WorkSource Georgia Mountains

Request for Proposals

For

TO PROVIDE OUT-OF-SCHOOL YOUTH SERVICES

UTILIZING THE WORKFORCE INNOVATIVE AND OPPORTUNITY ACT (WIOA) FUNDING

Proposal Due Date:

Duration of Proposal:  
March 1, 2017 to June 30, 2019

Funding:  
Workforce Innovation and Opportunity Act (WIOA)

Service Areas:  
Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

Services:  
Title 1 WIOA Youth Services

Target Groups for this RFP:  
Youth and Young adults in need of assistance to complete an educational or training program, with priority given to out-of-school youth and young adult high school dropouts, seeking to complete a GED and may have a criminal background or is an offender.

Equal Opportunity Employer/Program 2
Auxiliary Aids & Services are available upon request to individuals with disabilities
TDD/TTY Dial 7-1-1
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WorkSource Georgia Mountains

WIOA Title I Out-of-School Youth and Young Adult Services
Request for Proposal

Funding: Workforce Innovation and Opportunity Act (WIOA)

Service Areas: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

Target Groups: Youth and Young adults in need of assistance to complete an educational or training program, with priority given to out-of-school youth and young adults, who have dropped out of high school and who have criminal background or is an offender.

RFP Release Date: Monday, December 5, 2016
RFP Submittal Date: Friday, January 13, 2017
Youth Committee Meeting by: Georgia Mountains Board
   Approval Date: Thursday, January 26, 2017
Award Notification Date: Friday, February 3, 2017
Anticipated Contract Start Date: March 1, 2017

Please submit ONE ORIGINAL (clearly marked) proposal and attachments, and 2 copies, in a three ring binder to:

WorkSource Georgia Mountains
ATTN: Jessica Williams, Youth Department Supervisor
2481 Hilton Drive, STE 8
Gainesville, GA 30501

Or mail to:

WorkSource Georgia Mountains
ATTN: Jessica Williams, Youth Department Supervisor
PO Box 2278
Gainesville, GA 30503

All proposals are due no later than 12:00 pm on Friday, January 13, 2017

PROPOSALS RECEIVED AFTER THE DATE AND TIME WILL NOT BE ACCEPTED
NO FAXED COPIES WILL BE ACCEPTED

For questions, the point of contact on this Request for Proposal is:

Jessica Williams, Youth Department Supervisor
jwilliams@gmrc.ga.gov
PART 1 – Background and General Information

A. Overview

The Workforce Innovation and Opportunity Act of 2014 (WIOA) replaces the previous Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Rehabilitation Act of 1973, and the Wagner-Peyser Act. There have been some additions and enhancements to Youth Programming under WIOA including a 75% spending requirement for Out-of-School youth, with no less than 20% of funds spent on work-based activities, such as summer jobs, apprenticeships, on-the-job training and internships. There are now 14 program elements under WIOA.

The intent of WIOA legislation is to move away from one-time, short-term interventions for youth and toward a systematic approach that offers youth a comprehensive set of service strategies and a closer link to the labor market. In addition, the Act requires connections between youth programs and the One-Stop system providing information on the full array of appropriate services that are available to youth.

As the economy continues to recover and job growth increases, the public workforce system has a critical role to play in ensuring job seekers and employers the access to the skills they need to compete and succeed. The demand for skilled labor is projected to continue growing throughout the remainder of the decade. While the growth is concentrated in occupations that require some postsecondary education or training, those costs are rising and completion rates are falling. It has been determined that some occupational certificates that can be earned in two years have a link to higher earnings. The High Priority Performance Goal of increasing credential attainment among workforce program participants presents an opportunity for the public workforce system to expand its efforts to equip American workers for jobs in demand occupations. The current goal builds on those efforts and reinforces the workforce system’s role in generating access to training options that help workers advance along a career pathway within a specific sector or occupational field. Attainments of stackable and portable credentials, certifications or degrees are valuable assets that are recognized by employers and used in hiring decisions. The new legislation also reinforces connections with Registered Apprenticeships (RA), a proven model that provides workers with career pathways and opportunities to earn while they learn.

WorkSource Georgia Mountains Mission: To achieve sustainable economic growth and individual self-sufficiency by developing, sustaining and promoting employment resources and opportunities for all job-seekers and employers through community partnerships.

Purpose of Request for Proposal: The Georgia Mountains Workforce Development Board issues this Request for Proposal (RFP) to solicit for competitive, innovative youth workforce development program proposals for the operation of the WIOA Title I Youth and Young Adult services in one or more of the following counties of the Georgia Mountains area: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White Counties.

Proposals are being solicited for services for targeted eligible out-of-school youth and young adults ages 16-24. An out-of-school youth is an individual not attending any school (as defined by State Law), not younger than age 16 or older than age 24 and has one or more qualifying barrier as listed in Part 2, section A. This RFP is requesting services for innovative training programs for high school drop outs who have been involved in the justice system, have a criminal background or are an offender.

The Georgia Mountains area has been designated as a Local Workforce Innovation Act (LWIA) to receive funds under WIOA (Public Law 113-138). The Georgia Mountains Workforce Development Board (GMWD) has designated the Georgia Mountains Regional Commission (GMRC) as the grant recipient and administrative entity for all such funds. Contracts entered into by service providers in the area will be contracts with GMRC.

To be eligible for the Out-of-School youth services, a youth must be between the ages of 16-24, reside in the 13 county Georgia Mountain area, and meet the eligibility criteria established under WIOA (Section 129(a)(B). Youth program providers must ensure that eligible applicants who do not meet the enrollment requirements of their program or who cannot be served by their program are referred for additional assessment and to appropriate programs in order to meet their basic skills and training needs.

Information of the WIOA youth program design is outlined in Section 129(c)(2) of the Act. Included in this information are the 14 program elements. Under WIOA, local programs are required to provide all required
elements for each youth participant based on the participant’s objective assessment and Individual Service Strategy. Also required, is a 12 month follow up service for a minimum of 12 months after exiting the system.

**Strategic Plan:** WorkSource Georgia Mountains has adopted the state of Georgia’s 2016-2020 Strategic Plan that sets the direction and priorities of Georgia’s Workforce Development System. Workforce Development Board strategies are aligned with the WIOA program service delivery according to Federal regulations.

WorkSource Georgia Mountains has established a new five-year strategic plan available for public view on the GMRC website. WorkSource has aligned committee structure to that of WIOA expectations and strategic plan outcomes, along with Board members and staff, with their areas of expertise and interest.

**B. Workforce Board Roles and Responsibilities**

The Board is responsible for the workforce development system throughout the Georgia Mountains region. This system seeks to serve the needs of employers, job and training services, adults, youth, young adults, and those in most need transitioning to employment. The system should provide reliable and valid information so customers can make informed decisions about training and employment; connect customers to other service providers in the system and community; and provide quality job matching services for the job seekers and employers.

The Board has the responsibility to oversee and evaluate the Georgia Mountains career and business services integration throughout the local workforce area. The Board is committed to high quality service and continuous improvement. WorkSource Staff will be available to provide the successful proposer the technical assistance needed to achieve the highest level of performance combined with outstanding customer satisfaction.

The responsibilities of the Board include:

- Ensure that Federal and State procedures and guidelines are correctly implemented; allocate federal and state workforce development funds; and provide data and reports as needed to satisfy Federal and State systems.
- Comply with local government policies (the Workforce Development Board’s fiscal agent) and regulations; service as the convener of workforce development for the Georgia Mountains region and partner with local organizations and agencies on community needs.
- Approve customer satisfaction survey tools throughout the system and other evaluation tools; ensure quality services are being provided and continuous improvement; designate operator of career centers (one-stops); maintain a grievance procedure for customers to access if the operator grievance procedures do not produce a resolution; monitor and report on quality, performance and cost effectiveness through on-site visits, records review, evaluations, expenditure review and other methods as needed.
- Approve site location, facilities and equipment that contribute to a center for customer satisfaction; approve outreach materials funded by the Board or containing information about the Board’s programs and services; provide common name, logo, etc., to promote the identity of WorkSource Georgia Mountains and ensure connectivity between WorkSource and local and regional entities/partners such as education institutions, economic development entities, etc.
- Provide technical assistance on all policies, procedures and rules that impact the operation of centers and provide assistance as needed for compliance; develop and provide technical assistance to help operator meet quality and consistency standards as well as meet or exceed performance goals within the Georgia Mountains system; ensure compliance with all rules, regulations and procedures issued by all funding sources.
  - Roles and responsibilities are subject to change or refined as WIOA regulations are defined and finalized by the US Department of Labor.
- Ensure that administrative and programmatic cost categories are properly implemented; confirm that costs are correctly allocated to the associated funding stream; verify that WorkSource Georgia Mountains system costs are allocated according to MOU’s and contracts, and provide technical assistance to the fiscal staff.
C. Workforce Development Board – Youth Committee

The GMWD Board has established a Youth Committee. The Youth Committee, a subgroup of the Georgia Mountains Workforce Development Board, includes a Board representative, representatives from youth service agencies, public housing authorities, school systems, parent of youth participant, and a youth participant. One of the responsibilities of the Youth Committee is to develop and submit a local plan for serving youth and identify eligible youth training providers through a competitive process.

The Georgia Mountains Workforce Development Board reserves the right to make changes to youth programming according to regulation changes through State Legislation, or other guidance provided by State or Federal Government regarding implementation of the Workforce Innovation and Opportunity Act of 2014.

The intent of solicitation of this RFP is for Out-of-School Youth programming under WIOA.

D. Definitions (as used herein):
   a. The term “GMWD” or “GMWDB” means the Georgia Mountains Workforce Development Board
   b. The term “GMRC” means the Georgia Mountains Regional Commission. “WIOA staff” means the staff of the GMRC.
   c. The term “solicitation” or “RFP” means this Request for Proposal, indicating a competitive procurement is advertised.
   d. The terms “offer”, “bid” and “proposal” mean the response to this RFP. “Offeror”, “Proposer” and “Bidder” refer to the organization submitting the response.
   e. The terms “Service Provider” and “Contractor” refer to a successful offeror selected by the GMWD Board that has entered into a contract with GMRC to provide services to eligible participants.
   f. The term “LWIA” means Local Workforce Investment Area.

E. Type of Contract, Contract Award and Funding Level

Proposers must propose a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a maximum amount that the service provider may not exceed (except at service provider’s risk) unless the awarding party agrees to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the service provider in carrying out the services. The service provider will be reimbursed for actual expenses according to the approved line item budget.

Proposals will be reviewed and awarded by an evaluation review criteria (“Proposal Evaluation Rating Sheet”, pages 20-22). The initial contract term is one year, beginning March 1, 2017 and ending June 30, 2018. Activities are expected to begin March 1, 2017. At the end of June 30, 2018, the GMWD may approve a two-year extension.

Proposers should submit Youth and Young Adult service detailed, estimated costs for each category for the contract period beginning March 1, 2017 and ending June 30, 2017; and period beginning July 1, 2017, ending June 30, 2018. This amount is intended as a guideline for proposers and is subject to negotiation.

Proposed budgets must be reasonable based on proposed staffing, youth service levels, and youth service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on lowest proposed cost. Revisions and negotiations of final contract budgets may be required.

Service providers must accept liability for all aspects of any services conducted under contract with the GMWD Board. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Reductions in funding level of any contract resulting from this solicitation process may be considered during the contract period when a service provider fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
F. Right of Non-Commitment or Rejection

This solicitation does not commit the GMWD Board to award a grant, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services. The Board reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based on price alone. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. The GMWD Board reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel any part of this RFP if it is in the best interest of the GMWD Board to do so.

G. Eligible Contractor

Any governmental, educational or not for profit organization or agency engaged in a public service may apply. Private for profit organizations engaged in providing employment and training and educational opportunities for eligible youth and young adults, may apply.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Outstanding monitoring, Audit or Legal Concerns – Proposers must disclose and rectify any outstanding monitoring and/or audit concerns from any of the proposer’s other contracts prior to receiving a contract resulting from this RFP. Proposers must also disclose legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principles.

Proposers are expected to have the knowledge and expertise in management and administration, a professional staff, and the administrative and fiscal management systems to accomplish the scope of work, goals and objectives stated in this RFP, and must meet high standards of public service.
Part 2 – Scope of Work and Youth Program Operations

A. Georgia Mountains Workforce Development Board Service Eligibility Requirements

In order to receive services under the youth funding stream, an individual must meet the eligibility requirements below:

Eligibility Criteria for Title I WIOA Youth and Young Adults:

The selected proposer may use youth funds to provide services for out-of-school youth and young adults between the ages of 16-24, that meet the federal WIOA eligibility criteria. Suitability factors should also be considered when making a determination for enrollment. (Suitability procedures included in Attachment F)

Funding allocations will be distributed with the goal of seventy-five percent (75%) of youth funding to be expended serving eligible out-of-school youth and young adults across the region; therefore, proposal responses should be designed with a focus of meeting the needs of out-of-school youth.

Out-of-School Youth is defined as an individual who is not attending any school and is between the ages of 16-24 and exhibits a barrier to employment or education:

For the purposes of this RFP, the barrier eligibility will be for a targeted population. The targeted population includes young adults seeking to obtain a GED and have documented criminal background through Juvenile Justice System or through Corrections as an adult, or is an offender.

B. WIOA Expanded Work Experience Focus

WIOA section 129 (c) (4) prioritizes work experiences with the requirement that local areas must spend minimum 20 percent of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The GMWD Board encourages proposers to coordinate work experiences with career pathways, summer employment and with other youth serving organizations and agencies such as but not limited to Temporary Assistance for Needy Families, Community Services Block Grant and Community Development Block Grant.; coordinating with other agencies to strengthen local summer job efforts.

A minimum amount of 20 percent (20%) of WIOA Youth funds shall be used for paid work experience (includes OJT, work experience, limited internships, and apprenticeships).

C. Program Design

It is the goal of the WorkSource Georgia Mountains youth program to provide services to enable youth and young adults to be work-ready, prepared for their future, and become self-sufficient. Services should provide access to completion of GED, opportunity for work experience as defined below, and/or training leading to a credential in an approved, high demand field.

WIOA requires the following fourteen (14) elements to support the success of youth and young adults. While every youth or young adult may not need every element, providers are required to either provide or connect youth to organizations that meet their identified needs. Proposers must include an initial plan of how the following elements will be addressed (Attachment F).

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of a school diploma or its recognized postsecondary credential;
2. **Alternative secondary school services, or dropout recovery services**, as appropriate for the individual;

3. **Paid and unpaid work experiences that have academic and occupational education as a component of the work experience**, which may include the following:
   a. Summer employment opportunities and other employment opportunities available throughout the school year;
   b. Pre-apprenticeship programs;
   c. Internships and job-shadowing; and
   d. On-the-job training opportunities;

Work experience is a planned, structured learning experience that takes place in a workplace for a given time period and may be in private-for-profit sector, the non-profit sector, or the public sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the registrant with the opportunities for career exploration and skill development and not to benefit the employer, although the employer may benefit from activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include instruction in employability skills or generic workplace skills.

Activities **must** comply with Fair Labor Standards Act especially as relating to hours, wages and productive work. Work experience sites must also comply with Federal and State Child Labor Laws, whichever is more restrictive.

**Note:** No less than 20% of the local area’s total youth funds must be committed to these activities for participants.

4. **Occupational skills training**, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, as the Local Board has determined. These programs must meet the quality criteria described in WIOA, section 123;

5. **Education offered concurrently with and in the same context as workforce preparation activities and training** for a specific occupation or occupational cluster;

6. **Leadership development opportunities**, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors; Some examples may include:
   a. Exposure to post-secondary educational opportunities;
   b. Community and service learning projects;
   c. Peer-centered activities; including peer mentoring and tutoring;
   d. Organizational and team work training,
   e. Training in decision-making, determining priority
   f. Employability skills and work behavior training;
   g. Positive social behaviors, including positive attitudinal development, self-esteem building, cultural diversity training and conflict resolution.

7. **Supportive services** necessary to enable an individual to participate in WIOA may include the following:
   a. Links to community services/resources;
   b. Assistance with transportation costs (according to area’s supportive service polices);
   c. Assistance with child care and dependent care costs (according to area’s supportive service policies);
   d. Referrals to medical services;

**Supportive services should only be provided to the extent that services are not available from another source.**

8. **Adult mentoring** for a period of participation and a subsequent period for a total of no less than 12 months. Adult mentoring is the pairing of a youth with a caring adult in a one-on-one relationship, to
challenge the youth to do well, give experience of a working environment, and help youth make connections between school and work;

9. **Follow-up services for not less than 12 months** after the completion of participation, as appropriate, and may include:
   a. Tracking the progress of youth in employment after training services, which may include regular contact with youth and addressing work related issues
   b. Work related peer support groups;
   c. Adult mentoring;
   d. Leadership development opportunities;
   e. Assistance in obtaining better paying jobs and career development;

10. **Comprehensive guidance and counseling**, which may include referrals to counseling as deemed necessary for an individual youth, as well as drug and alcohol abuse counseling;

11. **Financial literacy education** to introduce and guide youth to money management, credit, debt management and future planning;

12. **Entrepreneurial skills training** to guide youth in the skills necessary in building their own business;

13. **Services that provide labor market and employment information** about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration;

14. **Activities that help youth prepare for transition to post-secondary education and training.**

Bidders must propose to provide activities to include all fourteen (14) elements as deemed appropriate to the targeted population needs.

Local programs have the discretion to determine what specific services should be provided to an enrolled youth as determined and reflected in the objective assessment and individual service plan.

WorkSource reserves the right to negotiate additional services not included in the original proposal with proposers selected for funding.

Proposers are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage and sustain out-of-school youth in successful completion of WIOA services.

**D. Program Service Outline** – Employment training for Youth/Young Adults with a criminal record or is an offender.

   a. Provide comprehensive soft skills, work skills and work ethic training. This training may require an on-site mentor/job coach when necessary. Training should include communication skills, decision-making skills, team building, time management and attendance, as well as quality of work
   b. Provide location for on-site, hands-on work skills training and a structured training environment.
   c. Provide opportunities for job placement, to include job application and interview skills training, resume building, and training in proper work attire and hygiene
   d. Provide work assessments and evaluations for individual employment training progress
   e. Opportunities for possible certificate or credential in a high demand training

*(Soft skills and work skills are important to obtaining and sustaining employment. Training for these skills is essential to the program service outline and will be a determinant for grant awards.)*

**E. Additional Activities to be included:**

   a. **Recruitment** – develop and implement recruitment strategies for out-of-school youth with the assistance of WIOA staff.
   b. **Eligibility determination** – provider must ensure that participants are WIOA eligible. Eligibility will be reviewed by WIOA staff member and will be entered into the VOS data system.
   c. **Objective Assessment at Intake** – This process may include career and skills assessments as well as literacy and computation assessments. WorkSource Georgia Mountains area assesses literacy and
computation skills through the TABE. This process will also include supportive service needs and examine capabilities and needs.

d. **Remediation Requirements** – All WIOA enrolled participants who are dropouts and/or identified as basic skills deficient must receive some type of basic skills training (either WIOA funded or otherwise) which is, under ideal circumstances, integrated with occupational skills training and taught in a functionally applied context related to the occupation in which training is occurring.

e. **Other innovative programs** – we encourage innovative programs that will fall in the parameters of WIOA requirements and guidelines.

**F. Performance Measures** (WIOA Section 116(b)(2)(A)(ii)

a. Percentage in employment/education/training – measures percentage of program participants who are in education or training or employment during the second quarter after exit from the program.

b. Retention in employment/education/training – measures percentage of program participants who are in education or training or employment during the fourth quarter after exit from the program.

c. Earnings (median) – measures median earnings in the second quarter after exit from the program.

d. Credential rate – measures post-secondary credential attainment and high school completion during participation in the program or within one year after exit.

e. In program skills gain – measures the percentage of participants who are in education or training programs that lead to a recognized post-secondary credential or employment and who are achieving measurable skills gain during a program year.

Documented progress may include:

- Achievement of at least one educational functioning level
- Attainment of a High School Diploma or equivalent
- Transcript or report card for post-secondary education for one academic year
- Satisfactory or better progress report towards established milestones from an employer who is providing training (OJT)
- Successful completion of an exam that is required for a particular occupation
- Measurable observable performance based on industry standards
- Measure is not exit based

The successful proposer will be responsible for meeting all performance measures as laid out by USDOL according to negotiated local area performance standard for attainment. (These goals have not been determined for 2016-2017)

**G. Individual Employment Plan** – WIOA service providers will be required to complete an Individual Employment Plan (IEP), to include an Individual Service Strategy for each eligible participant.

The IEP is intended to provide in-depth information about a youth, both history and present circumstances, in order to create a plan of action agreed upon by both the young person and service provider. The IEP should be flexible and responsive to the changing needs of the youth as they move through the WIOA program. Each IEP will outline the appropriate mix and sequence of services, indicate the rationale for services, and include appropriate achievement objectives and expected timeframes.

Each participant’s IEP will define an educational goal, basic skills goal (as needed), selected learning objectives and define preparation for unsubsidized employment. The goals included in the IEP should be clear and realistic goals for education, employment and continued learning and development, including leadership development. These goals should be based on objective assessment results.

**H. Non-discrimination Policy**

No individual will be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program based on race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.
Part 3 – SERVICE PROVIDER RESPONSIBILITIES

A. Contract with the local GMWDB administrative entity and comply with the terms and conditions of that contract for the delivery of services.

B. Cooperate with the GMWDB and the Youth Committee in the development and implementation of the WIOA youth services system in the local GMWDB service area.

C. Collaborate with local organizations serving youth and/or any mandated by the local GMWDB.

D. General Requirements
   a. No funds provided under the Act shall be used, or proposed for use, to encourage or to induce the relocation of an establishment, or part thereof, that results in the loss of employment for any employee of such establishment at the original location. [181.301(d)(1)]
   b. Contractors shall ensure 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 WIOA funds if a conflict of interest, real or apparent, would be involved. [667.200(4)(i)(ii)]
   c. Applicants must be determined eligible by the provider in accordance with the criteria and procedures provided by GMWDB.
   d. All employees working with youth participants must undergo criminal record/background check. These results must be maintained in employees' files.
   e. The proposer must certify the organization/agency 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 (Attachment B), which will become part of the contract should the contract be awarded.
   f. All subcontracts anticipated for delivery or services must be included in the proposal. Any party which is debarred or suspended or is otherwise excluded from participation in Federal Assistance programs will not be approved as a subcontractor.
   g. Contractors must provide all registration, change of status, and/or exit forms from WIOA participants under the guidelines established by the GMWDB.
   h. Contractors shall coordinate with other area service providers through referral, information sharing and attendance at coordination meetings.
   i. Grievances procedures for GMWDB are included as Attachment K. All grievances arising out of the GMWDB area 2 must be filed in accordance with these procedures.

   Detailed invoicing procedures and required forms will be provided by the GMRC. Projects must have procedures to document and generally submit monthly requests for payment, by title to GMRC finance department according to payment procedures established by GMRC.

   j. Programs and projects must be operated in accordance with the Workforce Innovation and Opportunity Act (Public Law 113-138) and applicable federal regulations (20 CFR 652) revisions/amendments to such Act and Regulations and State and local manuals which may be made available for review.

   k. All proposed budget items must be designated to type of funding, such as administrative or program. If administrative funds are not requested in proposal, the source of funds should be specified.

   l. The contract awarded will be on a negotiated, cost reimbursement basis.

   m. WIOA funds dispersed to the contractor must be used for WIOA grant or sub-grant and title’s purposes only, under the terms and conditions applicable to the title funds, or must be returned to GMRC.
E. Monitoring procedure –
   a. In accordance with Georgia Mountains WIOA Financial Policies and Procedures and the WIOA regulations, and in accordance with the General Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities and Functions, WIOA contracted staff must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts.
   b. Selected contractors must agree to maintain an auditable fiscal system and to submit, within 180 days of the close of the fiscal year, the most recent and compliance audit to the GMRC.

F. Records Retention – the following records and documents must be maintained for WIOA-funded participants and employees. They must be available for monitoring and review by the GMRC/WDB and must be retained, subject to audit for seven (7) years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the service provider is required to retain records after the seven (7) year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable.
   a. General ledger or equivalent
   b. Cash receipts and cash disbursements journals/reports or equivalent
   c. Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed
   d. All contracts with the GMRC/WDB including all amendments
   e. All financial reports and documentation supporting requests for reimbursement
   f. Payroll records
   g. Invoices and/or supporting data for non-payroll disbursements
   h. Customer records including participant data forms, verification/documentation of outcomes
   i. Any other financial records or documents requested by the GMRC

G. Insurance Requirements - Proof of insurance is not a requirement for the submission of a proposal; however, successful proposers may be required to obtain all insurances required by the GMRC to support specific activities including certificates of liability and workers’ compensation insurance coverage must be secured for WIOA participants in work experience and paid internships

H. The U.S. Department of Labor requires that all income generated under any WIOA contract shall be reported and used to further program objectives. Any organizations proposing program income must provide a set of measurable deliverables. Program income is required to be spent prior to the use of WIOA funds.

I. Authority to Re-Capture and Re-Distribute Funds – The GMRC/WDB has the authority to re-capture and re-distribute funds based on the following criteria not being met.
   a. Staffing levels
   b. Enrollments
   c. Caseloads
   d. Spending levels

J. Wage and Labor, Health and Safety Standards – Participants employed in work-related activities under WIOA must be compensated in accordance with applicable laws, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law.

K. Program Planning
   The operation and performance of all programs will be in accordance with section 113-138 of the Workforce Innovation and Opportunity Act, as amended and the implementing of federal regulations. All proposers are encouraged to become familiar with the WIOA regulations.
1. The target groups include:
   a. Deficient in basic literacy skills
   b. High School dropout
   c. Homeless, runaway, or foster child
   d. Pregnant or parenting
   e. Individuals (including youth with disabilities) who require additional assistance to complete an educational program or to secure and hold employment (refer to local policies)
   f. Offender

2. Providers must serve eligible youth ages 16 through 24.

3. Proposers are encouraged to work with partners and community resources that can provide supplemental funding or in kind assistance in contemplating rent space for projects and other services for youth.

4. Proposers should read Part 9A, Proposal Evaluation Criteria. This includes a rating sheet, as well as the rating reference and guidelines.

5. Working Hours and Holidays should be established in a way that will best serve participants and employers. Extended holiday periods will not be permitted where participants may be left without needed services.

L. Allowable Costs
   a. Proposers may request reimbursement for the employer’s share of staff deductions
   b. Specific documentation must be maintained and submitted to back-up requests for reimbursement of all program costs.
   c. Contractor is responsible for paying all program costs and may request reimbursement of program costs at the end of each month. Requests for reimbursement should be completed on a standard GMRC invoice which will be provided in the contract package.
   d. All contractors and subcontractors will be required to comply with the Georgia Illegal Immigration Reform and Enforcement Act. E-verify must be used on all employees, including participants in work experience, paid internships or any other service requiring wages paid.
Part 4 – INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS

A. Proposals and modifications to proposals shall be enclosed in sealed envelopes and addressed to the office specified below. The envelope must show the name and address of the bidder and clearly state that the packet is a “WIOA Out-of-School Proposal PY 2016”.

All proposals or modifications should be addressed to:

Georgia Mountains Workforce Development Board  
c/o Jessica Williams  
2481 Hilton Drive, STE 8  
Gainesville, GA 30501

B. All offers must be received at the above address by 12:00 pm, Eastern Standard Time, on Friday, January 13, 2017.

C. In order to accomplish fair and uniform review, proposers are to submit one (1) original (clearly marked) in a three ring binder, with original signatures and three (3) copies. All proposals must be signed and dated by a representative authorized to commit to proposal provisions. Unsigned proposals may be rejected or deem non responsive.

D. Proposers who hand-deliver their bids should obtain the signature of the receiving party on a receipt that indicates date, and time of delivery. The delivery will be logged by WIOA staff member.

E. Proposers who choose to mail their offers should obtain a receipt that records the exact time and date that the offer was mailed or assigned to the delivery service. Such documentation will be essential in the event the offer is received after the submission deadline.

F. Proposals should be submitted with Attachment A as the first page, in a three binder with tab dividers by section. Font size should be no less than 12 point and should be single sided pages. Faxed proposals will not be accepted.
Part 5 – AWARDS OF CONTRACTS

A. GMWD staff will evaluate proposals and make available, if requested, the evaluation and summary information in the proposals to the Youth Committee and the GMWDB. The GMWDB may award contracts based on this proposal or it may solicit new proposals. The proposing agency’s official contact person will be notified of any information.

B. Initially, proposals will be evaluated for responsiveness using the Proposal Responsiveness Checklist which is Part 7 of this proposal package. Only responsive proposals will receive further consideration. Proposals will then be considered for competitiveness using the Proposal Review Evaluation Criteria in Part 9 of this proposal package.

C. The Georgia Mountains Workforce Development Board adheres to a Conflict of Interest policy forbidding any member of the GMWD or Council of Chief Elected Officials, Administrative Staff, or other persons involved in WIOA-funded activity from (1) receiving monetary benefit from suppliers or potential suppliers or (2) participating in the selection, award, or administration or a procurement supported by WIOA 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 will soon employ any of those persons, has any financial or material interest in any organization that may be considered for an award.

D. GMRC as the Grant Sub-recipient for WIOA funding, 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 GMWDB to do so.

E. Due to the comprehensive nature of the WIOA services and the time necessary to achieve performance goals, contracts will be awarded for the first year, and may be amended to continue another two (2) years, for a total of three (3) years. In addition, GMRC reserves the right to reissue or require a new bid from contractors if (1) performance/financial capability warrants this; (2) new laws, regulations, etc. (3) the GMWDB desires to change the program mix or design.

F. For purposes of this proposal, proposers should submit a budget for the first year and estimates for the second and third year funding needs. These estimated budgets may be negotiated prior to each new program year as well as financial capability determined.
Part 6 – Application Format

Information to be completed by proposers begins on page 23, Attachment A, of this package.

Applications for the local WIOA funds must be assembled using the following format:

A. **Contract Information Sheet:**

   Complete and attach the Contract Information Sheet (Attachment A). The total amounts requested should be the same on Attachments A and I.

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 Development Training Contractors:**

   Sign and attach Assurances (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 Description of Need Form (Attachment F).

G. **Project Information:**

   a. Complete and attach Project Description Form (Attachment G)
   b. Complete and attach Project Implementation Schedule (Attachment G-1)

H. **Organizational Information Form:**

   Complete and attach Organizational Information Form (Attachment H).

I. **Budget Information:**

   a. Complete and attach the Detailed Budget (Attachment I) and Budget Narrative (Attachment I-1). Any costs which will be funded through non-WIOA funds as the result of collaborating with other agencies should also be addressed in detail on the Budget Narrative.
   b. Complete Budget Estimates for Years 2 and 3, if applicable (Attachment I-2).
   c. Attachment I-3 contains instructions for the Detailed Budget and Budget Narrative. Instructions should be followed closely to ensure that all requirements for the Detailed Budget and Budget Narrative are complete. Dollar amounts should be rounded to the highest whole number. Do not include cents.
Proposer Responsiveness Checklist

Proposal is Responsive:  YES ____  No ____

PROPOSER: ______________________________________________

Any “no” response deems this proposal non-responsive and excludes it from further consideration for funding at this time.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Proposer met due date and time.</td>
<td>___</td>
</tr>
<tr>
<td>B.</td>
<td>Proposer submitted an original and number of copies as specified in proposal request package. (Original and 3 copies)</td>
<td>___</td>
</tr>
<tr>
<td>C.</td>
<td>All required signatures by the proposer’s legal signatory official were contained in the proposal submitted. (Attachments A, B, C, D)</td>
<td>___</td>
</tr>
</tbody>
</table>

For GMWD use only:

Signature of Reviewer ________________________________ Date ______________
Financial Capability Checklist

PROPOSER:

*Items listed below 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 information.*

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

*For GMWD use only:*

Signature of Reviewer_____________________________ Date ______________
## Proposal Evaluation Rating Sheet

**Bidder’s Name:** __________________________  **Project/Activity:** ____________________

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>0-5 RATING</th>
<th>X WEIGHT</th>
<th>= TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience and evident capability of the bidder to perform the work described, including background of the bidder’s organization.</td>
<td>5</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>2. Degree to which bidder demonstrates an understanding of program and activity objectives of RFP based on description of program design, curriculum and coordination linkages.</td>
<td>5</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>3. Bidder proposes outcomes which appear achievable for the specified target groups.</td>
<td>5</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>4. Bidder proposes an innovative program design which addresses employment and educational barriers of the target groups.</td>
<td>5</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5. Relative cost advantage</td>
<td>5</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>6. Degree to which bidder has demonstrated financial capability.</td>
<td>5</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>7. Bidder proposes to deliver services in multiple counties.</td>
<td>5</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Points _______________**

___________________________________
**Review Panel Member Signature and Date**
## Proposal Evaluation Criteria

0 – 5 Rating References and Guidelines

### 1. Experiences and evident capability of the bidder to perform the work described, including the background of the bidder’s organization:

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Consistently exceeds contractually required outcomes and performance standards as demonstrated by success for one or more years.</td>
</tr>
<tr>
<td>4</td>
<td>Met required outcomes and performance standards during prior program years.</td>
</tr>
<tr>
<td>3</td>
<td>No prior WIA/WIOA experience, however, bidder has demonstrated relative experience and evident capability of the organization to perform the required work.</td>
</tr>
<tr>
<td>1</td>
<td>Sporadic ability in satisfying required outcomes.</td>
</tr>
<tr>
<td>0</td>
<td>Consistent failure to meet performance expectations.</td>
</tr>
</tbody>
</table>

### 2. Degree to which bidder demonstrates an understanding of program and activity objectives of RFP based on description of program design and coordination linkages:

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Curriculum fully described and outlined in weekly format. Coordination with at least three organizations is fully described. Bidder addresses all fourteen (14) program elements.</td>
</tr>
<tr>
<td>4</td>
<td>Curriculum appropriately described and outlined in weekly format. Coordination with at least two (2) other organizations described.</td>
</tr>
<tr>
<td>3</td>
<td>Curriculum adequately described, coordination with at least one other organization described.</td>
</tr>
<tr>
<td>2</td>
<td>Curriculum and coordination described appear to be suitable and appropriate.</td>
</tr>
<tr>
<td>1</td>
<td>Overall program design described, but somewhat inadequate detail.</td>
</tr>
<tr>
<td>0</td>
<td>Insufficient information available or unsuitable program design.</td>
</tr>
</tbody>
</table>

### 3. Bidder proposes outcomes which appear achievable for specified target groups.

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Proposes at least 2 outcomes and presents a credible method for achieving the outcomes. Target groups identified in proposal addressed.</td>
</tr>
<tr>
<td>3</td>
<td>Proposes at least 1 outcome and presents a credible method for achieving the outcome. Target groups identified in proposal addressed.</td>
</tr>
<tr>
<td>1</td>
<td>Proposes vague outcomes. Proposal target groups not addressed.</td>
</tr>
</tbody>
</table>
4. Bidder proposes an innovative program design which addresses employment and educational barriers of the target groups.

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Identified target group with exceptionally innovative program design. Program design indicates high probability of obtaining outcomes. Bidder proposes to serve more than one target group.</td>
</tr>
<tr>
<td>3</td>
<td>Identified target group with moderate innovative program design. Program design indicates moderate probability of obtaining outcomes. Bidder proposes to serve only one target group.</td>
</tr>
<tr>
<td>1</td>
<td>Identified target group with little innovative program design. Program design doesn’t indicate likelihood of obtaining outcomes.</td>
</tr>
</tbody>
</table>

5. Relative cost advantage.

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Appears to be a bargain for training/services offered.</td>
</tr>
<tr>
<td>3</td>
<td>Cost seems competitive and reasonable for services offered.</td>
</tr>
<tr>
<td>1</td>
<td>Cost seems unreasonable for training/services offered.</td>
</tr>
</tbody>
</table>

6. Degree to which bidder has determined financial capability.

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Bidder has previously been able to obtain liability bonding. A review of financial statements/audits demonstrates stability and all state criteria regarding financial capability have been satisfied.</td>
</tr>
<tr>
<td>3</td>
<td>Bidder has previously been able to obtain liability bonding, a review of financial statements/audits demonstrates stability and not all state criteria regarding financial capability have been satisfied at the time of review.</td>
</tr>
<tr>
<td>1</td>
<td>Insufficient information provided or obtained to satisfy expectations and/or the bid is not supported by a credible method for achieving financial capability expectations.</td>
</tr>
</tbody>
</table>

7. Bidder proposes to deliver services in multiple counties. *

<table>
<thead>
<tr>
<th>Rating Reference</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Bidder proposes to deliver services in multiple counties.</td>
</tr>
<tr>
<td>0</td>
<td>Bidder proposes not to deliver services in multiple counties.</td>
</tr>
</tbody>
</table>

*Rating may be adjusted dependent upon type of program/activity offered.
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<tr>
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</tr>
<tr>
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<td></td>
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<tr>
<td>Additional Services</td>
<td></td>
</tr>
<tr>
<td>Review and Retention</td>
<td></td>
</tr>
<tr>
<td>Linkages and Coordination</td>
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<tr>
<td>Suitability</td>
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</tr>
<tr>
<td>Eligibility</td>
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</tr>
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<td></td>
</tr>
<tr>
<td>I-2 – <em>Budget for Year Two and Three</em></td>
<td></td>
</tr>
<tr>
<td>I-3 – <em>Detailed Budget and Budget Narrative Instructions</em></td>
<td></td>
</tr>
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<td></td>
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<tr>
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</tr>
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<td>50-54</td>
</tr>
</tbody>
</table>
Attachment A

PY 2016 WIOA Youth and Young Adult Services
Contract Information Cover Sheet
RFP Response Package Cover Sheet

Organization/Agency Name:_________________________________________________________

Address:______________________________________________________________________
Street                                                                                      City                            State        Zip

Mailing Address (if different from above):
____________________________________________________________ _________________
Street                                                                                         City                               State                Zip

Contact Person(s):____________________________________________________ ____________

Title of Contact Person(s):_______________________________________________ ____________

Telephone Number(s):_____________________________________________________________

Fax: ______________________   E-mail Address:______________________________________ 

Check the box that appropriately describes your organization:

☐ Unit of Local Government  ☐ Private Non-Profit Organization
☐ For Profit Organization     ☐ Other ____________________________

Check the counties and indicate anticipated number of participants to be served:

☐ Banks ___        ☐ Dawson___        ☐ Forsyth ___        ☐ Franklin ___
☐ Habersham ___  ☐ Hall ___         ☐ Hart ___               ☐ Lumpkin ___
☐ Rabun ___       ☐ Stephens ___      ☐ Towns ___            ☐ Union ___
☐ White ___

Project Goals for Performance (Refer to page 13 section E)

<table>
<thead>
<tr>
<th>WIOA Performance Measure</th>
<th>GMWDB Goal 2017</th>
<th>Service Provider Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
<td>79%</td>
<td></td>
</tr>
<tr>
<td>Employment Rate 4th Quarter After Exit</td>
<td>81%</td>
<td></td>
</tr>
<tr>
<td>Credential Attainment within 4 quarters After Exit</td>
<td>65%</td>
<td></td>
</tr>
<tr>
<td>In Program Skills Gain</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

Summary or Proposed Budget

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost per Registrant</td>
<td></td>
</tr>
<tr>
<td>Total number youth/young adults to be served</td>
<td></td>
</tr>
<tr>
<td>Total Cost of Proposed Program</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Legal Signatory: ________________________________ Date: _______________

Printed or typed name of Legal Signatory: ____________________________________________
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, Registrants’ 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 registrant shall attach an explanation to this proposal.

<table>
<thead>
<tr>
<th>Name and Title of Authorized Representative</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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," "participant," "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 participant in a covered transaction may rely upon a certification of a prospective participant 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 participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant 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 participant 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 participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily 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
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT BOARD
ASSURANCES FOR WIOA TRAINING CONTRACTORS

The applicant assures the GMRC Workforce Development Board that projects funded under the provisions of the Workforce Innovation and Opportunity Act (PL 113-138) 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 Georgia Mountains Workforce Development Board; and administrative issuances by the Georgia Department of Economic Development WFD and GMRC. 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 provide GMRC certification of time and attendance of WIOA registrants, training plans and other information as required.

3. It will allow staff members to attend training sessions held by GMRC to familiarize the applicant’s staff with WIOA provisions.

4. It will refer potential registrants to the area intake center for proper completion of the intake process unless specifically awarded a contract including eligibility determination.

5. 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.

6. Affirmative action assurance that the bidder will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014 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.

7. 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 WIOA employment activity if a member of that person’s immediate family is engaged in an administrative capacity for the employing agency.

8. 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.

9. 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 Economic Development WFD, GMRC, the Workforce Development Board for Georgia Mountains or the Georgia Mountains 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.

10. 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 Northeast Georgia Workforce Investment Board against loss of such funds.

11. No WIOA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with government-wide drug free workplace requirements codified in the DOL Regulations at 29CFR, part 98.

12. The information provided by the 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
Program/Title

Name of Certifying Official                  Signature

Date

*Note: “All” is expected to be clarified in the Final Rule to show that it applies to covered contract/grant transactions over $100,000 (per OMB).
ATTACHMENT E

EXECUTIVE SUMMARY

Instructions: Provide a concise summary highlighting each of the following areas:

A. Highlight organization’s qualifications (capability and demonstrated performance) for delivering WIOA-funded services for youth.

B. Discuss relationships with businesses that will be the key to providing work-related services for youth in the WIOA program.

C. Give an overview of plans and strategies to achieve the Georgia Mountains Workforce Development Board WIOA Performance Measures.
ATTACHMENT F

INNOVATIVE YOUTH AND YOUNG ADULT SERVICES PLAN OF WORK

Program Start-up

Instructions: Describe in detail, how your organization plans to address the following:

1. Provide a plan and schedule for addressing start-up priorities including:
   a. Training staff (may involve working with GMWDB staff)
   b. Marketing WIOA program in your community
   c. Transitioning current WIOA youth (if applicable)
   d. Establishing/expanding working relationship with GMWD
   e. Record keeping system

Recruitment

Instructions: Recruitment is vital to the success of the WIOA program. Describe in detail how you plan to address the following:

2. What plan does your organization have for recruiting eligible out-of-school youth and young adults for the WIOA program?

Assessments

Instructions: The issuance of an objective assessment of the skill levels and service needs of youth and young adult customers is a required component of the WIOA program. Describe in detail how your organization plans to address the following:

3. How will intake process take place? (if applicable)
4. Describe your approach to assessing youth and young adults, what instruments will be used?
5. Who will administer and interpret assessment test results?
6. How will assessment results be used to determine appropriate services and identify needs?

Career Exploration

Instructions: Describe in detail how your organization plans to address the following:

7. How does your organization plan to promote informed career decision making?
8. How does your organization plan to provide soft skills training?

Required Program Elements

Instructions: WIOA legislation mandates that specific program elements must be included in the program design. These services may be offered directly through services provision, through partnerships with other organizations, or by referral when appropriate per WIOA Regulations 681.460. Describe in detail how your organization plans to address the following:
9. How are the 14 elements supported through your project design? What are the specific activities proposed for each element? Describe activities offered (as applicable) under each element:
   a. Tutoring, study skills training, instruction, and evidenced-based dropout prevention and recovery strategies.
   b. Alternative Secondary School Services
   c. Paid and unpaid work experience which may include summer employment and other employment opportunities available, apprenticeship programs, internships, and job shadowing, and on-the-job training opportunities
   d. Occupational skills training for training programs that lead to recognized postsecondary credentials that are aligned with the in demand industry sectors or occupations in the local area involved
   e. Education offered as workforce preparation activities and training
   f. Leadership Development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic events
   g. Supportive Services
   h. Adult mentoring for the period of participation for a total of nothing less than 12 months
   i. Follow-up services for nothing less than 12 months after completion of participation
   j. Comprehensive Guidance and Counseling which may include drug and alcohol abuse counseling and referral
   k. Financial Literacy Education
   l. Entrepreneurial Skills training
   m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career counseling, and career exploration services
   n. Activities that help youth prepare for transition to postsecondary

**Work Related Training**

Instructions: Work readiness is at the core of a successful WIOA program. Describe in detail how you plan to address the following:

10. Indicate how your organization will make on-the-job training available to participants

11. Describe how your organization plans to provide work readiness activities that broaden youth’s exposure to a variety of occupations (with emphasis on high growth occupations)

**Incentives**

12. Define program support that will help youth successfully achieve personal goals and WIOA performance Measures for Youth.

13. Describe incentives that will help youth successfully achieve personal goals and WIOA Performance Measures for Youth.

14. How will your organization promote success stories of participants, both internally and externally?

**Additional Services**

Instructions: Your organization may decide to provide other useful activities that may not fall directly under the fourteen (14) program elements. Such activities will not be accepted in lieu of providing the fourteen (14) program elements. Describe in detail your response to the following:

15. List all additional services/activities to be provided by your organization using WIOA Youth funds. Provide a detailed description of each.

16. How does your organization plan to educate/train the youth beyond GED/HS diploma in order to move them beyond minimum wage?

17. How does your organization plan to deal with participants that may exhibit excessive behavioral issues?
18. In dealing with the especially hard to serve youth participant, how will your organization work to ensure a positive performance outcome for the youth participant in question?

**Review and Retention**

Instructions: Describe in detail how you plan to address the following:

19. Describe on-going procedures for periodic review and/or measurement of participant progress.

20. Describe retention strategies for youth that will be implemented to increase the likelihood that youth will actively participate in needed activities over time (especially those activities that are remedial/academic in nature), and will successfully achieve personal goals and WIOA Performance Measures for youth.

**Linkages and Coordination**

21. Describe strategies/procedures that will be used to obtain feedback from youth, parents, community partners, employers and other appropriate parties on the effectiveness of the WIOA services received.

22. Describe how your organization plans to promote participation and involvement with the GMWD Youth Committee.

23. Describe Program Management and Compliance

**Suitability**

Georgia Mountains Workforce Development (GMWD) program offers services that meet the youth’s needs and goals

Because WIOA is not an entitlement program, a youth might be eligible for services, but those services might not be appropriate for the youth based on the youth’s individual goals and needs.

Determining Suitability according to youth’s needs:

- Does GMWD have services/programs designed for the youth needs to be successful in the program?
- Is there a partner program or other agency that may be able to better serve the youth’s needs?
- Are youth’s goals a good match with goals of GMWD program? (including goal of high school diploma or equivalent)
- Do GMWD services match the youth’s goals?
- Would the youth likely benefit from the services GMWD offers?
- Does GMWD have the capacity, through programs/services or partner programs, to meet the youth’s employment and training needs?

If a youth is NOT deemed suitable for WIOA funding through the GMWD, the youth will be notified and referred to another program, appropriate to the youth’s needs, via phone and/or letter. A case note and/or letter will be placed in the file of the youth.

**Eligibility**

*For the following barriers, the applicant does not need to be low-income.*

- Not attending any school (per State law) at time of eligibility
  - Does not include individuals attending Adult Education, YouthBuild programs and Job Corps programs (these are not considered schools according to USDOL)
- Has one or more of the following barriers:
  - Dropout (no High School Diploma or GED or equivalent)
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar term
For the following barriers, the applicant must meet low-income requirements according to the Federal poverty guidelines.

- Has a degree/diploma is low income and is basic skills deficient or an English language learner.
- Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment (as determined by state and/or local GMWD Board) at this time for area 2 additional assistance barriers are:
  - An older youth (19 to 24 years) who has a history of difficulty holding steady employment. (Steady employment is 30 hours per week for 6 months with the same employer.)
  - Is younger than 18 years of age and resides in a non-traditional family setting (one of the following):
    - Being raised by a legal guardian or non-parent responsible for youth’s care, or
  - Parent/legal guardian supporting youth, is currently in jail or prison, or has been in jail or prison for a minimum of six months over the past year.
**Business Services**

Proposals shall include a Statement of Work narrative detailing **all** aspects of the proposed project design. This will include all aspects of the program and services outlined in the RFP and other information deemed relevant. The purpose of the Statement of Work is to provide an in-depth description of the design of services, to demonstrate how requirements will be met, and to describe the process for achieving the WIOA Business Services Outcomes. Include a description of the proposed business services along with projected goals/outcomes desired.

Describe target population and geographic area to be served.
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 H) a copy of 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 Farmworker 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 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 address, phone number and contact person.

e. Federal identification number:

Georgia UI tax number:

f. Does organization have a current fidelity bond? YES____ NO____ If yes, attach to this form. (ATTACHMENT H) a copy of current fidelity bond.

2. Organizational Chart

Attach to this form (ATTACHMENT H) a copy of the applicant's organizational chart.
3. Fiscal Controls
   a. Briefly describe the accounting system and internal controls utilized in assuring fiscal accountability. Specify method of accounting used (cash/accrual/modified accrual/other).
   
b. Identify the source and amounts of any supplemental funds to be used in providing the services proposed in this proposal.

4. Audit
   Provide one copy of the most current audit of your organization. If a contractor is legally prohibited from providing an audit, this requirement will be waived, but should be so noted. Indicate if this organization is subject to the Single Audit Act.

   Complete all appropriate spaces:
   - Audit provided in this package: Yes______ No ______
   - Proposer legally prohibited from providing audit: Yes ____  No _____
   - Organization is subject to Single Audit Act: Yes ______  No ______

5. Board of Directors
   Attach to this form (ATTACHMENT H) a listing of the names of all Board of Directors if a private for-profit or private non-profit corporation.

6. Lease Agreement
   Attach to this form (ATTACHMENT H) a copy of the 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. Worker's Compensation Insurance
   a. Name of Carrier:________________________________________________________
   
b. Policy Number:_________________________________________________________________________
   
c. Expiration Date:__________________________________________________________

8. 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)
9. **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 GMRC.)

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

## BUDGET SUMMARY FOR YEAR ONE

<table>
<thead>
<tr>
<th>SUB-TOTALS FROM PAGES 49 THRU 51</th>
<th>B. TOTAL AMOUNT REQUESTED</th>
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<tbody>
<tr>
<td>1. Personnel Salaries</td>
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<td>2. Personnel Benefits</td>
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<td>3. Total Travel</td>
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<td>4. Training Materials &amp; Supplies</td>
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<td>5. Non-Training Materials &amp; Supplies</td>
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<td>6. Facilities</td>
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<td>7. Equipment Purchase/Lease</td>
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<td>8. Registrant Costs</td>
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<td>9. Other Expenses</td>
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<tr>
<td>10. Support Services</td>
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**TOTAL BUDGET**

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

NOTE: The proposer should estimate the amount of wages that registrants would earn if placed into work experiences subsidized by GMRC.

\[
\begin{array}{cccc}
\text{# of registrants} & \text{Wages} + \text{FICA}(7.65\%) & \text{Est. hrs. worked/week} & \text{est. # of weeks} \\
\hline
\end{array}
\]

\[
\text{\textbf{\underline{\text{X}}} \ \text{\underline{\text{\$8.00 + \$0.61 X}}} \ \text{\underline{\text{\_}}}} = \underline{\text{\_}}
\]
A. Bids to Other Workforce Development Boards and/or Local Workforce Development Areas:

Are you responding to "Request for Proposal" to provide workforce development training services in other LWIA's? ______ No; ______ Yes;

If yes, to which WIBs/LWIAs? (Provide contact name, telephone number, type of training, number of registrants and cost for training proposed.)

Additional information pertaining to the Detailed Budget should be identified by Category such as Salaries, staff benefits, travel, etc. as required in ATTACHMENT I-2, Detailed Budget and Budget Narrative Instructions is listed below:

[Up to 3 additional pages may be used to complete the Budget Narrative.]
### BUDGET ESTIMATE FOR YEAR TWO

**A. ESTIMATE FOR YEAR TWO**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>B. TOTAL AMOUNT REQUESTED</th>
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<tbody>
<tr>
<td>1. Personnel Salaries</td>
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<td>2. Personnel Benefits</td>
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<td>3. Total Travel</td>
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<td>4. Training Materials &amp; Supplies</td>
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<td>9. Other Expenses</td>
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<td>10. Support Services</td>
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**TOTAL BUDGET**

*ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.*
# BUDGET ESTIMATE FOR YEAR THREE

<table>
<thead>
<tr>
<th>A. ESTIMATE FOR YEAR THREE</th>
<th>B. TOTAL AMOUNT REQUESTED</th>
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<tbody>
<tr>
<td>1. Personnel Salaries</td>
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<td>9. Other Expenses</td>
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<tr>
<td>10. Support Services</td>
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<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td></td>
</tr>
</tbody>
</table>

*ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.*
ATTACHMENT I-3
DETAILED BUDGET & BUDGET NARRATIVE INSTRUCTIONS FOR
ATTACHMENTS I, I-1, and I-2

Complete ATTACHMENT I to reflect the total cost of your project and the amounts by category. Also include any amounts by category to be donated by the contractor. All funds are program funds; therefore costs do not have to be classified by type. All funds requested must be necessary, reasonable, allocable and allowable.

Please follow the Budget format provided below for ATTACHMENT I, Detailed Budget. When indicated in the instructions below, complete ATTACHMENT I-1 Budget Narrative for Year One to justify budget items.

1. **Personnel Salaries:** List each position title; the annualized salary; the percentage (%) of time to be charged to the WIOA project; the total amount requested (Column B). Sub-Total 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 B as described under "Personnel Salaries". Sub-Total 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 Sub-Total of local and non-local travel by category in the shaded area as indicated.
   a. **Local Travel:** Provide the total number of miles times (x) the number of months times (x) what is allowed by your agency. Complete Column B. Local travel is considered the thirteen (13) county Georgia Mountains area.
   b. **Non-local Travel:** Complete Column B. Describe the purpose of the non-local travel in the Budget Narrative, ATTACHMENT I-1. Non-local is considered that outside the thirteen (13) county Georgia Mountains area.

4. **Training Materials and Supplies:** Specify the items requested, the number of units, the costs per unit, and complete Column B. Provide justification of training materials in the Budget Narrative, ATTACHMENT I-1. Sub-Total 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 I-1. Complete Column B as appropriate. Sub-total 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 Column B for each item as appropriate. Sub-total facilities costs by category and record in the shaded area as indicated.

7. **Equipment Purchase/Lease:** If the bidder requests equipment purchase, please provide justification in the Budget Narrative, ATTACHMENT I-1. Specify the item of equipment, the number of units, the cost per unit and whether to be purchased or leased. Complete Column B if applicable.
8. **Registrant Costs:** Record the Sub-Total of registrant costs in the shaded area as indicated.
   
a. **Tuition:** Indicate on the Budget Narrative, ATTACHMENT I-1, the number of students times the average tuition fee requested each quarter. If the number of students is planned to vary each quarter, cycle, etc., separately give the number of students times the average tuition fee requested. Complete Column B giving the total tuition requested for this project.

b. **Books/Supplies:** Specify the amount requested for books and/or student supplies, if applicable. Complete Column B. Specify on the Budget Narrative, ATTACHMENT I-1 the supplies and cost per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative, ATTACHMENT I-1.

c. **Uniforms/Tools:** Specify the amount requested for uniforms and/or tools. Complete Column B. Specify each item and cost on the Budget Narrative, ATTACHMENT I-1 for the uniforms and/or tools requested. Also provide justification for uniforms/tools.

d. **Other:** Specify any other training costs requested and complete Column B. Provide justification on the Budget Narrative, ATTACHMENT I-1.

9. **Other Expenses:** Record the Sub-Total 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. Enter the percentage (%) and Base Amount in the Budget. Complete Column B, if applicable. Documentation of indirect cost rate approval from the bidder’s cognizant agency must be attached to ATTACHMENT I-1, Budget Narrative.

b. **Audit:** Specify the amount requested for audit and complete column B, if applicable.

c. **Postage:** Specify the amount requested for postage complete Column B, if applicable.

d. **Telephone:** Provide the amount requested for telephone. Complete Column B. 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 I-1. For program income, identify sources of income generation and amounts in the Budget Narrative, ATTACHMENT I-1. Complete Column B as applicable.

10. **Support Services:** Record the anticipated total for registrant support services.
ATTACHMENT J

SPECIFIC FIDELITY BONDING REQUIREMENTS

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 GMRC.

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.

GMRC reserves the right to modify bonding requirements that may be considered desirable or necessary to protect GMWBD or GMRC funds.

Any clarifications regarding bonding requirements should be directed to GMRC, at (706)369-5703.
A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

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

"Total Contract Budget" refers to the total amount of money that the GMRC is responsible for in connection with the contract.
ATTACHMENT K
Georgia Mountains Workforce Development Board
Rights Statement (Grievance Procedure)

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Georgia Mountains Regional Commission/Georgia Mountains Workforce Development Board to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

Appropriate steps must be made to ensure that communications with individuals with disabilities are as effective as communications with others.

Complaints of Discrimination

If you think you have been subjected to discrimination under a WIOA funded program or activity, you may file a complaint within 180 days of the alleged violation with:

Georgia Mountains Regional Commission/Workforce Development
Georgia Mountains Workforce Development Board (GMWDB)
   Equal Opportunity Officer:
   Andrea Newsom
   Human Resources Specialist
   P.O. Box 1720
   Gainesville, GA 30503
   770-538-2626 – Phone
   anewsom@gmrc.ga.gov - email

Director of Civil Rights Center (CRC):
   U.S. Department of Labor
   200 Constitution Ave., NW
   Room N4123
   Washington, DC 20210

If you elect to file your complaint with the GMWDB, you must wait either until the GMWDB issues a written decision, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the GMWDB does not give you a written decision within 90 days of the day on which you filed your complaint, you do not have to wait for the GMWDB to issue that decision before filing a complaint with the CRC. However, you must file your complaint with CRC within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the GMWDB). If the GMWDB does give you a written decision on your complaint, but you are not satisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received a written decision.

The Civil Rights Act of 1964, as amended, and the Workforce Innovation and Opportunity Act of 2014, as amended, guarantee you the right to file a complaint or alleged action in any area concerning discrimination as stated above.

COMPLAINTS OF FRAUD OR ABUSE

In cases of suspected fraud, abuse, or other alleged criminal activity, you should contact the Office of the Inspector General, U.S. Department of Labor, at 1-800-347-3756. There is no charge for this call.
GMWD GRIEVANCE PROCEDURE

1. Complaints arising at the Georgia Mountains Workforce Development office level must be in writing, signed by the complainant, dated within one-year of the alleged incident, and must 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 facts, including pertinent dates, and witnesses (if any) constituting the alleged violation, and,
   d. the type of relief requested.

A complaint 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. Complaints must be submitted to the Director, Georgia Mountains Workforce Development, 2481 Hilton Drive, Suite 8, Gainesville, GA 30501.

3. The Director shall investigate the complaints and attempt to resolve the matter through mediation within ten days of receipt of the complaint.

4. If the complaint cannot be resolved within ten days, a hearing shall be conducted within sixty days of receipt of the initial complaint. When a hearing is necessary, the complainant and the respondent will be given reasonable notification by registered or certified mail of the following information:
   • A statement of the date, time and place of hearing;
   • A statement of the authority and jurisdiction under which the hearing is to be held;
   • A reference to the particular section of the Act, regulations, grant or other agreements under the Act involved;
   • A notice to the parties of the specific charges involved;
   • The right of both parties to be represented by legal counsel;
   • The right of each party to present evidence, both written and through witnesses; and
   • The right of each party to cross-examine.

5. A hearing can be rescheduled at the request of either party for just cause.

6. The hearing shall be conducted by the Executive Committee of the Georgia Mountains Workforce Development. This committee may designate staff and/or other parties to serve as the hearing officer. However, no GMWDB or staff member who has been directly involved in the events from which the complaint arose shall serve as a decision-maker in such complaint. If the complaint is against the GMWD itself, an impartial person will be secured by the GMWD to serve as the hearing officer. Impartial hearing officers shall be chosen from qualified individuals with expertise in the area from which the complaint arises. When an impartial hearing officer is necessary, the GMWD Director will be notified to provide a qualified person. The right to an impartial decision-maker shall not be abrogated by the Georgia Mountains Workforce Development Board or Workforce Development Area 2. In an age of advanced communication options and to encourage timely responses to all complaints, the GMWDB may utilize e-mail, internet-based meeting facilities, in-person or any other mutually acceptable formats to conduct a hearing.

7. The Executive Committee of the Georgia Mountains Workforce Development Board, or, its designee acting as a hearing officer, shall have the authority to regulate the course of the hearing, set the time and place for continued hearings, fix the time for filing briefs, and dispose of motions. A final decision must be rendered by the GMWDB
Executive Committee or its designee within ninety days of the completed hearing unless all parties are notified by certified mail of the need for additional time.

8. A complete record of the hearing shall be made and maintained for three years and include the following:
   a. all pleadings, motions, and intermediate ruling;
   b. detailed minutes or mechanical recording of the oral testimony and all other evidence presented;
   c. a statement of matters officially noted;
   d. all staff memoranda or data submitted to the Georgia Mountains Workforce Development Board Executive Committee or its designee in connection with their consideration of the case;
   e. findings of fact based on the evidence submitted at the hearing;
   f. notification of both parties of further appeal procedures, if applicable; and
   g. final decision of the hearing officer.

A written report of all complaints received within the Georgia Mountains Workforce Development office will be filed on-site by the tenth day 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). If no complaints are received during a given month, no report is due. If there are status updates to previous complaints, a report must be sent to the State by the tenth day of the following month.

Governor’s Review of the grievance

The complainant shall be informed of the right to request a review of his or her complaint by the Governor if: 1) the complainant does not receive a decision at the Georgia Mountains Workforce Development Board level within (30) thirty days of filing the complaint, or 2) the complainant receives a decision unsatisfactory to him or her.

The request for review should be submitted to: Georgia Department of Economic Development, Workforce Division, Attn: Deputy Counsel David Dietrichs, 75 Fifth Street, NW, Suite 845, Atlanta, GA 30308; Phone number 404-962-4005; fax number 404-876-1181; email: wdcompliance@georgia.org. The request for review of the complaint by the Governor must be filed within ten days of receipt of the adverse decision or within fifteen 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 thirty days from the date of receipt of the review request. The decision rendered by the Governor will be final.

OTHER GRIEVANCES

1. 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 area’s outlined above, the service provider will submit to the Georgia Mountains Workforce Development Board (GMWDB) within five (5) days, summaries or checklists of Georgia Mountains Workforce Development Area 2 complaints filed. Hearings held, decisions rendered and appeals filed shall be provided to GMWDB 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 the GMWDB, which may include curriculum and course content, provision of teaching materials and equipment, eligibility, customer selection, or other terms made part of the contract, should be handled by the grievance procedure as presented in the GMWD Grievance Procedure section.

2. Complaints against the Georgia Department of Labor Career Centers should be filed with the complaint specialist or Career Center Manager in accordance with their policies and procedures.

3. Complaints alleging labor standards violations may be filed using the established local and State Grievance Procedures or submitted to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

4. Applicants, customers, service providers, bidders, WIOA funded staff or other interested parties alleging violations of the Acts, regulations, sub grants, or other contracts under WIOA (other than discrimination complaints) shall utilize the GMWD Grievance Procedures in filing a complaint. Individuals shall be informed of this right by the Georgia Mountains Regional Commission/Georgia Mountains Workforce Development Area 2 staff.
COMPLAINT FORM

INSTRUCTIONS: Please fill out Questions 1-4 for a general complaint. If you feel you have been discriminated against, please complete Questions 5-10 on the back of this form. This form should be completed and submitted within one hundred and eighty (180) days of the date of alleged discriminatory act. Once you have completed the appropriate questions, please sign and date at the back of this form. If you require assistance in completing this form, please contact the WorkSource Georgia Mountains office, and request the Equal Opportunity Officer.

Pursuant to Section 181 of the Workforce Innovation and Opportunity Act (WIOA), the WorkSource Georgia Mountains shall provide the complainant with an opportunity for a hearing within sixty (60) days of the complaint filing, if expressly requested in writing by the complainant, or in the event is not requested, WorkSource Georgia Mountains shall issue a decision as to whether provisions of the WIOA were violated. In the event the complainant is dissatisfied with the Local Workforce Development Area (LWDA)’s decision, he/she may appeal the LWDA’s decision to the Georgia Department of Economic Development (GDEcD) Workforce Division. If such appeal is made, the GDEcD shall issue a final determination within one hundred and twenty (120) days of the receipt of the appeal.

WorkSource Georgia Mountains
ATTN: Andrea Newsom
P.O. Box 1720, Gainesville, GA 30303
Phone: (770) 538-2626
Email: anewsom@gmrc.ga.gov

1. Complainant Information:
   First Name_________________________________ MI___________     Last Name__________________________________
   Address___________________________________ City_________________________  State_____________ Zip________
   Home Phone (_______) __________-___________ Cell Phone (_______) __________-___________
   Work Phone (_______) __________-___________ Email Address _________________________________________________
   Are you a WorkSource Georgia Mountains Employee? □ YES □ NO
   What is the most convenient time to contact you? ___________________________________________________________________

2. Respondent Information (Agency, Employee, or Employer you are making the complaint against):
   Name ________________________________________________ Phone Number (_______) __________-___________
   Address___________________________________ City_________________________  State_____________ Zip________

3. Briefly Describe, as clearly as possible, your complaint. Attach additional sheets if necessary. Also attach any written materials pertaining to your complaint.
   a. Please explain the basis of your complaint. ____________________________________________________________
      ____________________________________________________________________________________________
      ____________________________________________________________________________________________

   b. Who was involved? Include witnesses, fellow employees, supervisors, or other. Provide names, addresses and telephone numbers, if known.
      ____________________________________________________________________________________________
      ____________________________________________________________________________________________
      ____________________________________________________________________________________________

   c. Please list the location and date. ______________________________________________________
      ____________________________________________________________________________________________
      ____________________________________________________________________________________________

4. Resolution seeking? __________________________________________________________
   ____________________________________________________________________________________________

   This is all that is required for a general complaint, please sign and date at the back side of this form.
Please complete this section if you suspect you have been or are being discriminated against.

Pursuant to 29 C.F.R. §38.72, a discriminatory complaint must be filed within one hundred and eighty (180) days of the alleged discriminatory act. Per 29 C.F.R §38.76 WFD will provide a “Written Notice of Final Action” within ninety (90) days of the date on which the complaint was filed.

If (1) the complainant is dissatisfied with WorkSource Georgia Mountains decision, or if WorkSource Georgia Mountains fails to issue a notice of Final Action within the 90-day period, the complainant or his/her representative, may file a complaint with the GDEcD, Workforce Division within thirty (30) days of receiving the Written Notice of Final Action. (§38.79 and §38.80). To clarify, the complainant must file with the GDEcD Workforce Division within one hundred and twenty (120) days of the date on which the complaint was filed with the recipient. (§38.80)

5. Do you feel you have been discriminated against?  ☐ YES ☐ NO

6. On what date did the alleged discriminatory action occur?  
__________________________________________________________________

7. Check all grounds of discrimination that apply and specify the characteristic.  
☐ Race ______________________________________________
☐ Religion ____________________________________________
☐ Sex ☐ Male ☐ Female
☐ Disability _____________________________________________
☐ Citizenship __________________________________________
☐ Sexual Harassment _____________________________________
☐ Age _________________________________________________
☐ Political Affiliation _________________________________
☐ Rep्रisal/Retaliation _________________________________
☐ Color ________________________________________________
☐ National Origin ______________________________________
☐ Other _______________________________________________

8. How were you treated differently?  
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

9. Do you have an attorney or other representative for this complaint?  ☐ YES ☐ NO
If yes, please provide the following:
Name __________________________________________
Address ______________________________________
City ____________________________________________
State ______________ Zip __________
Phone Number (______) __________-___________

10. If you have filed a case or complaint with any other government agency or non-federal entity, please list below:
Agency __________________________________________
Case or Docket No. ________________________________
Date Filed ________________________________________
Date of Trial or Hearing __________________________
Location of Agency or Court ________________________
Name of Investigator ______________________________
Status of Case _____________________________________
Comments: _______________________________________

I certify that the information furnished above is true and accurately stated to the best of my knowledge. I authorize the disclosure of this information to enforcement agencies for the proper investigation of my complaint. I understand that my identity will be kept confidential to the maximum extent possible consistent with applicable law and a fair determination of my complaint.

Complainant’s Signature ____________________________ Date __________________

* LWDA Complaint policies may be found on our website: www.gmrc.ga.gov under the WorkSource Georgia Mountains tab.
INFORMATION REGARDING LOBBYING

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

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