracts will be awarded based on the decision of the WIB/CCEOs at its meeting. The proposing agency's official contact person will be notified of the disposition of the proposal through certified mail by August 31, 2009. If additional funding is identified or awards cannot be made to obligate projected amounts, additional RFP's may be submitted if the Coosa Valley RDC receives the RFP's at least 30 days prior to the WIB meeting, throughout the year. However, the RFP's must still be consistent with this format and submitted using these forms with responsive and competitive requirements still necessary for the RFP to be considered.

Initially, proposals will be evaluated for responsiveness using the Responsiveness Checklist in Section V of this proposal package. Only responsive proposals will be considered for funding. Responsive proposals will be evaluated for competitiveness and contracts awarded using the review criteria presented in Section VII of this proposal package. A contingency list will be developed specifying competitive bidders with whom contracts may be awarded should additional funds become available due to deobligation of funds or the identification of additional training needs; or existing contracts with performing contractors may be increased to utilize these funds.

The Northwest Georgia Workforce Investment Board adheres to a Conflict of Interest policy forbidding any WIB member, Council of Chief Elected Official, Administrative Staff, Coosa Valley RDC Board member, or other persons involved in a WIA funded activity from (1) receiving monetary benefit from suppliers or potential suppliers or (2) participating in the selection, award, or administration of a procurement supported by WIA funds, in any case where the individual is aware that he or she, or any member of his or her immediate family, or his or her partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award.

The Northwest Georgia Workforce Investment Board reserves the right to accept or reject any/all bids received as qualified, to accept other than the lowest bid, to negotiate with responsive bidders for the best price, or to cancel in part or in its entirety, the request if it is in the best interests of the WIB to do so. The proposal request is based on the need for services as identified in the five (5) year training plan.

Service providers who demonstrate satisfactory performance may be given the opportunity to renegotiate cost and other factors for programs to be operated during Program Year 2010-2011 if ARRA funding is available. Specific information on satisfactory performance will be included in the contract.

III. PROCEDURES FOR SUBMITTING A PROPOSAL

- A. **To apply for funding, all interested applicants must submit a proposal for review and approval using the May 2009 RFP format.** CVRDC reserves the right to refuse to read any Proposal which uses a format other than the May 2009 RFP format issued by CVRDC.

The deadline for receiving proposals at Coosa Valley Regional Development Center is **4:30 P.M. on Friday, June 18, 2009.** **No proposals will be accepted after this date and time.**

Please submit one (1) original and three (3) copies of your proposal to:

Gwen Dellinger
Coosa Valley Regional Development Center
1 Jackson Hill Drive (physical address for hand-delivered copies)
P.O. Box 1798 (mailing address)
Rome, GA 30162-1798

- B. The original copy must be signed in a color other than black ink in order to determine which is the original.
- C. Proposals must be submitted unbound, but stapled in the upper left corner with ATTACHMENT A of the proposal (CONTRACT INFORMATION SHEET) as the cover. FAXED proposals will not be accepted.
- D. Technical assistance in completing this proposal will be offered only at a Bidder's Conference to be held at 1:00 p.m. Friday, May 29, 2009 in the Conference Room at Coosa Valley Regional Development Center, 1 Jackson Hill Drive, Rome, Georgia. Gwen Dellinger may be contacted at the Coosa Valley RDC at (706) 295-6485 regarding this solicitation for matters other than technical assistance. Questions and answers arising at the Bidder's Conference will be available upon written request or can be viewed on-line at www.careerdepot.org.

IV. APPLICATION FORMAT

Information to be completed by proposers begins on page 19 of this package. The ATTACHMENTS may be reproduced by the proposer. However, it is the responsibility of the proposer to ensure that all information requested on the ATTACHMENTS is included in such reproductions, that the reproductions follow the same format, and that page limitations are not exceeded.

Applications for the local WIA/ARRA funds must be assembled using the following format:

- A. Contract Information Sheet

Complete and attach the Contract Information Sheet (ATTACHMENT A). Note that numbers throughout the proposal should be consistent with those on this form.

The cost per Participant is determined by dividing the total program expenditure (your total budget) by the number of trainees you anticipate serving during the contract year. The cost per training hour is the total budget divided by the estimated number of total hours of training; this total is then divided by the total number of participants.

B. Certification Regarding Debarment

Complete and attach the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction Form (ATTACHMENT B).

C. Assurances For Workforce Investment/ARRA Training Contractors

Sign and attach Assurances for Workforce Investment Training/ARRA Contractors (ATTACHMENT C).

D. Certification Regarding Lobbying

Complete and attach Certification Regarding Lobbying (ATTACHMENT D).

E. Previous Experience Form

Complete and attach Previous Experience Form (ATTACHMENT E).

F. Description of Need

Complete and attach the Description of Need Form (ATTACHMENT F).

G. Project Information

1. Complete and attach Project Description Form (ATTACHMENT G).
2. Complete and attach Project Implementation Schedule (ATTACHMENT G-1).

H. Participant and Financial Goal Summaries

Complete and attach the Participant Goal Summary (ATTACHMENT H-1) and the Financial Goal Summary (ATTACHMENT H-2). Instructions for completing these forms are given in ATTACHMENT H-3.

I. Organizational Information Form

Complete and attach Organizational Information Form (ATTACHMENT I).

J. Budget Information - ATTACHMENT J

1. Complete and attach Performance Payment Schedule (ATTACHMENT J-1) if private-for-profit organization. (Definitions are given on ATTACHMENT J-2, Performance Payment Schedule Instructions.) If not private-for-profit, indicate "Not Applicable" on the top of ATTACHMENT J-1.

2. All offerors must complete and attach the Detailed Budget - Year One (ATTACHMENT J-3) and a Budget Narrative For Year One - (ATTACHMENT J-4). If any costs are to be used as stand-in costs, it should be discussed in detail on the Budget Narrative, ATTACHMENT J-4. Any costs which will be funded through non-WIA funds as the result of collaborating with other agencies should also be discussed in detail on the Budget Narrative. Also complete Budget Estimate for Year Two, if applicable (ATTACHMENT J-6).
3. ATTACHMENT J-2 which contains instructions for the Performance Payment Schedule (ATTACHMENT J-1) and ATTACHMENT J-5 which contains instructions for the Detailed Budget, the Budget Narrative and, if applicable, Budget Estimate for Year Two (ATTACHMENTS J-3, J-4 and J-6) should be followed closely to ensure that all requirements for the Performance Payment Schedule, the Detailed Budget, the Budget Narrative and, if applicable, Budget Estimate for Year Two are complete. Dollar amounts should be rounded up to the next highest whole number. Do not include cents.

NOTE: ATTACHMENTS H-3, J-2, J-5, K, K-1, L, M, N, and O are for informational purposes only. Therefore, DO NOT RETURN them with your proposal.

However, the first 2 pages of ATTACHMENT M (pages 69 and 70) are to be returned if the proposer has had Lobbying activities.

V. PROPOSAL RESPONSIVENESS CHECKLIST

PROPOSAL IS RESPONSIVE: YES ___ No ___

PROPOSER: _____

Any "No" response deems this proposal non-responsive and excludes it from further consideration for funding.

	YES	NO
A. Proposer met due date and time. (Initial deadline: 4:30 p.m., June 18, 2009. If additional RFP's submitted, must be 30 days prior to WIB Meeting).	_____	_____
B. Proposer submitted an original signed in some color of ink other than black, and three (3) copies, as specified in proposal request package.	_____	_____
C. All required signatures by the proposer's legal signatory official were contained in the proposal submitted. (ATTACHMENTS A, B, C, and D)	_____	_____

For Coosa Valley RDC staff use only:

Signature of Reviewer

Date

VI. FINANCIAL CAPABILITY CHECKLIST

PROPOSER: _____

These items must be submitted prior to the execution of a contract. Any “No” response will mean that the award of the contract will be contingent upon receipt of the information.

	<u>YES</u>	<u>NO</u>	<u>N/A*</u>
A. If proposer is a corporation, a copy of the most current certificate of registration with Secretary of State’s Office was provided.	_____	_____	_____
B. Proposer listed county and/or city business license number.	_____	_____	_____
C. Proposer’s Georgia unemployment insurance wage reports and taxes are current as of date of proposal.	_____	_____	_____
D. Proposer provided a list of members of the Board of Directors.	_____	_____	_____
E. A copy of the current fidelity bond was provided.	_____	_____	_____
F. Proposer provided copy of lease agreement.	_____	_____	_____
G. Proposer provided audit.	_____	_____	_____

*Not Applicable

For Coosa Valley RDC staff use only:

Signature of Reviewer

Date

VII. PROPOSAL EVALUATION CRITERIA/FORM

Proposals will be evaluated using the criteria listed below. A minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive.

SECTION I: General Information

Proposing Agency: _____

Total No. of Slots Request: _____ Total Amount Requested: _____

Type of Training: _____

SECTION II: Ranking Information (See attached Ranking Information Description)

A. Project Design	<u>*Ranking</u>	<u>Factor</u>	<u>Total</u>
1. Overall Project Design	0 1 2 3 4 5	10	_____
2. Project Implementation	0 1 2 3 4 5	10	_____
3. Placement/Positive Exit Strategy	0 1 2 3 4 5	15	_____
4. Retention Strategy	0 1 2 3 4 5	15	_____
PART A TOTAL			=====

COMMENTS: _____

B. Program Management			
1. Performance Standards	0 1 2 3 4 5	5	_____
2. Cost Effectiveness	0 1 2 3 4 5	10	_____
3. Previous Experience	0 1 2 3 4 5	15	_____
4. Financial Capability	0 1 2 3 4 5	15	_____
PART A TOTAL			=====

COMMENTS: _____

GRAND TOTAL =====

C. General Comments: _____

Evaluator's Signature

Date

*0 = Not Addressed 1 = Not Applicable 2 = Fair 3 = Average 4 = Good 5 = Excellent

RANKING INFORMATION DESCRIPTION

A. Project Design

1. Overall Project Design

- a. Is the proposed training appropriate per the Workforce Investment Plan/ARRA Stimulus funding parameters?
- b. Does the project lead to occupational, work habits, basic, and/or job retention skills acquisitions by trainees who lack them?
- c. Is the proposal realistic for the geographic area specified?
If no, explain:
- d. Does the proposed training duplicate or supplant existing services?
If it is duplicative, does it appear the proposed training would be more effective than existing services?
If yes, does proposer describe how this project will be more effective?

2. Project Implementation

- a. Are the entry requirements and recruitment efforts consistent with participant profile and the training to be provided?
- b. Number of participants to be served: _____. Are the numbers realistic in terms of number usually certified for proposal period?
- c. Number of proposed staff: _____. Is the proposed staffing appropriate for the number to be served?
- d. Do the strategies for training appear adequate for meeting project's goals?
- e. Do training facilities appear to be adequate for the proposed number of participants; counties to be served; adequate and accessible to physically disabled and other disabilities?
- f. Does the planned coordination with the One-Stop system or other collaborative partner appear adequate?
- g. Do the strategies appear adequate and reasonable to ensure all participants receive core and intensive services as needed?

3. Placement/Positive Exit Strategy

- a. Does the proposal include strategies for employer involvement in the identification of competencies?
 - b. Do the proposed strategies for evaluating participant progress during training appear appropriate and sufficient?
 - c. Do proposed career guidance and case management strategies appear appropriate and sufficient to encourage successful program completion and positive exit?
 - d. Do the proposed strategies for national and/or state recognized credentials attainment appear adequate?
 - e. Are there other reasons to believe the service provider can reach their placement goals/ positive exit goals?
4. Retention Strategy
- a. Does the proposal present an adequate follow-up strategy to encourage employment retention of participants?
 - b. Does the proposal include time schedule for contacting participants following program exit for follow-up services?
 - c. Does the proposal include adequate follow-up services and/or planned strategies for participants who are unemployed and/or underemployed following exit from the program?
 - d. Does the proposal identify the staff member(s) responsible for retention activities?
 - e. Does proposal plan to meet and/or exceed LWIA-1's retention standards?
 - f. Has the bidder met retention goals in the past?
If not, does the proposal offer new ideas to accomplish the retention goals?
 - g. Are there other reasons to believe bidder can meet their retention goals?
 - h. Does the proposal provide adequate strategies for ensuring customer satisfaction rates are met?

B. Program Management

1. Planned Performance Standards	Adults	Dislocated Workers (DW)
a. Entered Employment Rate:	_____ %	_____ %
b. Employment Retention Rate:	_____ %	_____ %
c. Employment & Credential Rate:	_____ %	_____ %
d. Average Six Months Earnings:	\$ _____	\$ _____
e. Customer Satisfaction (Participant) Rate	_____ %	_____ %
f. Customer Satisfaction (Employer) Rate:	_____ %	_____ %
g. Service Fee (profit) Percentage, if applicable:	_____ %	_____ %

2. Cost Effectiveness Per Proposal:

- a. Cost/Participant: \$ _____
- b. Cost/Training Hour: \$ _____
- c. Administrative Dollars: \$ _____ (____ % of total budget)
- d. Program Cost: \$ _____
- e. Costs are reasonable, allowable, necessary and allocable. Yes; No

3. Previous Experience

- a. Does the provider have prior experience in operating WIA programs or similar training programs?
- b. What has been the performance of the proposed service provider:

	2005-2006	2006-2007	Other Dates (Specify)
<u>Prior Services and Performance - Adults</u>			
Number contracted to serve in intensive services:	_____	_____	_____
Actual number served in intensive services:	_____	_____	_____
Number contracted to serve in training activities:	_____	_____	_____
Actual number served in training activities:	_____	_____	_____
Entered Employment Rate:	_____ %	_____ %	_____ %
Employment Retention Rate:	_____ %	_____ %	_____ %
Average Six-Month Earnings	\$ _____	\$ _____	\$ _____
Employment & Credential Rate:	_____ %	_____ %	_____ %

	2006-2007	2007-2008	Other Dates (Specify)
<u>Prior Services and Performance -Dislocated Workers:</u>			
Number contracted to serve in intensive services:	_____	_____	_____
Actual number served in intensive services:	_____	_____	_____
Number contracted to serve in training activities:	_____	_____	_____
Actual number served in training activities:	_____	_____	_____
Entered Employment Rate:	_____ %	_____ %	_____ %
Employment Retention Rate:	_____ %	_____ %	_____ %
Average Six-Month Earnings:	\$ _____	\$ _____	\$ _____
Employment & Credential Rate:	_____ %	_____ %	_____ %

	2005-2006	2006-2007	Other Dates (Specify)
<u>Prior Services and Performance - Youth:</u>			
Number contracted to serve:	_____	_____	_____
Actual number served	_____	_____	_____
Younger youth (age 14-18) skills attainment rate:	_____ %	_____ %	_____ %
Younger youth diploma or equivalent attainment rate:	_____ %	_____ %	_____ %
Younger youth retention rate:	_____ %	_____ %	_____ %
Older youth (age 19-21) entered employment rate:	_____ %	_____ %	_____ %
Older youth earnings change in 6 months;	\$ _____	\$ _____	\$ _____
Older youth credential rate:	_____ %	_____ %	_____ %
Older youth credential rate:	_____ %	_____ %	_____ %

	2005-2006	2006-2007	Other Dates (Specify)
<u>Customer Satisfaction Rate</u>			
Employer Satisfaction Rate:	_____ %	_____ %	_____ %
Participant Satisfaction Rate:	_____ %	_____ %	_____ %

4. Financial Capability

- a. Length of time in business? _____ Does the agency appear to be stable? _____
- b. Does accounting system appear adequate to insure proper controls?
Type of accounting system: Cash _____; Accrual _____; Other _____
- c. Are the results of audits satisfactory?
- d. Is bank reference provided?
- e. Was all information on the Financial Capability Checklist provided?

**ATTACHMENT A
NORTHWEST GEORGIA WORKFORCE INVESTMENT BOARD
CONTRACT INFORMATION SHEET - WORKFORCE INVESTMENT ACT/AARA-
CLASS-SIZED RFP**

(COMPLETE AND RETURN AS PAGE 1 OF THE PROPOSAL)

Legal Name of Organization/Agency: _____

Address: _____
Street
City
State
Zip

Mailing Address (if different from above): _____

Has your organization provided WIA services in the past? _____ (If yes, see following pages.)

Legal Status of Organization (check applicable): Public__Private__Profit__Non-Profit__Local Education Agency__

Project Contact Person: _____ Telephone #: _____

FAX #: _____ E-Mail Address: _____

Project Duration: _____ - _____ Total Amount Requested For Year One: \$ _____

Specify Amount Requested: Year 1: Adult _____; Dislocated _____; TOTAL _____
 Year 2: Adult _____; Dislocated _____; TOTAL _____

Type of Training to be Offered:

PROJECT GOALS	ADULT RATE	DISLOCATED RATE
Entered Employment Rate	%	%
Employment Retention Rate	%	%
Employment & Credential Rate	%	%
Average 6 Months Earnings:	\$	\$
Customer Satisfaction Rate (Participant):	%	%
Customer Satisfaction Rate (Employer):	%	%
Cost Per Participant	\$	\$
Average Weeks of Training		
Cost Per Training Hour	\$	\$

Signature of Legal Signatory: _____ Date: _____

(Typed name and title of legal signatory for the Agency): _____

ATTACHMENT B
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Recipient's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

Name and Title of Authorized Representative	Signature	Date
---	-----------	------

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "recipient," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A recipient in a covered transaction may rely upon a certification of a prospective recipient in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A recipient may decide the method and frequency by which it determines the eligibility of its principals. Each recipient may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a recipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a recipient in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C

ASSURANCES FOR WORKFORCE INVESTMENT TRAINING/ARRA OFFERORS/BIDDERS

The applicant assures the Northwest Georgia Workforce Investment Board that projects funded under the provisions of the Workforce Investment Act (PL 105-220) shall be operated in compliance with the Act, Federal regulations promulgated pursuant to the Act published in the Federal Register; policies and rulings by the Governor of Georgia, the Governor's Advisory Council on Workforce Investment Act; and administrative issuances by the Georgia Department of Labor and the WIB's administrative entity. The applicant further assures that:

1. It possesses legal authority to apply for these funds; that a resolution, motion or similar action has been duly adopted or passed as an official act of the recipient's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the recipient to act in connection with the application and to provide such additional information as may be required.
2. It will not use WIA/ARRA funds for the company specific assessments of job applicants or employees, for the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his/her job at the original location, including predecessors and successors in interest [WIA Section 181 (d)].
3. It has not violated any Federal and/or State laws including but not limited to: anti-discrimination statutes; labor and employment laws; environmental laws, or health and safety laws for a minimum of 24 months immediately preceding the date of signature on ATTACHMENT A of this proposal [29 CFR 37.38(b)].
4. It will provide Coosa Valley Regional Development Center certification of time and attendance of WIA/ARRA participants (for purpose of support payments), training plans and other information as required.
5. It will allow staff members to attend training sessions held by Coosa Valley Regional Development Center to familiarize the applicant's staff with WIA provisions.
6. It will provide intake or refer as appropriate to the area One Stops for proper completion of the intake process.
7. That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. Collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards.
8. The Offeror/Bidder will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including 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 Educational Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations 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.
9. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. No individual may be placed in a WIA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

10. It will retain all records pertinent to this grant for a period of six (6) years beginning on the date the final expenditure report for the project is submitted. The aforementioned records will be retained beyond the six (6) years if any litigation or audit is begun or if a claim is instituted involving the records this contract covers. In these instances, the records will be retained until litigation or audit claim has been finally resolved.
11. It will agree that any duly authorized representatives from the United States Department of Labor, the Comptroller General of the United States, the Georgia Department of Labor, Coosa Valley Regional Development Center, the Workforce Investment Board for Northwest Georgia or the Coosa Valley/North Georgia Council of Chief Elected Officials shall have access to any books, documents, papers and records which are directly pertinent to this contract for the purpose of monitoring program activities, making an audit, examination, excerpts and transcriptions.
12. It will furnish or submit evidence of a fidelity bond posted on those having responsibility for the expenditure of funds under the proposed contract in an amount sufficient to assure sound fiscal practices in order to assure the Federal Government, the State, and the Northwest Georgia Workforce Investment Board against loss of such funds.
13. No WIA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with the government-wide drug free workplace requirements as codified in the DOL Regulations at 29CFR, part 98.
14. None of the funds appropriated or otherwise made available under ARRA may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
15. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.

Signature of Authorized Official

Date

* * *

ATTACHMENT D
CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans,
and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, 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 undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.*

This certification is a material representation of fact upon which reliance was placed when this transaction imposed by Section 1352, Title 31, U.S. Code. 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.

Grantee/Contractor Organization

ARRA/WIA Program/Title

Name of Certifying Official

Signature

Date

(More information regarding this certification is contained in Attachment N.)

* * *

ATTACHMENT E

PREVIOUS EXPERIENCE INFORMATION

If your organization has provided WIA services in the past, please provide the following information for the years indicated. If contracts were outside these dates, draw a single line through the dates listed and list most current dates and information.

Offerors/Bidders who include performance outcomes for more than one agency/organization and/or for multiple programs and/or contracts for the same agency/organization must list the performance separately for each agency/organization and each contract. Offerors/Bidders who group multiple performance outcomes into a single listing risk not receiving evaluation credit for previous experience.

Offerors/Bidders are limited to ten copies of this form (ATTACHMENT E), depending on the number of performance outcomes/agencies/organizations/contracts being reported.

Population Served:

I. If funded through WIA, indicate the funding title and type of population served:

_____ Adults; _____ Dislocated Workers; _____ National Emergency Grant;

_____ Older Workers;

_____ In-School Youth; _____ Out-of-School Youth; _____ Younger youth; _____ Older youth

_____ Other- Specify: (i.e., Native American, etc.) _____

If funded through an agency/organization/grant other than WIA, specify the funding source and the specific population(s) served:

Attachment E (continued):

II. Prior WIA Service Information:

A. Agency Information	<u>2005-2006</u>	<u>2006-2007</u>
Name of LWA* or other Agency:	_____	_____
Address of LWA/Agency:	_____	_____
City/State/Zip Code:	_____	_____
Telephone Number:	_____	_____
Contact Person:	_____	_____
Contract Number:	_____	_____

* LWA = Local Workforce Area

B. Performance

What has been the performance of the proposed service provider when providing youth services? (Use the most current WIA performance if WIA services were provided. If proposer has not provided WIA services, use other youth services criteria. Proposer should specify the source of funds:

1. Prior Services and Performance - Adults

	Program Year 2006-2007	Program Year 2007-2008
Number contracted to serve in intensive services:	_____	_____
Actual number served in intensive services:	_____	_____
Number contracted to serve in training activities:	_____	_____
Actual number served in training activities:	_____	_____
Entered Employment Rate:	_____ %	_____ %
Employment Retention Rate:	_____ %	_____ %
Average Six-Month Earnings	\$ _____	\$ _____
Employment & Credential Rate:	_____ %	_____ %

2. Prior Services and Performance - Dislocated Workers

	Program Year 2006-2007	Program Year 2007-2008
Number contracted to serve in intensive services:	_____	_____
Actual number served in intensive services:	_____	_____
Number contracted to serve in training activities:	_____	_____
Actual number served in training activities:	_____	_____
Entered Employment Rate:	_____ %	_____ %
Employment Retention Rate:	_____ %	_____ %
Average Six-Month Earnings:	\$ _____	\$ _____
Employment & Credential Rate:	_____ %	_____ %

3. Prior Services and Performance - Youth

	Program Year 2006-2007	Program Year 2007-2008
Number contracted to serve:	_____	_____
Actual number served:	_____	_____
Younger youth (age 14-18) skills attainment rate:	_____ %	_____ %
Younger youth diploma or equivalent attainment rate:	_____ %	_____ %
Younger youth retention rate:	_____ %	_____ %
Older youth (age 19-21) entered employment rate:	_____ %	_____ %
Older youth earnings change in 6 months:	\$ _____	\$ _____
Older youth credential rate:	_____ %	_____ %
Older youth retention rate:	_____ %	_____ %

4. Customer Satisfaction Rate:

Employer Satisfaction Rate:	_____ %	_____ %
Participant Satisfaction Rate:	_____ %	_____ %

C. Measurement Method:

If the performance of prior services was not measured as identified above, please explain how performance was measured. Discuss actual versus expected performance.

D. Description of Prior WIA Services:

Describe the type of WIA training previously provided as identified in A, B, C, D, E and, if applicable, F above on this page; state the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services). Estimate the percentage of the budget which supported the supplemental services.

(Up to one additional page may be used to complete the narrative portions of each ATTACHMENT E that is submitted with the proposal. Up to ten copies of the entire Attachment E can be made to report performance for multiple agencies/organizations/programs, and/or contracts.)

**ATTACHMENT G
PROJECT DESCRIPTION FORM**

1. Project Narrative: Give an overall description of your project.

II. Collaboration

Indicate the partners/agencies/organizations this project will collaborate with. Also indicate those partners/agencies/organizations with which a collaborative agreement/memorandum of understanding has been/will be developed. Specify which collaborative agencies will provide funding other than WIA funds.

Collaborative Partner	<u>In-Place</u>	<u>Pending</u>	<u>Amount of Funding</u>
_____ a. One-Stop Center and/or satellite facility [664, Subpart G]	_____	_____	_____
b. Local education entity	_____	_____	_____
c. Business/industry partner	_____	_____	_____
d. Community-based organization, social service agency, public housing agency or other related program.	_____	_____	_____
e. Other information relevant to collaboration efforts on the part of the bidder:			

(Up to one additional page may be used to complete this Attachment.)

**ATTACHMENT G-1
PROJECT IMPLEMENTATION SCHEDULE
CLASS-SIZED TRAINING PROJECTS**

I.	Task/Activity	Begin Date	Completion Date
	A. Recruit training staff:	_____	_____
	B. Identify and secure training site(s):	_____	_____
	C. Participant training:	_____	_____
	d. Trainee job placement (unsubsidized):	_____	_____

II. Indicate the Project Specific Information Following:

A. Does the proposed training meet identified growth areas? If not, why is it being proposed?

B. Staffing Patterns

1. Indicate number of staff needed for the successful operation of this project. _____

2. Indicate the number of existing staff to be used in the operation of this project. _____

3. Indicate number of staff to be hired utilizing this project's funds. _____

4. Attach to this form (ATTACHMENT G-1) a job description and the minimum required qualifications for each position proposed for funding by Northwest Georgia WIB ARRA funds in implementing this project.

5. If existing staff are to be utilized and funded by this project, in whole or in part, attach to this form (ATTACHMENT G-1) resumes for each person. List which positions they will fill and the percent of their time devoted to this project. If staff are to be hired, list the position. If proposal is funded resumes of personnel hired, indicating which position they fill, will be required.

<u>Position</u>	<u># Hours per Week</u>	<u>% of Time</u>	<u>Name (if applicable)</u>
-----------------	-------------------------	------------------	-----------------------------

C. Facilities Information

1. Indicate project location(s):

- a. _____
- b. _____
- c. _____
- d. _____

2. Specify the total square footage of each project location(s), the total square footage and the percentage of the total square footage that will be used for this project ONLY.

Location	Total Square Footage	% That Will Be used for this Project Only
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

3. Indicate if the facilities secured are accessible to the physically disabled in regard to the following:

	YES	NO
a. Entrance/exit ramps	_____	_____
b. Parking	_____	_____
c. Restroom facilities	_____	_____
d. Drinking fountains	_____	_____
e. Classroom facilities	_____	_____
f. Second floor or above facilities	_____	_____

If “no” to any of the above (a-f), please explain how those services will be made accessible to the physically disabled. Describe other resources making the program accessible.

D. Recruitment/Target Groups

1. Describe in detail how participants will be recruited for your project.

2. Describe the target groups and indicate how your project will meet the special needs of the hard-to-serve group(s), including persons with disabilities.

E. Will any part of this project be subcontracted ? __Yes; __No

If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known) to whom it will be subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the Federal government and whether they have violated any Federal laws within the 24 months immediately preceding the date of signature on ATTACHMENT A of this proposal; and attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).

F. Describe how the project will ensure all participants receive core and intensive services prior to being registered (if needed). Include a summary of the types of intensive services the project plans to provide and/or secure from other sources for participants prior to the participants being registered in ARRA services.

G. Briefly describe the project's entry criteria for WIA/ARRA eligible persons.

H. Training Activities

1. How are employers involved in the identification of training needs, program design, or placement of participants?

7. Describe in detail any specialized training methods or special targeted populations.

8. Include any other information regarding training activities, target populations, attainment of certificate, credentials, etc. that you consider important to the performance of this project.

IV. Follow-Up Activities

A. Describe in detail how participants will be placed into unsubsidized employment in order to meet the entered employment performance goals.

B. Describe in detail the planned follow-up strategies for purposes of meeting the employment retention rates. Include time schedules for contacting participants following program exit, as well as strategies for participants who are unemployed and/or underemployed following exit from the program. Specify the staff position or One Stop responsible for retention activities.

C. Describe how the performance standard "Average Six Months Earnings" will be met.

- D. Describe how the performance standard “Employment and Credential Rate” will be met. Include any information relating to employer-based credentialing; linkages to educational agencies and/or other methods for attaining this performance standard.
- E. Describe strategies to ensure “Customer Satisfaction Rates” will be met.
- F. Indicate the type(s) of occupations into which participants will be placed and projected hourly wage.
- G. Work Keys®
Funded WIA providers must comply with the WIB’s policy regarding Work Keys® (ATTACHMENT P)

NOTE: Refer to ATTACHMENT N for explanation of Performance Standards (i.e. - entered employment rate; employment retention rate; average six-month earnings; employment and credential rate; and customer satisfaction rates).

[A total of three (3) additional sheets may be used to complete this form excluding required attachments.]

ATTACHMENT H-1
TOTAL PARTICIPANT GOAL SUMMARY

Participants Served	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1. Carry-Overs in Intensive Services From Previous Month													
2. New Enrollments Into Intensive Services													
3. Total Served in Intensive Services (#1 + #2)													
4. Number Leaving Intensive Services													
5. Positive Exits from Intensive Services													
6. Total Active in Intensive Services End of Month (#3 - #4)													
7. Carry-Overs in training From Previous Month													
8. New Enrollments Into training													
9. Total Served in training													
10. Number Leaving training													
11. Positive Exits From training													
12. Total Active in training At End of Month (#9 - #10)													
13. Number Leaving ARRA Who Attained a National or State Recognized Credential/ Certificate by Program Exit Date													

Attachment H-1 (continued)

Follow-Up Services:

Participants Served	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1. Carry-Overs in Follow-Up Services From Previous Month													
2. New Enrollments Into Follow-Up Services													
3. Total Served in Follow-Up Services													
4. Number Leaving Follow-Up Services													
5. Total Active in Follow-Up Services End of Month (#3 - #4)													
6. Number Leaving Program Who Attained National or State Recognized Credential/Certificate by End of 3 rd Quarter Following Program Exit													

ATTACHMENT H-2

FINANCIAL GOAL SUMMARY

BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
1. Salary													
2. Personnel Benefits													
3. Travel													
4. Training Materials/ Supplies													
5. Non-Training Materials/Supplies													
6. Facilities Rent/Lease													
7. Equipment Purchase/Lease*													
8. Participant Costs													
9. Other Expenses													
10. Total Monthly Budget													

Note: Round all monies to the next highest dollar. **DO NOT include cents.**

* Expensive equipment purchases are not allowed.

ATTACHMENT H-3

PARTICIPANT AND FINANCIAL GOAL SUMMARY INSTRUCTIONS

(For Information Only - Do Not Return with Proposal)

The Participant Goal Summary [PGS] (ATTACHMENT H-1) and Financial Goal Summary [FGS] (ATTACHMENT H-2) is a contract management tool by which the programmatic and financial performance of contracts may be monitored and evaluated periodically. It is also used in the evaluation of proposals for funding.

The PGS and FGS will become a part of each contract for ARRA services. At the end of each quarter, the PGS and FGS will be reviewed with the Contractor. Any areas where actual performance varies more than 15% from projected performance requires the contractor to take corrective action to address the identified problem area(s). Contractors may modify the PGS at the end of each quarter for subsequent quarters if necessary.

Contractors whose performance continuously falls below goals indicated on the PGS and FGS are considered in non-compliance with the contract and subject to deobligation of funds and/or contract termination.

Complete the Participant Goal Summary (ATTACHMENT H-1) and the Financial Goal Summary (ATTACHMENT H-2), using the instructions listed below:

I. ***Instructions For Completion - Participant Goal Summary [PGS] Attachment H-1***

A. INTENSIVE SERVICES:

- Line 1. Carry-Overs In Intensive Services From Previous Month - enter the number of participants who continue in intensive services from the previous month. For July, there should be no carryovers.
- Line 2. New Enrollments into Intensive Services - enter the planned number of participants who will enter intensive services as new ARRA enrollments.
- Line 3. Total Served (add line 1 & line 2).
- Line 4. Number Leaving Intensive Services - enter the number of participants who are planned to leave intensive services at the end of the month.

Line 5. Positive ARRA Exits From Intensive Services - enter the number of participants who were exited from ARRA who enter unsubsidized employment by the date after their WIA exit date.

Line 6. Total Active In Intensive Services End of Month (#3 minus #4) - subtract the number leaving intensive services (#4) from the total served in intensive services(#3). Enter the number remaining in intensive services at the end of the month. This number will then be carried over to #1 for the next month. Continue as listed in #2 through #6 for each month in which participants will be served.

The **Total** column at the far right should be completed for intensive services by adding any carry-overs in intensive services from the previous year (line 1 for July only) to the total new participants in intensive services for July through June (line 2) to determine the Total Served in Intensive Services (line 3) and writing this number in the “Total” column on line 3. The number leaving intensive services (line 4) should be subtracted from the total served in intensive services (line 3) to determine the total active in intensive services at the end of the month (line 6). Line 5 should be calculated to ensure the project meets applicable WIA performance standards.

B. CLASS-SIZED TRAINING:

Line 7. Carry-Overs in Training From Previous Month - Enter the number of participants who continue in training from the previous month. For July, this should be zero.

Line 8. New Enrollment Into Training - the planned number of participants who will enter training for the first time as ARRA participants (do not include plans for those who may have entered training in a previous month and who did not complete training for whatever reason).

Line 9. Total Served In Training - add line 7 and line 8.

Line 10. Number Leaving Training - enter total number planned to end their training services. This includes all “successful completions” and “unsuccessful completions” from training.

Line 11. Positive Exits From Training - enter the number of positive exits planned directly from training for the month (this will not include those participants who end their training but are retained in Intensive Services for whatever

reason). For the purpose of this form, positive exits include ONLY those who enter unsubsidized employment.

Line 12. Total Active In Training End of Month (line 9 minus line 10) - subtract the number leaving training (line 10) from the total served in training (line 9). Enter the number remaining in training at the end of the month. This number will then be listed on line 7 for the next month. Continue as listed in above instructions for line 7 through line 12 for each month in which participants will be served.

The **Total** column at the far right should be completed for the total new participants in training services (line 8) to determine the Total Served in Training (line 9) and writing this number in the “Total column on line 9. The number leaving training (line 10) should be subtracted from the total served in training (line 9) to determine the total active in training services at the end of the month (line 12). Line 11, “Positive Exits From training” should be calculated to ensure the project meets the “Entered Employment” performance standards.

C. Follow-Up Services:

Line 1. Carry-Overs in Follow-Up Services From Previous Month - Enter the number of participants who continue in the 12 months of required follow-up services from the previous month. For July, this should be zero.

Line 2. New Participants in Follow-Up- the planned number of participants who will enter Follow-Up Services for the first time. This will be the same number as those who have exited all Intensive and Training Services and who are no longer actively participating in ARRA services.(do not include plans for those who may have exited their training in a previous month but who did not complete intensive services, such as career guidance, for whatever reason).

Line 3. Total Served In Follow-Up - add line 1 and line 2.

Line 4. Number Leaving Follow-Up Services - enter total number who are planned to end their 12 months of required follow-up services. Example: A participant who completed all of their ARRA services in December 2009 would be exited from Follow-Up Services in November 2009.

Line 5. Total Active in Follow-Up Services End of Month - subtract line 4 from line 3.

Line 6. Number Leaving Program Who Attained National or State Recognized Credential - enter the number who did not attain a credential/certificate by the date of program exit but who are planned to have a National or State Recognized Credential/Certificate by the end of their 3rd quarter after exit.

The **Total** column at the far right should be completed for Follow-Up Services by adding to the total new participants in training services (line 2) to determine the Total Served in Follow-Up Services and writing this number in the “Total column at the end of line 2. The total number leaving Follow-Up Services (line 4) should be subtracted from the total served in Follow-Up (line 3) to determine the total active in Follow services at the end of the project in June. Line 6, the number leaving follow-up services who attained a National or State recognized credential/certificate during but no later than the end of their 3rd quarter following exit from WIA should be calculated to ensure the project meets the “Credential Attainment” performance standards.

III. *Instructions For Completion - Financial Goal Summary [FGS] - Attachment I-2*

- Line 1. Salary - enter the amount expected to receive each month for personnel salaries.
- Line 2. Personnel Benefits - enter the amount expected to receive each month for personnel fringe benefits.
- Line 3. Travel - enter the amount expected to receive each month for personnel's project-related travel.
- Line 4. Training Materials & Supplies - enter the amount expected to receive each month for training materials and supplies.
- Line 5. Non-Training Materials & Supplies - enter the amount expected to receive each month for non-training materials and supplies.
- Line 6. Facilities - enter the amount expected to receive each month for training facilities costs.
- Line 7. Equipment Purchase/Lease - enter the amount expected to receive each month for project-related equipment purchase or lease. Equipment purchases should be minimal or nonexistent.
- Line 8. Participant Costs - enter the amount expected to receive each month for participant costs for items such as equipment or special clothing required as a condition of employment by the work site employer) and as explained in the Detailed Budget.
- Line 9. Other Expenses - enter the amount expected to receive each month for other expenses specified in the Detailed Budget.
- Line 10. Total Monthly Budget - enter the total expected for each month. This is not to be a cumulative figure. Performance based contractors should enter all expected payments in the month in which such payments are anticipated to be earned. It is not necessary to break out costs on this form.

The **Total** Column at the far right should be completed by adding the planned expenditures for each month for the specific line item. Enter that total in the “Total” column at the far right. The total for each line item should match the total for each line item category as shown on the DETAILED BUDGET - ATTACHMENT J-3. The Grand Total of all expenditures should match the total amount

requested as shown on Page 1 of the Proposal - Contract Information Sheet ATTACHMENT A - Performance Payment Schedule - ATTACHMENT J-1 (if applicable); and Detailed Budget Year One - ATTACHMENT J-3.

* * *

ATTACHMENT I

ORGANIZATIONAL INFORMATION FORM

1. General Information

a. Date organization was established: _____

b. Is this organization a corporation? _____ YES _____ NO

If yes, attach to this form (ATTACHMENT J) a copy of the most current corporate registration certificate for the State of Georgia.

c. 1) Is this a community based organization? _____ YES _____ NO

Community Based Organizations. Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services (e.g., Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, Jobs for Youth, Association of Farm Worker Opportunity Programs, the Center for Employment Training, literacy organizations, agencies or organizations serving older individuals, organizations that provide service opportunities, organizations operating career intern programs, youth corps programs, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities, agencies serving youth, agencies serving individuals with disabilities, including disabled veterans, agencies serving displaced homemakers, union-related organizations, employer-related nonprofit organizations, and organizations serving non-reservation Indians as well as tribal governments and native Alaskan groups. Women's organizations with knowledge about or experience in non-traditional training for women and are recognized in the community in which they are to provide services are also considered community-based organizations. Note that governmental agencies are NOT "community-based organizations". "Educational organizations" include the public schools, the vocational technical institutes, and the colleges located within the area.)

2) If you indicated "Yes", that your organization is a community-based organization but your organization is not named specifically above (i.e., United Way of America), describe how your organization qualifies as community-based.

d. Provide a bank reference, including the address, phone number, contact person, and contact person's title. Also include the type(s) of account(s).

5. **Board of Directors**
Attach to this form (ATTACHMENT J) a listing of the names of all member of the proposing company/agency/organization's Board of Directors if a private for-profit or private non-profit corporation.

6. **Lease Agreement**
Attach to this form (ATTACHMENT J) a copy of the current lease agreement for the facilities charged to the program. If facilities have not yet been secured, a copy of the lease agreement must be provided prior to the execution of the contract.

7. **Working Capital Advance**
Indicate whether this project will need an advance in order to begin operation: Yes _____ No _____

If yes, indicate the amount necessary to begin operations. Note that collateral will be required for the amount of the advance.

Amount of working capital advance requested: \$ _____

8. **Worker's Compensation Insurance**
 - a. Name of Carrier: _____
 - b. Policy Number: _____
 - c. Expiration Date: _____

9. **Business License**
Indicate if a city and/or county business license is required in the county(ies) of operation of this project.
_____ Yes; _____ No. If yes give business license number(s) _____.

10. **Related Parties**
Identify between the proposing agency, its staff and/or Board member(s), and another entity any business or personal relationships, jointly owned assets or other related interests which are planned to be utilized in the services to be provided in the proposed project, if applicable. Describe the nature of the relationship. (Failure to disclose related party information may result in the imposition of sanctions or other appropriate measures by CVRDC.)

(Up to one additional page may be used to complete this form, excluding required attachments.)

ATTACHMENT J

BUDGET INFORMATION

(For Information Only - Do Not Return with the Proposal)

1. Private-for-Profit Companies:

Contracts awarded to for-profit organizations will be on a negotiated, fixed-unit performance based payment schedule, using the format shown on ATTACHMENT J-1, WIA Performance Payment Schedule (refer to ATTACHMENT J-2, Performance Payment Schedule Instructions).

2. Contracts awarded to State and local governmental agencies and private non-profit organizations will be on a negotiated, direct reimbursement basis, using the format on ATTACHMENT J-3.

3. All proposers - private-for-profit, State and local governmental agencies, and private non-profit organizations must complete ATTACHMENT J-3 and ATTACHMENT J-4 using the instructions on ATTACHMENT J-5.

* * *

**ATTACHMENT J-1
CLASS-SIZED TRAINING PROJECTS
ARRA PERFORMANCE PAYMENT SCHEDULE**

PRIVATE-FOR-PROFIT OFFERORS/BIDDERS ONLY

Not Applicable: _____

Proposing Agency: _____

Project Begin Date: _____ Project End Date: _____

Performance Payments*

	Per Trainee	# of Trainees	Total
1. Interim Fee	_____	_____	_____
2. Credential Attainment Fee	_____	_____	_____
3. Entered Employment Fee	_____	_____	_____
4. Average Six Months Earnings	_____	_____	_____
5. Employment Retention Fee	_____	_____	_____
TOTAL	=====	=====	=====

* *These payments may be modified in the contract negotiation session or other payment points may be proposed.*

** *The total payments must equal the total amount requested as shown on ATTACHMENT A, Contract Information Sheet; ATTACHMENT H-2, Financial Goal Summary; and as shown on ATTACHMENT J-3, Detailed Budget.*

* * *

ATTACHMENT J-2
CLASS-SIZED TRAINING PROJECTS
PERFORMANCE PAYMENT SCHEDULE INSTRUCTIONS

(For Information Only - Do Not Return With Proposal)

Performance Payments*

In developing the payment schedule, private for-profit Offerors/Bidders should calculate fees for services utilizing the following operational definitions:

1. Interim Fee - A fixed, one-time payment made after a trainee has been enrolled in the Management Information System and attending training for a negotiated period of time and attaining a negotiated level of skill training.
2. Credential Attainment Fee - A fixed, one time payment made after a trainee has completed training that resulted in their attainment of a national and/or state recognized credential.
3. Entered Employment Fee - A fixed, one-time payment made when a trainee achieves full-time employment (at least 35 hours per week) in an unsubsidized training-related position for five (5) working days following completion of training, at not less than the minimum wage specified in the Training Occupations Schedule for a specific occupation, exclusive of fringe benefits. A fixed, one-time payment for older workers, age 55+, working part-time may be negotiated.
4. Average Six-Month Earnings - A fixed, one-time payment made when a trainee achieves a negotiated six-month average in earning at a negotiated period following program completion.
5. Employment Retention Fee - A fixed, one-time payment made when a trainee is retained in unsubsidized employment for a negotiated period following training program completion.

A Detailed Budget (ATTACHMENT J-3) must be completed to support the Performance Payment Schedule Total (ATTACHMENT J-1). The totals on ATTACHMENTS A, H-2, J-1, and J-3 must be the same.

* Public or private non-profit do not complete this form. Check "Not Applicable" at the top of ATTACHMENT J-1 and complete ATTACHMENTS J-3 and J-4.

* * * * *

**ATTACHMENT J-3
DETAILED BUDGET - Year One
TOTAL**

AGENCY: _____ Begin Date: _____ End Date: _____

NOTE: All shaded areas are to be used for subtotals. This form is to be completed by all offerors.

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries by Position/% of Time (Sub-Total)			
A.			
B.			
C.			
D.			
2. Personnel Benefits/Type/% Base (Sub-Total)			
A. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
B. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
C. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
D. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			

* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
3. Total Travel (Sub-Total)			
A. Local Travel mi/mo x months @ ¢ per mile			
B. Non-Local Travel			
4. Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
5. Non-Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
6. Facilities/sq.ft/cost per sq.ft./months (Sub-Total)			
A. Classroom Rent			
B. Office Rent			
C. Utilities			
7. Equipment Purchase/Lease/Units: per unit (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
8. Participant Cost (Sub-Total)			
A. Books/Supplies			
B. Uniforms/Tools			
C. Other (specify)			

* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
10. Other expenses (Sub-Total)			
A. Non-Direct/Indirect Costs			
B. Audit			XXX
C. Postage & Mail Service			
D. Telephone \$ _____ per month/ _____ months			
E. Profit/Program Income - _____ %			
F. Other (Specify):			

ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

BUDGET SUMMARY FOR YEAR ONE

SUB-TOTALS FROM PAGES 45 THRU 47	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries			
2. Personnel Benefits			
3. Total Travel			
4. Training Materials & Supplies			
5. Non-Training Materials & Supplies			
6. Facilities			
7. Equipment Purchase/Lease			
8. Participant Costs			
9. Other Expense			
TOTAL BUDGET			

* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

ATTACHMENT J-4
BUDGET NARRATIVE FOR YEAR ONE

[Up to three (3) additional pages may be used to complete this form.]

ATTACHMENT J-5
EXPLANATION OF COST CATEGORIES
AND
INSTRUCTIONS FOR DETAILED BUDGET TOTAL (ATTACHMENT J-3)
AND BUDGET NARRATIVE (ATTACHMENT J-4)

(For Information Only - Do Not Return With Proposal)

- I. Explanation of Cost Categories:
- A. The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of Title Im recipients of awards under subtitle D of Title I, and ARRA as well as local grant recipients, local grant sub-recipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (B.) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- B. The costs of administration are the costs associated with performing the costs associated with performing the following functions:
1. Performing the following overall general administrative functions and coordination of those functions under WIA Title I/ARRA:
 - a. Accounting, budgeting, financial and cash management functions;
 - b. Procurement and purchasing functions;
 - c. Property management functions;
 - d. Personnel management functions;
 - e. Payroll functions;
 - f. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
 - g. Audit functions;
 - h. General legal services functions; and
 - i. Developing systems and procedures, including information systems, required for these administrative functions;
 2. Performing oversight and monitoring responsibilities related to WIA administrative functions;
 3. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
 4. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA/ARRA system; and
 5. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

6. Awards to sub-recipient or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- C. The costs associated with performing programmatic functions:
1. Personnel and related nonpersonnel costs of staff who perform both administrative functions specified in paragraph (B.) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 2. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 3. Except as provided at paragraph (C. 1.), all costs incurred for functions and activities of sub-recipients and vendors are program costs.
 4. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - a. Tracking or monitoring of participant and performance information;
 - b. Employment statistics information, including job listing information, job skills information, and demand occupation information;
 - c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
 - d. Local area performance information; and
 - e. Information relating to supportive services and unemployment insurance claims for program participants;
 5. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

II. INSTRUCTIONS FOR ATTACHMENTS J-3 AND J-4

Please follow the Budget format provided below for ATTACHMENTS J-3 and J-4.

Complete ATTACHMENT J-3 to reflect the total cost of your project. All Proposed costs should be necessary, reasonable, allocable, and allowable. When indicated in the instructions below, complete J-4 BUDGET NARRATIVE to justify budget items. The total column should be the sum of the program costs and administration costs for the period indicated at the top of the form. In general, the cost classifications are as follows:

1. Personnel Salaries: List each position title; the annualized salary; the percentage (%) of time to be charged to the LWIA-1 project; the total amount requested (Column A); the amount chargeable to administration (Column B); and the amount chargeable to program related, if applicable (Column C). Subtotal salaries cost by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.

2. Personnel Benefits: Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in #1 of the Detailed Budget. Note that the positions listed in the benefits section should correspond to the positions listed in the Personnel Salaries section. Complete Column A, B, and C as described under “Personnel Salaries.” Subtotal the benefits by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
3. Total Travel: Record the subtotal of local and non-local travel by category in the shaded area as indicated.
 - a. Local Travel: Provide the total number of miles times the number of months times what is allowed by your agency up to the current rate approved by the IRS. Complete Columns A, B, and C. Local travel is considered the fifteen (15) county Northwest Georgia area.
 - b. Non-local Travel: Complete Columns A, B, and C. Describe the purpose of the non-local travel in the Budget Narrative, ATTACHMENT J-3. Non-local is considered that outside the fifteen (15) county Northwest Georgia Area.
4. Training Materials and Supplies: Specify the items requested, the number of units, the costs per unit, and complete Columns A and C. Provide justification of training materials in the Budget Narrative, ATTACHMENT J-4. Subtotal the training materials and supplies requested and record in the shaded area as indicated.
5. Non-training Materials and Supplies: Specify the amount of non-training materials and supplies requested. Provide justification in the Budget Narrative, ATTACHMENT J-4. Complete Columns A, B, and C as appropriate. Subtotal non-training materials and supplies by category and record in the shaded area as indicated.
6. Facilities: Specify the amount of square feet, cost per square foot, and the number of months for classroom and/or office rent. Complete the amount requested for utilities. Complete Columns A, B, and C for each item as appropriate. Subtotal facilities costs by category and record in the shaded area as indicated.
7. Equipment Purchase/Lease: If the offeror/bidder requests equipment purchase, please provide justification in the Budget Narrative, ATTACHMENT J-4. Specify the item of equipment, the number of units, the cost per unit and whether to be purchased or leased. Complete Columns A, B, and C, if applicable.
8. Participant Cost: Record the subtotal of other training in the shaded area as indicated.
 - a. Books/Supplies: Specify the amount requested for books and/or student supplies, if applicable. Complete Columns A and C. Specify on the Budget Narrative, ATTACHMENT J-4 the supplies and post per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative, ATTACHMENT J-4.
 - b. Uniforms, Tools: Specify the amount requested for uniforms and/or tools. Complete Columns A and C. Specify each item and cost on the Budget Narrative, ATTACHMENT J-4 for the uniforms and/or tools requested. Also provide justification for uniforms/tools.
 - c. Other: Specify any other training costs requested and complete Columns A and C. Provide justification on the Budget Narrative, ATTACHMENT J-4.

9. Other Expenses: Record the subtotal of other expenses by category in the shaded area as indicated.
- a. Non-direct/Indirect Costs: Specify other costs which are non-direct or indirect. For both non-direct and indirect cost, provide a separate identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge in the Budget Narrative, ATTACHMENT J-4. Enter the percentage (%) and Base Amount in the Budget. Complete Columns A, B, and C, if applicable. Refer to ATTACHMENT J-5 for instructions in classifying indirect costs to categories other than administration. Documentation of indirect cost rate approval from the offer's cognizant agency must be attached to ATTACHMENT J-4, the Budget Narrative.
 - b. Audit: Specify the amount requested for audit and complete Columns A, B, and C, if applicable.
 - c. Postage: Specify the amount requested for postage complete Columns A, B, and C, if applicable.
 - d. Telephone: Provide the amount requested for telephone. Complete Columns A, B, and C. Specify the amount per month and the number of months.
 - e. Profit/Program Income: Identify the profit margin/percent (%) and the cost base and total against which it is applied in the Budget Narrative, ATTACHMENT J-4. For program income, identify sources of income generation and amount in the Budget Narrative. Complete Columns A and C.
 - f. Other: Specify other costs requested. Provide justification for such costs on the Budget Narrative, ATTACHMENT J-4. Also, include any stand-in costs. Stand-in costs are those paid from non-Federal sources that a contractor proposes to substitute for Federal costs that have been disallowed as a result of an audit or other review.

SUB-TOTALS: Enter the subtotals for each section, lines 1-10, as requested. Record the totals for each column as indicated. Note that the total requested should be the same as requested on ATTACHMENTS A, H-b, and J-1 (if applicable) and J-3

* * *

**ATTACHMENT J-6
BUDGET ESTIMATE FOR YEAR TWO**

(Do not include the budget estimates for Year Two on other attachments for planning purposes only.)

ESTIMATE FOR YEAR TWO	TOTAL AMOUNT REQUESTED
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Non-Training Materials & Supplies	
6. Facilities	
7. Equipment Purchase/Lease	
8. Participant Costs	
9. Other Expenses	
Total Estimated Budget	

.....
Round all to the next highest dollar. Do not include cents.

ATTACHMENT K

SPECIFIC FIDELITY BONDING REQUIREMENTS

(For Information Only - Do Not Return With Proposal)

The amount of bonding required for the contract is determined by calculating the total amount of the contract by the percentage shown on the attached schedule. In purchasing the bond, it may be necessary to purchase slightly more than the minimum required since some insurance companies “round off” figures to whole thousands.

The bond may be a blanket bond covering all contractor employees, or it may be a position bond, listing specific positions. If a position bond is used, the positions bonded should be those persons handling funds. Positions frequently bonded are board chairperson, director, treasurer, and bookkeeper, varying with individual circumstance. If a position bond is used, each position scheduled must be for the minimum amount required. [Example: If a contract required \$75,000.00 bonding, each schedule position should be bonded for that amount (not scheduling three positions for \$25,000.00).]

If there is insufficient time between the point at which a bond is ordered and the date for processing a contract, a binder from the insurance agency may be used. However, the binder must include the period of coverage, the positions bonded if it is a schedule-type bond, and the bonding company (as distinguished from the insurance agency). If a letter from the insurance agency is to be used as a binder, it must indicate the coverage is bound in definite, exact terms, such as “The bond will be issued.....,” or “Coverage is bound...,” rather than phrases such as “The bond has been ordered,” “We have asked the company to issue the bond...,” etc. However, it is the responsibility of the contractor to assure that a final copy of the bond or rider is received, maintained on file and appropriate copies submitted to CVRDC.

Once the bond and/or binder is determined correct, one (1) copy of the fidelity bond or binder will be needed to attach as an annex to the contract.

Federal, State, and local governmental organizations need not provide bonding coverage, provided they have a general or blanket bond, covering employee dishonesty or fraudulent actions. Contracts of less than \$15,000 do not require a bond, unless down-payments (start-up funds) are requested.

Coosa Valley RDC reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WIA, ARRA, WtW, or Coosa Valley RDC funds.

Any clarifications regarding bonding requirements should be directed to Jim Stockton at (706) 295-6485.

* * *

ATTACHMENT K-1
SCHEDULE OF
FIDELITY/ASSURANCE BONDS

(For Information Only - Do Not Return With Proposal)

A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

<u>TOTAL CONTRACT BUDGET</u>	<u>AMOUNT OF BOND</u>
Up to \$50,000	25%
50,000 to 54,999	24%
55,000 to 59,999	23%
60,000 to 64,999	22%
65,000 to 69,999	21%
70,000 to 74,999	20%
75,000 to 79,999	19%
80,000 to 84,999	18%
85,000 to 89,999	17%
90,000 to 94,999	16%
95,000 to 99,999	15%
100,000 to 199,999	14%
200,000 to 399,999	13%
400,000 and up	12%

“Total Contract Budget” refers to the total amount of money that the Coosa Valley RDC is responsible for in connection with the contract.

* * *

ATTACHMENT L

COOSA VALLEY REGIONAL DEVELOPMENT CENTER GRIEVANCE PROCEDURES

(For Information Only - Do Not Return with the Proposal)

Pursuant to Section 122 and 181 of the Workforce Investment Act (WIA) and in keeping with the Department of Labor Implementation Regulations 20 CFR - Part 645 implementing Welfare-to-Work (WtW) grant provision of Title IV, Part A of the Social Security Act as amended, the Northwest Georgia Workforce Investment Board (WIB) shall adhere to an established grievance procedure and 20 CFR - Part 667 implementing the Workforce Investment Act.

The following grievance procedure shall be implemented for grievances arising at the Workforce Investment Area 1 (WIA-1) level:

1. Applicants, participants, One Stop partners, service providers, bidders, WtW or WIA funded staff or others alleging violations of the Acts, regulations, sub-grants, or other contracts under WtW or WIA (other than discrimination complaints) shall utilize the Grievance System in filing a complaint. Unsuccessful bidder's may also file grievances based upon violations of local procurement requirements or procedures. Individuals shall be informed of this right by either Coosa Valley Regional Development Center or the subcontractor as appropriate.
2. Except for complaints regarding discrimination, grievances arising at the grant sub-recipient level (including WIB, administrative entity, and service providers) must first exhaust available remedies and procedures at that level prior to their being brought for State review.
3. Complaints, unless otherwise specified, (except for those alleging fraud or criminal activity or discrimination) shall be filed within one year of the alleged occurrence.
4. Discrimination: Equal Opportunity is the Law

The grant sub-recipient is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief and, for beneficiaries only, citizenship or participation in programs funded under the Welfare-to-Work Grant or Workforce Investment Act in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any WtW or WIA funded program or activity. If you think that you have been subjected to discrimination under a WtW funded

program or activity, you may file a complaint within 180 days from the date of the alleged violation with Phyllis S. Walker, Equal Opportunity Officer, P.O. Box 1798, Rome, Georgia 30162-1798, or you may file a complaint

directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Only the Director of CRC, for good cause shown, may extend the filing time. [37.72 & 37.81]

If you elect to file your complaint with the grant sub-recipient, you must wait until the grant sub-recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with CRC (see address above). If the grant sub-recipient has not provided you with a written decision within 90 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90-day period. If you are dissatisfied with the grant sub-recipient's resolution of your complaint, you may file a complaint with CRC. Such complaint must be filed within 30 days of the date you received notice of the grant sub-recipient's proposed resolution.

5. Delegation of Process

- a. Complaints arising from contracts or vendor agreements with Georgia public schools, such as those which pertain to disciplinary actions of teachers or students, grading policy or teacher employment contracts will be handled by the grievance procedure outlined in OCGA 20-2-1160, 20-2-109, 20-2-50. Grievance hearings held by public school service providers should be consistent with State policy/procedures and must be initiated within 30 days of filing of the grievance and a decision rendered within 60 days of the filing date of the grievance. Where grievances arise in the areas outlined above, the service provider will submit to Coosa Valley Regional Development Center (CVRDC) within five (5) days, summaries or checklists of complaints filed. Hearings held, decisions rendered and appeals filed shall be provided to CVRDC within 10 days of the decision being finalized.

If a complainant does not receive a decision within 60 days of filing the complaint or receives an unsatisfactory decision, the complainant then has the right to request a review by the Governor. The request for review should be submitted to the State Superintendent of Schools, Georgia Department of Education, 2066 Twin Towers East, Atlanta, Georgia 30334. [NOTE: For the purpose of this section, the State Superintendent of Schools, or his/her designee, acts as the Governor's authorized representative.]

Complaints which pertain to terms of the contract between the school and CVRDC, which may include curriculum and course content, provision of teaching materials and equipment, eligibility, participant selection, or other terms made part of the contract, should be handled by the grievance procedure as presented in this section.

- b. Complaints arising at the employer level in On-the-Job Training (OJT) contracts regarding terms and conditions of participant(s)' employment shall first be handled through the employer's grievance procedure. However, in the event the grievance cannot be resolved following the employer's procedures, the complainant shall be advised that they may follow the WtW or WIA grievance procedure. Grievances pertaining to OJT contract terms should be handled through following the process described in the Coosa Valley Regional Development Center procedures.

- c. Complaints arising against the Career Centers of the Georgia Department of Labor should be filed with the complaint specialist located within the Career Center Office.
- d. Complaints of WtW or WIA funded personnel involving the terms and conditions of employment should follow the employing agency's procedures. The procedures must be exhausted before submitting a complaint according to WtW or WIA procedures.
- e. Labor Standards Violations: Whenever participants have complaints alleging a labor standards violation, they may use the established local and State Grievance Procedures or choose to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

All other grievances of applicants, participants, One Stop partners, service providers, bidders, WtW or WIA funded staff, and other interested persons not applicable to the above categories shall follow the procedures listed below:

1. Complaints arising at the WIA-1 level must be made within one year of the alleged occurrence and must be in writing, signed by the complainant and include the following information:
 - a. the full name, telephone number (if any) and address of the person making the complaint;
 - b. the full name and address of the respondent against whom the complaint is made;
 - c. a clear and concise statement of the facts, including pertinent dates, constituting the alleged violation; and
 - d. the type of relief requested.

A request will be considered to have been filed when the reviewing authority receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

2. Offerors/bidders should submit complaints regarding the awarding of contracts within 30 days of receipt of notification in order to informally resolve their concerns in a timely manner. Offerors/bidders may appeal only if it is based on violations of specific section(s) of the pertinent Acts, Federal Regulations, or State or local procurement requirements or procedures. If informal resolution is not possible, the bidder should follow the procedures contained herein. Appeals will be reviewed strictly on the basis of adherence to established procedures, and determination of fact made during a local level review will be accepted as such.
3. Complaints must be submitted to the Executive Director, Coosa Valley Regional Development Center, P.O. Box 1798, Rome, Georgia 30162-1798.
4. The Coosa Valley RDC shall investigate the complaints and attempt to resolve the matter informally during the 30 day period between filing and hearing of a grievance and prior to the rendering of a decision.
5. If the complaint cannot be resolved informally, a hearing shall be conducted within 30 days of receipt of the complaint. When a hearing is necessary, the complainant and the respondent will be given reasonable notification by registered, or certified mail, or by hand written signature indicating receipt. This notice must include:
 - a. a statement of the date, time and place of hearing;

- b. a statement of the authority and jurisdiction under which the hearing is to be held;
 - c. a reference to the particular section of the Act, regulations, sub-grant or other contract under the Act involved;
 - d. notice to the parties of the specific charges involved;
 - e. a statement of the right of both parties to be represented by legal counsel;
 - f. an indication of the right of each party to present evidence, both written and through witnesses; and
 - g. a statement of the right of each party to cross examination.
6. A hearing can be rescheduled at the request of either party for just cause.
 7. The Executive Committee of the Northwest Georgia WIB shall select, by majority vote, the individual to serve as the hearing officer. The hearing officer should have complete independence in obtaining facts and making decisions. The hearing officer must be in a position to render decisions that are both fair and impartial. Staff and/or other parties may serve as the hearing officer. However, no WIB or staff member who has been directly involved in the events from which the complaint arose shall serve as a decision-maker in such complaints. Additionally, the individual must not be a subordinate of the grant sub-recipient staff involved in administering the program, and should not be involved in any way in the issue causing the complaint. If the complaint is against the WIB, an impartial person will be secured to serve as the hearing officer by the Chairman of the Council of Chief Elected Officials (CCEO). Impartial hearing officers shall be chosen from qualified individuals with expertise in the area from which the complaint arises. The right to an impartial decision-maker shall not be abrogated by the Northwest Georgia WIB, Coosa Valley/North Georgia CCEO, or by the CVRDC. If either party to the complaint is aware of facts or circumstances that put the designated hearing officer's independence or impartiality in question, the appointing body should be notified immediately. As appropriate, an alternate should be appointed/selected. In all cases, documentation regarding the allegation and how it was handled should be included in the file.
 8. The hearing officer, shall have the authority to direct preparation of and review a complete file on the case prior to the hearing, to regulate the course of the hearing, set the date, time and place for continued hearings; direct parties to appear at the hearing; hold hearings; receive evidence; dispose of procedural requests; consider and evaluate facts, evidence, and arguments, to determine credibility; render decisions and issue it in writing to all parties involved; and provide the complete record.
 9. The hearing officer shall conduct the hearing as specified by the Georgia Department of Labor policies and procedures. Responsibilities of the hearing officer are also specified in these policies and procedures.
 10. A complete record of the hearing shall be made and maintained for three (3) years and include the following:
 - a. all pleadings, motions and intermediate rulings;
 - b. detailed minutes or mechanical recording of the oral testimony plus all other evidence received or considered;
 - c. a statement of matters officially noted;
 - d. all staff memoranda or data submitted to the decision-maker in connection with their consideration of the case;
 - e. findings of fact based on the evidence submitted at the hearing;
 - f. notification of further appeal procedures, if applicable; and

g. final decision of the hearing officer.

11. The hearing procedure should be conducted informally consistent with the Georgia Workforce Investment Act (WIA) Workforce System Guidelines and may be terminated at any point if the parties to the hearing negotiate a written agreement that resolves the issue(s) which gave rise to the hearing as long as such agreement does not violate State or Federal law.
12. Decisions regarding the complaint shall be made not later than 60 days after filing of a grievance. The decision shall be provided to the parties by certified mail.
13. A written report of all complaints received within the Workforce Investment Act region will be filed with DOL by the 10th of the month following the report month. The report will include the name of the complainant, the name and/or organization of the respondent, the date the complaint was filed, nature of the complaint, and the resolution of the complaint (if rendered). This report will not be filed when no complaints are received during the prior month. If there are complaints or status updates on previous complaints, a report must be sent to the State by the 10th day of the month.
14. Within 30 days , the local workforce area shall offer mediation for resolution of the complaint to the complainant and notify the complainant of their right to file a complaint with the Department or with the Director of CRC and inform the complainant that this right must be exercised within 30 days after the date on which the complainant receives the notice. [37.79]

If, by the end of 30 days, the local area has not completed its processing of the complaint or has failed to notify the complainant of the resolution, the complainant or his representative may, within 30 day, file with GDOL's EO Administrator, prior to filing with the Director of CRC. Within 30 days of the 90-day period or within 120 days of the date on which the complaint was filed with the local workforce area or State, the complainant shall file with the Director of CRC.

The Director of CRC may extend the 30-day time limit for good cause show. [37.78]

The local workforce area and/or State shall notify the complainant immediately in writing upon determining that it does not have jurisdiction over the complaint. The notice shall be in writing, include reasons for determination, and state the complainant's right to file with the Director of CRC within 30 days of the notice. [37.78]

15. Local workforce area partners shall offer mediation immediately upon receipt of a formal complaint, and shall, within seven days, forward to GDOL; the name and address of the complainant, nature and basis for complaint, and the date the complaint was filed. Available information shall be entered into the Discrimination Complaint Lob and the local workforce area's EO officer shall begin to investigate and gather information regarding the complaint. The hearing date, the date the investigation was completed, the date the informal decision was issued, or the date of formal resolution and the nature of the final disposition shall be forwarded to the State EO Administrator as soon as known.

The local workforce area EO officer shall determine whether the local area has jurisdiction over the complaint, the timeliness of the complaint and the apparent merit of the complaint, and whether the allegation, if true, would violate any of the nondiscrimination and equal opportunity provisions. If not, the local workforce area is required to notify the complainant in writing. This notice of Lack of Jurisdiction must include the following:

- A statement of the reasons for that determination
- Notice that the complainant has a right to file a complaint with CRC within 60 days of the date on which the complainant receives the notice.

The local workforce area is required to conduct an investigation and issue a written Notice of Final Action no later than 90 days from the date the complaint was received. [37.30]

The grantee must make certain the complainant is aware of all processing time frames as outlined below and in the EO notice.

GOVERNOR'S REVIEW OF THE COMPLAINT

The complainant shall be informed of the right to request a review of his/her complaint by the Governor if:

- 1) the complainant does not receive a decision at the Coosa Valley WIA-1 level within 60 days of filing the complaint, or
- 2) the complainant receives a decision unsatisfactory to him/her.

The request for review should be submitted to the Commissioner, Georgia Department of Labor, 148 Andrew Young International Blvd., N.E., Suite 600, Atlanta, Georgia 30303-1751. [NOTE: For the purpose of this section, the Commissioner of the Georgia Department of Labor, or his designee, acts as the Governor's authorized representative.] The request for review of the complaint by the Governor must be filed within 10 days of receipt of the adverse decision or within 10 days from the date on which the complainant should have received a decision. The Governor will conduct a review of the complaint and issue a decision within 30 days from the date of receipt of the review request. The decision rendered by the Governor will be final. [Refer to 2(c) above for appeal procedure for disability discrimination complaints.]

U.S. DEPARTMENT OF LABOR REVIEW

The U.S. Department of Labor (USDOL) may review allegations arising through the grievance procedures when:

1. A decision on a grievance or complaint under §667.600(d) has not been reached within 60 days of receipt of the grievance or complaint or within 60 days of receipt of the request for appeal of a local level grievance and either party appeals to the Secretary of USDOL; or
2. A decision on a grievance or complaint under §667.600(d) has been reached and the party to which such decision is adverse appeals to the Secretary.

A decision on an appeal filed with USDOL must be made no later than 120 days after USDOL received the appeal.

Appeals made under (2) of this section must be filed within 60 days of the receipt of the decision being appealed. Appeals made under (1) of this section must be filed within 120 days of the filing of the grievance with the State, or the filing of the appeal of a local grievance with the State. All appeals must be submitted by certified mail, return receipt requested, to the:

Secretary of Labor
U.S. Department of Labor; ATTN: ASET
Frances Perkins Building Room N 5309
200 Constitution Avenue, NW
Washington, DC 20210.

A copy of the appeal must be simultaneously provided to the opposing party and to USDOL Region III ETA Regional Administrator.

Except for complaints arising under WIA section 184(f) or section 188, grievances or complaints made directly to the Secretary will be referred to the appropriate State or local area for resolution in accordance with this section, unless USDOL notifies the parties that it will investigate the grievance under the procedures at §667.505. Discrimination complaints brought under WIA section 188 or 29 CFR part 37 will be referred to the Director of the Civil Rights Center.

* * *

ATTACHMENT M

INFORMATION REGARDING LOBBYING

The first 2 pages of the following form, ATTACHMENT M, Information Regarding Lobbying,
are to be returned if the proposer has had Lobbying activities.

DISCLOSURE OF LOBBYING ACTIVITIES

0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U. S. C. 1352

(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report: _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 100px;">Tier, if known: _____</p> <p>Congressional District, if known: _____</p>	<p>5. If reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI):</p> <p>(attach continuation sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (Last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other: specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Service Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:</p> <p>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by title 31U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Authorized for Local Reproduction Standard Form - LLL</p>		

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
03348-0046

Authorized for Local Reproduction

Reporting Entity: _____

Page ____ of ____

INSTRUCTIONS FOR COMPLETION OF SF-LLL,
DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action identified (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contract with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

* * *

ATTACHMENT N

PERFORMANCE STANDARDS

(For Information Only - Do Not Return With Proposal)

(Refer to Next Page)

ATTACHMENT N - PERFORMANCE STANDARDS

Performance Measure	Group	Included	Numerator	Denominator
Entered Employment Rate	Adults (18 & Older) and Dislocated Workers	Those who were not employed at the date of participation	Number employed in the 1 st quarter program exit	Number who exit during the quarter
Employment Retention Rate	Adults and Dislocated Workers	Those employed in the 1 st quarter after the exit quarter	Number employed in both the 2 nd and 3 rd quarters after exit	Number who exit during the quarter
Average Six Months Earnings	Adults and Dislocated Workers	Those employed in the 1 st , 2 nd , and 3 rd quarters after the exit quarter	The total post-program earnings in quarters 2 and 3 after exit	Number of customers who exit during the quarter.
Employment and Credential Rate	Adults and Dislocated Workers	Those who received training services	Those who are employed in the 1 st quarter after exit and who receive a credential/ certificate by the end of the 3 rd quarter after exit	The number of customers who exit during the quarter.
Participant Customer Satisfaction	Adults and Dislocated Workers	Those who participated in WIA, who have exited the program and who are selected for inclusion in the survey sample	Index is calculated based on responses to three questions addressing satisfaction, expectations, and service ideal.	
Employer Customer Satisfaction	One-Stop Employer Customers	Employers who have received a completed service involving personal contact with One-Stop staff and who are selected for inclusion in the survey sample.	Index is calculated based on responses to three questions addressing satisfaction, expectations, and service ideal.	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Employment status at participation is based on information provided by the participant. 2. Credentials may be obtained during WIA participation but no later than the last day of the 3rd quarter after program exit date. 3. Only customers who received a countable service and therefore have a “date of participation” are included in performance measures. If a participant becomes institutionalized or incarcerated, is receiving medical treatment or caring for a family member, is a reservist who is called to active duty, will not voluntarily provide a Social Security Number, or dies, up through the 3rd quarter after exit, then he/she may be excluded from the performance measures. 				

ATTACHMENT O

WORK KEYS®

(For Information Only - Do Not Return with the Proposal)

In January 2007, the Governor of the State of Georgia, Sonny Purdue, implemented Georgia's "Work Ready Program". The Work Keys® System, developed by ACT, was chosen as the vehicle for Work Keys® assessments. Georgia businesses will be profiled using the Work Keys® grading scale. This will determine the skills a specific job requires in order to be performed successfully.

Individuals can take the skill assessment for Work Keys® at area technical colleges to determine their existing abilities to learn and which jobs they match with, based on their existing abilities. Each county in the State of Georgia can apply to be a "Work Ready Community".

The State declared that individuals can take the Work Keys® assessments at area technical colleges.

A list of the Work Ready Certificate Program providers for Northwest Georgia follows:

1. Appalachian Technical College, Jasper, Georgia:
2. Chattahoochee Technical College, Dallas, Georgia:
3. Coosa Valley Technical College, Rome, Georgia
4. North Metro Technical College, Acworth, Georgia
5. Northwestern Technical College, Rock Spring, Georgia
6. West Central Technical College, Waco, Georgia

For more information about the Georgia Work Ready Certificate, visit www.gaworkready.org

For more information about Work Keys® visit <http://www.act.org/workkeys>

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