

Southern Georgia Workforce Development Board

Request for Proposal Disaster Relief Work Experience Activities #09-20

Issue Date: November 16, 2020

Submission Deadline: December 7, 2020 @ 12:00pm

Program Year 2019 Contract Period: July 1, 2020 - June 30, 2021

RFP Program Operation: December 21, 2020- June 30, 2021

The Southern Georgia Workforce Development Board/Southern Georgia Regional Commission is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary Aids and Services are available upon request to persons with disabilities.

SCHEDULE OF EVENTS

Notice of Availability Issued	November 30, 2020
RFP Package Available	November 30, 2020
Bidder's Conference*	December 7, 2020 – 11:00am
Deadline for Proposals	December 21, 2020 – 12 pm (Noon)
Review & Selection Period	December 21, 2020 – December 28, 2020
Notification to Proposers	December 28, 2020
Contract Negotiations	December 28, 2020 – December 30, 2020
Program Begins	January 4, 2021

*Registration is requested for the Bidder's Conference which will be held telephonically. Please email Savannah McClellan at smcclellan@sgrc.us to make your reservation.

For information and/or a proposal package, contact:

Savannah McClellan, WIOA Program Assistant
Southern Georgia Regional Commission
1725 South Georgia Parkway, West
Waycross, GA 31503
Phone: (912) 285-6097 Fax: (912) 285-6126
Email: smcclellan@sgrc.us

REQUEST FOR PROPOSAL

Table of Contents

I. Project Overview

Funding Availability and Length of Project.....	6
Program Period	6
Eligible Contractors	7
Disclaimer	7
Type of Contract.....	7
Contact Person	7
Definitions	7-8

II. Background

Background Information	9
State Governance	10
Local Governance	10

III. Schedule of Events, Instructions, & Conditions

Schedule of Events	11
Preparation of Proposals	11
Bidders Conference.....	11
Explanation of Bidders	11
Unsolicited Proposals.....	11
Due Date & Time.....	12
Delivery Requirements	12
Number of Copies	12

IV. General Requirements for Proposers

Funding	13
Budget	13
Organizational Capacity/Demonstrated Performance	13
Code of Conduct	13-14
Financial Requirements.....	14
Audit.....	14-15
Program Income.....	15
Invoices and Payment	15
Assurances, Certifications, and Indemnification	15
Nondiscrimination and Equal Employment Opportunities	15-16
Prevention of Fraud/Misapplication of Funds/Gross Mismanagement	16
Monitoring and Evaluation.....	16
Internal Monitoring	16
Retention of Records.....	16
Contract Type/Allowable Costs	16-17
Subcontracts	17
Insurance	17-18
Training Sessions and Meetings	18
Appeal Procedures.....	18
Debarment, Suspension, Ineligibility and Voluntary Exclusion	18
Lobbying	18
Non-Duplication of Services	18

V. Proposal Format

Proposal Format.....	19-20
----------------------	-------

VI. Scope of Work

Scope of Work.....	21-23
--------------------	-------

VII. Proposal Review

Proposal Review	24
-----------------------	----

Section VIII - Attachments

Attachment A Proposal Cover Sheet	
Attachment B Budget Summary	
Attachment B-1 Budget Detail	
Attachment B-2 Budget Narrative	
Attachment B-3 Budget Instructions	
Attachment C Project Narrative	
Attachment D Record of Experience/Performance	
Attachment E Statement of Financial Capability	
Attachment F Project Detail	
Attachment G Program Management	
Attachment H Certification Regarding Lobbying	
Attachment I Certification Regarding Debarment	
Attachment J Subcontractor Affidavit	
Attachment K Coordination, Linkages, and Collaboration	
Attachment L Past Performance Evaluation	
Attachment M Proposal Responsiveness Checklist	
Attachment N Review Criteria	
Attachment N-1 Review Criteria Instructions and Guidelines	
Attachment O General Eligibility Requirements	
Attachment P Adult and Dislocated Worker Eligibility Requirements	
Attachment Q Draft Worksite Agreement	
Attachment R Draft Employee Agreement	

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Section I - Project Overview

The purpose of this Request for Proposal (RFP) package is to solicit proposals to provide services under the guidelines of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-138). The Southern Georgia Regional Commission (SGRC), as fiscal/administrative entity for the Southern Georgia Workforce Development Board (WDB), requests proposals from qualified organizations capable of delivering and managing a disaster relief program to help address the workforce-related impacts of the public health emergency related to the COVID-19 pandemic, also known as coronavirus. This program will provide eligible participants with temporary disaster-relief employment activities.

The temporary disaster-relief employment opportunities may be operated in the following counties:

Atkinson	Bacon	Baker	Berrien	Brantley
Brooks	Calhoun	Camden	Charlton	Clay
Clinch	Cook	Crisp	Decatur	Dooly
Echols	Early	Irwin	Lee	Lowndes
Macon	Mitchell	Pierce	Quitman	Randolph
Seminole	Shley	Steward	Taylor	Terrell
Thomas	Tift			

Funding Availability and Length of Project

The SGRC will award funds to a single provider or multiple providers who will singularly or collaboratively provide the continuity and coordination of the services identified in this RFP. The WDB will award an initial contract to the successful respondent effective January 4, 2021 through June 30, 2021 with an annual budget not to exceed \$250,000. This amount does not include the amount to be awarded for participant wages and fringe.

Contract/Program Period

The contract will begin on January 4, 2021 and end on June 30, 2021. The contract may have options for renewal for one (1) additional year through June 30, 2022. The renewal of the contract shall be based on availability of funds, satisfactory performance during the preceding year, resolved monitoring and/or auditing issues, successful contract negotiations, and the Workforce Development Board approval.

The scheduled begin date for the proposal selected for funding is January 4, 2021. However, the SGRC reserves the right to fund proposals received from this solicitation at a later date without the issuance of an additional request for proposal package. Furthermore, this RFP does not commit the SGRC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

Eligible Contractors

Eligible applicants for this proposal include:

1. Local Board of Education;
2. An institution of higher education/higher learning;
3. A community-based organization;
4. A faith-based organization;
5. A community action agency;
6. A private for-profit entity;
7. A private non-profit entity;
8. State agencies;
9. A government agency; and
10. Another interested organization or entity, which may include a local chamber of commerce or other business organization, or labor organization.

Additional Requirements – The Southern Georgia WDB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

Disclaimer

The Southern Georgia WDB reserves the right to withdraw this RFP at any time for any reason, and to issue clarifications, modifications, and/or addenda, as it may deem appropriate.

This RFP does not commit SGRC to award a contract or to pay any costs incurred in the preparation of proposal(s) in response to this request. SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

Type of Contract

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

Contact Person

Clarifying questions about this package and the RFP process may be directed to Savannah McClellan, WIOA Program Assistant, Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503, and (912) 285-6097 or by email at smcclellan@sgrc.us.

Definitions

- 1) The term “WDB” means the Southern Georgia Workforce Development Board.
- 2) The term “SGRC” means the Southern Georgia Regional Commission.

- 3) The term "WIOA staff" means staff of the SGRC.
- 4) The term "Solicitation" or "RFP" means this Request for Proposal, indicating that the procurement is advertised.
- 5) The terms "Offer", "Bid", and "Proposal" mean the response to this RFP. "Offeror" and "Bidder" refer to the organization submitting that response.
- 6) The terms "Service Provider" and "Contractor" refer to a successful offeror selected by the WDB that has entered into a contract with SGRC to provide services to eligible participants.
- 7) The term "WDA" means Workforce Development Area.

Section II - Background

Background Information

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislative reform of the public workforce system in more than fifteen (15) years, by a wide bipartisan majority. Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

This federal law was implemented to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The purpose of the WIOA Program is to provide allowable workforce development activities to eligible clients that will increase employment retention and earnings of participants, and increase occupational skill level attainment by participants. As a result, successful application of these activities will improve the quality of Georgia's workforce and enhance the productivity and competitiveness of the State and Nation. A copy of the WIOA and regulations can be accessed via the U.S. Department of Labor website at <https://www.doleta.gov/WIOA/>.

The WIOA system is built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market;
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system;
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages; and to provide employers with the skilled workers they need to succeed in a global economy;
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers;
- Increase the prosperity of workers and employers and the economic growth of communities, regions, and states, and the global competitiveness of the United States;
- Provide workforce activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, and meet the skill levels required by business and industry in the WorkSource Southern Georgia Area, for purposes of Title I.

National Dislocated Worker Grants

National Dislocated Worker Grants (DWG's) are discretionary grants awarded by the Secretary of Labor under Section 170 of the Workforce Innovation and Opportunity Act (WIOA) to provide employment-related services for dislocated workers. Disaster Recovery DWG's provide funding to create temporary employment opportunities to assist with clean-up and recovery efforts when an area impacted by an emergency or major disaster is declared eligible for public assistance by the Federal Emergency Management Agency (FEMA), or is declared, or otherwise recognized, as an emergency or disaster of national significance by a Federal agency with authority or jurisdiction over Federal response to the disaster or emergency.

DWG's minimize the employment and economic impact of declared disasters and emergency situations, in disaster declared areas as defined in 20 CFR 687.110(b).

Additional details on National Dislocated Worker Program Guidance can be found in Training and Employment Guidance Letter No. 12-19 https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9054.

State Governance

The Technical College System of Georgia, Office of Workforce Development (OWD) is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through WIOA. To learn more about OWD please visit <https://tcsgeorgia.edu/worksource/>.

The State Workforce Development Board (SWDB) is the policy and planning body for workforce development activities throughout Georgia. The SWDB has oversight responsibility specific to use of WIOA fund including creating policies and setting performance standards. The broader role of the SWDB is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers and are responsible to business needs. To learn more about the SWDB please visit <https://tcsgeorgia.edu/worksource/state-workforce-development-board/>.

Local Governance

The Local Workforce Development Board (WDB), whose members are appointed by the Council of Chief Local Elected Officials of Southern Georgia (CLEO's) oversees the activities in Local Workforce Development Area 18/Region 11. The board is composed of business leaders throughout the area, public agency leaders and other partners required by WIOA. Private sector leaders constitute a majority of the members of the WDB.

The vision of the WDB is to empower Southern Georgia employers, individuals, and communities to prosper and grow the region's economy through a workforce system that is inherently customer-centered, seamless and effective.

The mission of the WDB is to establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

Section III – Schedule of Events, Instructions & Conditions

Schedule of Events

Notice of Availability Issued	November 30, 2020
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Deadline for Proposals	December 21, 2020 – 12 pm (Noon)
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Preparation of Proposals

- Bidders are expected to examine the Bid Requirements and all instructions. Failure to do so will be at the bidder's risk.
- Bidders shall prepare their offers as described in Section III and IV of this solicitation. All attachments and/or addenda must be clearly labeled and appropriately referenced in the body of the offer.
- Bidders are encouraged to make their offers concise.

Bidders Conference

A virtual bidder's conference will be held on December 7, 2020 at 11:00 am. Please register by emailing Savannah McClellan at smcclellan@sgrc.us. Once registered you will be provided with the link and call in number for the conference.

Please Note: Questions asked and answered provided at this conference **will not be** reduced to writing and forwarded to those Bidders not in attendance.

Explanation to Bidders

Requests for additional details will be honored between November 30, 2020 and December 18, 2020. All requests must be made in writing and sent to Savannah McClellan @ smcclellan@sgrc.us. Requests will be logged to include date, time, organization, and nature of the request. Responses will be provided in writing and emailed from our offices within three working days. Any explanation or information given to any prospective bidder concerning a solicitation will be made available to all prospective Bidders as an amendment to the solicitation, if lack of such information would be prejudicial to uninformed Bidders.

THIS IS A COMPETITIVE PROCUREMENT, THUS WIOA STAFF WILL PROVIDE CLARIFYING INFORMATION, BUT THEY ARE NOT AVAILABLE FOR EXTENSIVE TECHNICAL ASSISTANCE OR ADVICE.

Unsolicited Proposals

RFP's will be available only during the solicitation period (November 30, 2020 – December 18, 2020). The SGRC will not consider any unsolicited proposals for Program Year 2020 funding. Bidders not meeting the December 21, 2020 deadline must wait to submit proposals until another solicitation is issued.

Due Date & Time

Proposals responding to this RFP package are due by Monday, December 21, 2020 at 12:00 p.m. (Noon). Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503 no later than 12:00 pm or it will not be considered.

Delivery Requirements

Proposals must be mailed or hand delivered to the SGRC.

Proposals received via fax or email will not be considered.

1) Mailed Proposals

Bidders may choose to mail their bids or employ a commercial delivery service. Mailed proposals must be received by the SGRC office by the deadline date and time. No consideration will be taken for proposals that are delayed due to reasons outside the control of the proposer. A "Notice of Receipt of Proposal" which will indicate the date, time of delivery, and number of copies submitted will be mailed and/or emailed to the bidder.

2) Hand Delivered Proposals

Bidders may choose to deliver their proposal in person to the indicated office. Bidders who deliver their bids should obtain a "Notice of Receipt of Proposal" which will indicate the date, time of delivery and number of copies submitted. The WIOA staff will also record the proposal delivery on a log, which will be removed and "red-lined" at the exact hour specified in the solicitation as the deadline for receipt of offers. Hand delivered bids are to be received exclusively by the following SGRC staff: Jackie Bennett, Kim Vining, Savannah McClellan or Roberta Lovett. No other WIOA or SGRC staff area authorized to accept hand delivered proposals.

Number of Copies

Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

Section IV - General Requirements for Proposers

This section includes the requirements for proposers and contractors. Proposers should read it carefully before developing a proposal.

Funding

A proposal funded under this Request for Proposal package will be funded under provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128. Funding is contingent upon the availability of WIOA funds. Proposers must comply with requirements of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), as amended, all pertinent USDOL regulations including Department of Labor CFR Chapter II, Part 2900 et al. (TEGL NO. 15-14 issued December 19, 2014), and OMB Circular Part 230, 225, or 220.

The Workforce Development Board (WDB) reserves the right to fund proposals under funding sources (if available) other than the sources identified in this Request for Proposal package.

Budget

The proposal must include a detailed line-item budget with appropriate narrative descriptions. Attachments B, B-1, B-2 and B-3 will guide the proposer through the details required for the proposal.

The budget will be evaluated based on cost-effectiveness and completeness. Staff salaries should be competitive with salaries for comparable positions in the Southern Georgia region. The method of calculation should be provided for each item.

Please Note: Property/Equipment purchased with WIOA funds must be used for purposes authorized under WIOA. All property/equipment purchased by a service provider with WIOA funds shall become property of the WDB. Purchases must be approved prior to purchase by the WIOA Director.

Organizational Capacity/Demonstrated Performance

Service providers must provide the WDB with a written statement of demonstrated performance. This statement should include:

- 1) Reasonableness of Cost – a summary of how costs were determined and why they are necessary.
- 2) Record of Performance – a summary of the service provider's prior experience and performance. For this item, please complete *Attachment D, Record of Experience/Performance*.

Code of Conduct

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. Proposers found violating this code of conduct will not be funded. No officer, employee, or agent of the proposer shall:

- 1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or

- 2) Participate in the selection, award, or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
 - i. the officer, employee, or agent;
 - i. any member of his or her immediate family;
 - ii. his or her partner; or
 - iii. a person or organization, which employs, or is about to employ, any of the above.

Financial Requirements

Proposers must complete *Attachment E, Statement of Financial Capability*, and submit it with the proposal. The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Proposers must demonstrate the ability to repay disallowed costs. Proposers must provide assurance that all financial personnel are bonded. Resumes/qualifications of all financial and accounting personnel must be submitted with the proposal. Financial resources and capacity must be fully explained in the proposal. A pre-award survey of new contractors will be conducted prior to the execution of a contract.

Audit

One copy of the proposer's last two (2) years of audits must be attached to the proposal with original signatures. It is not necessary to attach a copy of the audits to each copy of the proposal. Prior to contract negotiations, SGRC staff and/or the SGRC's auditor will review the audits. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the two most recently completed fiscal years.

Selected contractors must agree to maintain an auditable fiscal system and to submit within 180 days of the close of its fiscal year, the most recent financial and compliance audit to the SGRC in accordance with Generally Accepted Government Auditing Standards (GAGAS), Single Audit Act and OMB Uniform Guidance. The contractor agrees to include in their audits a schedule prepared by their auditor detailing program income and/or profits negotiated. If profit is greater than the percentage negotiated SGRC reserves the right to reexamine the reasonableness of the profits negotiated.

Local Governments and institutions of higher education and other non-profit organizations that expend \$750,000 or more in total Federal funds must have an annual audit conducted in accordance with the Uniform Administrative Guidance 2 CFR Part 200. Organizations operating on a profit basis that expend more than the minimum level specified in the Uniform Administrative Guidance 2 CFR Part 200 (\$750,000) must have either:

- 1) A program specific financial and compliance audit conducted and prepared in accordance with government auditing standards: or
- 2) An organization –wide audit that includes coverage of the WIOA.

These audits must be conducted annually by an independent auditor. The cost for the audit may be included in the proposal budget. Technical colleges will develop and complete a reconciliation form that must accompany the audit review. The date on these forms must be tied to the audit report and signed off by the school's auditor.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits. Technical colleges will develop and complete a reconciliation form that must accompany the audit review. The date on these forms must be tied to the audit report and signed off by the school's auditor.

Program Income

Program income earned on any contract must be used to further program objectives only. Program income is defined as income received by the service provider directly generated by an activity or earned only as a result of the contract. Such earnings include fees from services performed or from conferences, sale of commodities or items fabricated, income from the use or rental of real or personal property acquired with grant funds, revenues earned by a governmental or private non-profit contractor in excess of actual costs incurred in providing services, and interest income.

The service provider must account for program income and report this income to the SGRC monthly. The service provider may retain the program income, provided it is used only for purposes that are authorized under the contract. If contractors cannot use the program income as described above, it must be paid to the SGRC with the submission of the closeout invoice.

Invoices and Payment

The proposer who is awarded a contract will submit a monthly invoice to the SGRC to collect funds earned against the contract. The SGRC will provide the invoice form. The invoice is due by the 10th calendar day of the following month. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the SGRC no later than 15 calendar days after the end of the contract period.

Assurances, Certifications, and Indemnification

The proposer who is awarded a contract must sign a standard contract document. The document specifically outlines federal laws and regulations along with the responsibilities of the service provider. Proposers may request a sample copy for review. Any proposed changes must be submitted with the proposal.

Nondiscrimination and Equal Employment Opportunities

Service providers shall comply fully with the non-discrimination and equal opportunity provisions in section 188 of the Workforce Innovation and Opportunity Act and with the Civil Rights Act of 1964 and its amendments, the Age Discrimination Act of 1974, as amended, which state that no person in the United States shall, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to,

or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individuals citizenship status or participant in any WIOA Title I-financially assisted program or activity.

Prevention of Fraud/Misapplication of Funds/Gross Mismanagement

To ensure the integrity of WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost participants," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of participants for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, unsuitable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the SGRC may cancel the contract.

Monitoring and Evaluation

The SGRC staff will monitor and evaluate programs and activities throughout the contract period. A minimum of one on-site visit will occur during the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow SGRC staff full access to all files and records relating to WIOA programs. The SGRC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions.

Internal Monitoring

Service providers must periodically monitor all of their activities. Programmatic, performance, financial, and compliance monitoring must be completed and documented. Proposers must explain their monitoring plans, including how, when, and who will monitor WIOA activities in their organization.

Retention of Records

Service providers shall maintain copies of all financial records, including cancelled checks, invoices, purchase orders, payroll register, books of account, and any other financial record. Appropriate records of a client's participation in a WIOA program, including verification of eligibility, referral information, etc. must be maintained. Service providers shall retain such records for a period of six (6) years from the end of the contract and/or the end of the program year in which the participant exited.

Contract Type/Allowable Costs

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

- 1) Bidders may request reimbursement for the employer's share of staff deductions.
- 2) Specific documentation must be maintained and submitted to back-up requests for reimbursement of all program costs. (Both requested reimbursed expenses and in-kind donated expenses.)
- 3) Contractor is responsible for paying all program costs and may request reimbursement of program costs at the end of each month. Requests for reimbursements should be completed on a standard LWDA invoice form a copy of which will be included in the contract package.
- 4) All contractors and subcontractors will be required to comply with the Georgia Illegal Immigration Reform and Enforcement Act. Contractors and subcontractors must obtain an affidavit for any service provided that ensures the service provider uses e-verify on all employees. This affidavit and a copy of a non-expired license of the person supplying the services must be turned in with all invoices in order to be reimbursed.

Subcontracts

If a proposer anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget. The service provider shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subcontractor must be approved by the SGRC prior to signature on the contract and execution of services. Subcontractors, prior to SGRC approval, must meet all licensing requirements and provide all required documents, certifications and insurance as required by the lead Contractor/Proposer, and shall agree to comply with the Standard General Provisions and all Federal, State regulations and all WDB policies and procedures. Any failure by the Subcontractor to meet all licensing requirements or to provide all required documents, certifications or insurance by the Contract date shall be considered a violation of the RFP and the Contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the WDB, the Contract may be awarded to the next ranked Proposer recommended for funding, if any.

Insurance

The proposer must provide prior to contracting the following insurance coverages. Proof of all of the above coverages should be provided by Certificate of Insurance listing as the certificate holder Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board at the address of 1725 South Georgia Parkway West, Waycross, Georgia, 31503. The certificate should further state Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as listed as an additional insured for the Fidelity Bond, General Liability, and Automobile Liability coverages. They should also state that a waiver of subrogation in favor of Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board is provided. Under the cancellation clause, the words "will endeavor" should be removed and the insurance company will be responsible to mail the certificate holder 10 days' notice of cancellation.

- 1) Fidelity Bond - A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against

loss. Bond coverage shall be for \$100,000 or fifteen (15) percent of the contract amount whichever is greater, and must be maintained during the life of the contract.

- 2) General Liability – The Proposer must provide general liability in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.
- 3) Worker's Compensation - The Proposer must provide prior to contract the worker's compensation coverage per the applicable state requirements.
- 4) Automobile Liability - The provider must provide prior to contracting automobile liability insurance in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.

Training Sessions and Meetings

The SGRC holds training sessions and meetings periodically. In addition to providing training, these meetings are to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIOA programs in the local area. At least one staff member representing each service provider must attend these meetings.

Appeal Procedures

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southern Georgia WDB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Proposers must complete and include *Attachment I, Certification Regarding Debarment*, in each proposal submitted to the SGRC.

Lobbying

Proposers must complete and include *Appendix H, Certification Regarding Lobbying*, in each proposal submitted to the SGRC.

Non-Duplication of Services

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

Section V - Proposal Format

The proposal must be in the following format. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

1. **Proposal Cover Sheet (Attachment A)**

The first page of the proposal must be *Attachment A: Proposal Cover Sheet*. An official legally authorized to act on behalf of the proposing agency must sign the Proposal Cover Sheet. The signature of this individual will serve as certification that the cost data contained in the proposal is accurate and complete.

2. **Budget Information (Attachment B, B-1, B-2 and B-3)**

Complete and attach *Attachment B Budget Summary, Attachment B-1 Budget Detail and Attachment B-2 Budget Narrative*. Also included in this request is Attachment B-3 Budget Instructions, which should be read carefully by the proposer.

3. **Project Narrative (Attachment C)**

Complete and attach *Attachment C: Project Narrative*.

4. **Record of Experience/Performance (Attachment D)**

Complete and attach *Attachment D: Record of Experience/Performance*.

5. **Statement of Financial Capability (Attachment E)**

Complete and attach *Attachment E: Statement of Financial Capability*.

6. **Project Detail (Attachment F)**

Complete and attach *Attachment F: Project Detail*.

7. **Program Management (Attachment G)**

Complete and attach *Attachment G: Program Management*.

8. **Certification Regarding Lobbying (Attachment H)**

Complete and attach *Attachment H: Certification Regarding Lobbying*.

9. **Certification Regarding Debarment (Attachment I)**

Complete and attach *Attachment I: Certification Regarding Debarment*.

10. **Sub-Contractor Affidavit (Attachment J)**

Complete and attach *Attachment J: Subcontractor Affidavit*.

11. **Coordination/Linkages/Collaboration (Attachment K)**

Complete and attach *Attachment K: Coordination, Linkages and Collaboration*.

Please note the following attachments are for informational purposes. Therefore, **DO NOT RETURN** them with your proposal.

- Attachment L: Past Performance Evaluation for Contractors with the SGRC
- Attachment M: Proposal Responsiveness Checklist
- Attachment N: Review Criteria
- Attachment N-1: Review Criteria Instructions & Guidelines
- Attachment O: General Eligibility Requirements
- Attachment P: Adult and Dislocated Worker Eligibility Requirements
- Attachment Q: Draft Worksite Agreement
- Attachment R: Draft Employee Agreement

Section VI –Scope of Work

In accordance with the National Dislocated Worker Grant (NDWG) guidelines, the LWDA is seeking proposals from qualified organizations capable of delivering and managing a disaster relief program to help address the workforce-related impacts of the public health emergency related to the COVID-19 pandemic, also known as coronavirus. The program will provide eligible participants with temporary disaster-relief employment activities.

Participants can include an individual temporarily or permanently laid off as a consequence of the COVID-19 disaster; a dislocated worker as defined at 29 U.S.C. 3102(3)(15); long-term unemployed worker, or a self-employed individual who became unemployed or significantly underemployed as a result of COVID, the disaster or emergency.

It is anticipated that the equivalent of 150 full time participants will be placed at worksites in the service area. Some participants will be placed in part-time positions due to the restrictions on existing unemployment benefits.

Service Area

Atkinson	Bacon	Baker	Berrien	Brantley
Brooks	Calhoun	Camden	Charlton	Clay
Clinch	Cook	Crisp	Decatur	Dooly
Echols	Early	Irwin	Lee	Lowndes
Macon	Mitchell	Pierce	Quitman	Randolph
Seminole	Shley	Steward	Taylor	Terrell
Thomas	Tift			

1. Worksite Identification

WIOA staff in partnership with the Georgia Department of Labor will identify the worksites to be utilized during the program. WIOA staff will provide the offeror all information as it relates to worksites.

2. Worksite Agreements

Offerors will be responsible for the development and execution of formal worksite agreements with employers who participate in the work experience activities. The worksite agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations, and assurances related to the relationship. All such relationships will include supervisors and participant orientations prior to start.

3. Participant Outreach and Recruitment

WIOA staff in partnership with the Georgia Department of Labor (GDOL) will provide referrals to the program provider. GDOL will operate virtual job fairs to recruit eligible dislocated workers to fill the temporary disaster relief positions. The Offeror should outline how they will assist with the outreach and recruitment strategies.

4. Eligibility

The Offeror will be responsible for the determination, verification and documentation of WIOA eligibility for program participants, maintenance of a formal participant eligibility file and related quality assurance activities.

5. Certification of Eligibility

WIOA staff will review all eligibility files prior to entering them into the State VOS data management system. For WIOA eligibility criteria please see Attachment O and Attachment P.

6. Orientation

All participants and worksites must receive an orientation and be provided information as it relates to WIOA and temporary disaster employment.

7. Objective Assessment and Individual Employment Plan

A comprehensive assessment, along with the development of an Individual Employment Plan (IEP), is required for each customer served in the program.

8. Selection of Participants

Operating within the parameters of WIOA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

9. Participant Tracking

The Offeror will be responsible for the correct completion and entry of online Virtual One Stop System (VOS) forms to record eligibility, registration, assessment results and exit. Also, the VOS system will be utilized to record case management notes and to document the provision of services.

10. Employer of Record

The Offeror will be the employer of record for all participants. The Offeror will pay the participant wages and fringe benefits.

11. Case Management

The Offeror will be responsible for case management and service coordination for all temporary disaster employment activities.

12. Follow Up

Follow-up activities will not be required for disaster relief employment only participants.

13. Service Provider/Staff Duties

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling and service coordination. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years' experience working directly with the public. The individual will be responsible for entry of participant data into the online VOS system. He/she will also document all pertinent information, including attendance, in participant files.

14. Performance

WIOA performance outcomes are not applicable to temporary disaster relief employment only participants.

Section IX – Proposal Review

Proposal Review

Two levels of review will be conducted.

Level I

First, proposals will be reviewed to determine responsiveness (*Attachment M, Proposal Responsiveness Checklist*). The following criteria must be met for a proposal to be considered responsive:

- Proposal must be received by the deadline
- Proposal must be in the required format
- Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted.

Level II

Second, responsive proposals will be evaluated for competitiveness. A committee will conduct individual reviews and score proposals using the Review Criteria form provided in this RFP package, (*Attachment N: Review Criteria and Attachment N-1 Review Criteria & Guidelines*). A total score of 65 or higher on the Review Criteria and the Past Performance Evaluation combined is necessary for a proposal to be deemed competitive. The WDB will only consider competitive proposals (those scoring above 65); however, proposals with the highest score may not necessarily be selected.

Section X – Attachments

Attachment A: Proposal Cover Sheet
Attachment B: Budget Summary
Attachment B-1: Budget Detail
Attachment B-2: Budget Narrative
Attachment B-3: Budget Instructions
Attachment C: Project Narrative
Attachment D: Record of Experience/Performance
Attachment E: Statement of Financial Capability
Attachment F: Project Detail
Attachment G: Program Management
Attachment H: Certification Regarding Lobbying
Attachment I: Certification Regarding Debarment
Attachment J: Subcontractor Affidavit
Attachment K: Coordination, Linkages, and Collaboration
Attachment L: Past Performance Evaluation
Attachment M: Proposal Responsiveness Checklist
Attachment N: Review Criteria
Attachment N-1: Review Criteria Instructions and Guidelines
Attachment O: General Eligibility Requirements
Attachment P: Adult and Dislocated Worker Eligibility Requirements
Attachment Q: Draft Worksite Agreement
Attachment R: Draft Employee Agreement

PROPOSAL COVER SHEET

Southern Georgia Workforce Investment Board
Contract Period January 4, 2021 through June 30, 2021

Name of Organization:

Mailing Address:

Contact Person:

Title:

Telephone

Fax:

E-mail:

Program/Activity:

Amount Requested:

DUNS #:

Check all that apply: Minority owned Female Less than 500 employees

DISCLOSURE OF FINANCIAL RELATIONSHIP

Do you have any type of financial relationship with a WDB Board or a SGRC Staff Member?

No Yes If Yes, Name & Title of Person:

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL PACKAGE

(Agency name) does hereby accept all the terms of the Request for Proposal Package and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Typed or Printed Name of Authorized Person:

Signature of Authorized Person:

Date:

Budget Summary

Proposer/Agency Name: _____

Note: This form is to be completed by all bidders.

Operational Costs

Line Item	Amount Requested
Salaries	
Personnel Benefit/Fringe	
Mileage	
Travel	
Direct	
Indirect	
Profit	
Total Operational	\$

Budget Detail

Salary Detail

Staff Title	Salary	% of Time	Total
A.			
B.			
C.			
D.			
E.			
F.			
G.			
Total Amount Requested			\$

Personnel Benefit Detail

Position	Base Salary	FICA/ Medicare	Workers Comp	UI	Health Insurance	Life Insurance	Holiday/ Leave	Retirement	Total %	Total Fringe \$
A	\$									\$
B	\$									\$
C	\$									\$
D	\$									\$
E	\$									\$
F	\$									\$
G	\$									\$
H	\$									\$
Total Fringe Requested										\$

*Enter each benefit as a % of base salary.

Mileage Detail

# of Miles	Per Mile Charge	Total
		\$
Total Mileage Requested		\$

Travel Detail

Amount	Detail/Explanation of Travel
\$	

Direct Cost(s) Detail

Line Item	Amount Requested
Materials & Supplies (Non-Training Related)	\$
Telephone	\$
Postage	\$
Rent	\$
Utilities	\$
Maintenance	\$
Bond	\$
Advertising	\$
Audit	\$
Other (Specify)	\$
Other (Specify)	\$
Total Direct Costs	\$

Indirect Cost Detail

%	Base Amount	Total
	\$	\$

Profit Cost Detail

%	Base Amount	Total
	\$	\$

Budget Narrative

The Budget Narrative should be limited to three (3) pages and should be in a font size of 12. In narrative form, summarize and describe the budget. The Budget Narrative should closely follow the Budget Summary & Detail and should identify and explain categories such as salaries, staff benefits, travel, etc.

[Up to two (2) additional pages may be used to complete the Budget Narrative]

Budget Summary, Detail & Narrative Instructions

Complete Attachment B to reflect the total cost of your project and the amounts by category. Also include any amounts by category donated by the consultant. 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.

1. **Personnel Salaries:** List each position title; the annualized salary; the percentage of time to be charged to the WIOA project; and the total amount per position requested. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
2. **Personnel Benefits:** Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in the Salary portion of the Budget Detail. Note that the positions listed in the benefits section should correspond to the positions listed in the Salary Detail section. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
3. **Mileage:** Provide the total number of miles' times (x) the number of month's times (x) what is allowed per mile by your agency.
4. **Travel:** Enter the amount you are requesting for travel. Travel would be considered meetings, events, etc. that will be outside of the eighteen (18) county Southern Georgia Area. In the details explain what and why travel will be required. Amount(s) should include hotel/motel, per diem, registration, etc. Give greater detail on this item in the budget narrative.
5. **Direct:** Provide the amount requested for the listed items, if applicable. If your agency does not require funding for a line item leave it blank. If your agency will provide any of the line items at no charge please provide detail in the Budget Narrative, Attachment B-2.
 - a. **Materials & Supplies (Non-Training Related):** Specify the amount of non-training materials and supplies requested, if applicable. Provide justification in the Budget Narrative, Attachment B-2.
 - b. **Telephone:** Specify the amount requested for telephone, if applicable.
 - c. **Other:** Specify the amount requested for any other direct items not listed. In the Budget Narrative, Attachment B-2, provide justification and description of other item(s) requested.
6. **Indirect:** Enter the percentage (%), the base amount and the total amount requested. In the Budget Narrative, Attachment B-2, provide an identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge.

Attachment C: Project Narrative

In Narrative form, detail the proposed approach to providing Disaster Relief Work Experience activities. The bidder should refer to the Scope of Work and provide detailed plans on how each item will be accomplished.

[Up to one (4) additional pages may be used to complete the Project Narrative]

RECORD OF EXPERIENCE/PERFORMANCE

- 1) Provide a summary of your organizations past performance in the provision of similar/related services. Explain the type of service or program that was provided. Include, at a minimum, the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services). Estimate the percentage of the budget which supported the services.

- 2) Detail the population served:
 - a. If WIOA Funding: ☐ Adult ☐ Dislocated Worker ☐ Youth

 - b. If other agency, list type of population served.

- 3) Utilizing the table(s) below provide information regarding past performance. If contracts were outside the dates listed, draw a single line through the dates listed and list most current dates and information.

**If performance was not measured as identified above, please explain how performance was measured. Discuss actual versus expected performance.*

Program Year 2019 (July 1, 2019 – June 30, 2020)

Name of LWDA or other Agency: _____

Address of LWDA/Agency: _____

City, State, Zip of LWDA/Agency: _____

Telephone Number: _____

Contact Person: _____

Amount Contracted: _____

Amount Expended: _____

Number Contracted to Serve: _____

Actual Number Served _____

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

**For youth this measure includes placement in Education.

Program Year 2018 (July 1, 2018 – June 30, 2019)

Name of LWDA or other Agency: _____

Address of LWDA/Agency: _____

City, State, Zip of LWDA/Agency: _____

Telephone Number: _____

Contact Person: _____

Amount Contracted: _____

Amount Expended: _____

Number Contracted to Serve: _____

Actual Number Served _____

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

**For youth this measure includes placement in Education.

STATEMENT OF FINANCIAL CAPABILITY

Proposer Name: _____

Proposer Address: _____

Information in this statement must be completed by an independent certified public accountant or by the financial officer of the proposer if proposer is a state or local educational agency.

1. The proposer is a corporation: ☐ Yes ☐ No

If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office.

A copy of the registration certification is attached: ☐ Yes ☐ No

If no, please explain:

2. Proposer is licensed in the county or city in which they are doing business: ☐ Yes ☐ No

A copy of the license is attached: ☐ Yes ☐ No (not applicable for state or local educational agencies).

Explain if proposer does not have license attached:

3. Proposer has a current fidelity bond and a copy is attached: ☐ Yes ☐ No

Explain if proposer does not have a current fidelity bond attached:

4. Provide and attach to this form a copy of the proposer's organizational chart.

5. Financial Condition as of the end of most recent fiscal year.

Cash	\$
Current Assets	\$
Current Liabilities	\$
Net Working Capital	\$

**Net Working Capital = Cash + Current Assets – Current Liabilities*

6. The proposer's Fiscal Year end is: _____

7. Workmen's Compensation Current? ☐ Yes ☐ No

Name of Carrier: _____

Policy Number: _____

Period Covered by Policy: _____

Address of Carrier: _____

Attachment E: Statement of Financial Capability

8. Has OSHA placed a fine on proposer (civil or criminal) in the past 24 months? ☐ Yes ☐ No
If yes, explain:

9. Are Federal, State and Unemployment Taxes Paid and Current: ☐ Yes ☐ No

Federal Employer Identification Number _____

Georgia Unemployment Insurance Number _____

Georgia Withholding Tax Number: _____

In the past five (5) years, has the proposer had any Federal or State Tax levies?

☐ Yes ☐ No

If yes, describe the nature, circumstance of the levy, county filed, and the date paid/resolved.

10. Check the appropriate answer(s) to indicate the financial arrangements that are available to facilitate performance during initial phases of the contract.

A. Own Resources ☐ Yes ☐ No

B. Bank Credit ☐ Yes ☐ No

(If yes, name of bank and amount – include any Line of Credit):

C. Name of Bank: _____ Amount of Credit: _____

D. Other Income Source: ☐ Yes ☐ No (Specify source and amount)

Source _____ Amount _____

Source _____ Amount _____

11. The latest Audit statement was prepared:

Date Prepared _____

Covers the Period of: (MM/DD/YY – MM/DD/YY) _____

Name of Auditor if audit conducted: _____

(Please attach a copy of the most recent audit with proposal. If an audit has been provided to the SGRC, indicate the date it was provided and the type of audit provided.)

If the same CPA firm has audited company records for the past five (5) years, please check here please indicate by checking yes. ☐ Yes

Attachment E: Statement of Financial Capability

If a different CPA firm has audited during the past five (5) years then complete the information below:

First Year End	Firm Name and Address

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business):

Information confirmed by: _____

(CPA Firm Representative or Financial Office of Proposer)

12. Typed or printed name of individual authorized to act on behalf of agency:

Name: _____

Title: _____

Phone Number: _____

Signature of Authorized Person: _____

Date: _____

Project Detail

1. Project Implementation Schedule

Please outline the project implementation schedule.

Task/Activity	Begin Date	Completion Date
Recruit Staff		

2. Geographic Area

Identify the geographic area you will serve. Be specific and include counties.

3. Facilities

Describe the facilities you will be using for activities and/or services. Where will they be located? Provide the telephone number for each facility. Provide documentation that these facilities meet ADA standards. Provide a Letter of Intent for any facilities not personally contracted by the provider. All facilities must be currently licensed and current on all applicable building codes.

[A total of two (2) additional pages may be used to complete this form excluding required attachments]

Program Management

1. Give a brief history and background of your organization. Include the purpose of your agency and the number of years of educational or job training experience.

Note: Proposers must be in business for at least six months prior to initial proposal and have a current business license or proof of active compliance with the Secretary of State Corporations Division.

2. Indicate the following regarding staffing:

- a) # of staff necessary for operation of this project/program. _____
- b) # of existing staff to be used in the operation of this project/program. _____
- c) # of staff to be hired utilizing this project/program's funds. _____

3. Identify the job titles and required qualifications for staff that will be working in any aspect of the program.
4. Attach to this form (Attachment G) a job description including qualifications for each position to be used in implementing this project.
5. If existing staff are to be utilized, attach to this form (Attachment G) resumes for each person. List below which positions they will fill and the percent of their time devoted to this project. If staff are to be hired, list below the positions and later forward resumes of personnel hired, indicating which positions they fill.

<u>Position</u>	<u>% of Time</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIOA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.
7. Will any part of this project be subcontracted? ☐ Yes ☐ No
If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known to whom it will be subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the federal government, and attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).
8. Provide a detailed description of proposer partnerships with business partners.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief that:

- 1) No federal appropriated funds have been 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, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, 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 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 was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. 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.

Name of Proposer/Contractor Organization

Name of Certifying Officer

Signature of Certifying Officer

Date

*NOTE: "All" in the final rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**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, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, 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 participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class 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 whom 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 those 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 Non-procurement 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 J: Subcontractor Affidavit

Proposer Name: _____

**Georgia Illegal Immigration Reform and Enforcement Act of 2011
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Southern Georgia Regional Commission

Name of Public Employer

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

Executed on _____, _____, 2020 in _____ city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2020.

Notary Public: _____

My Commission Expires: _____

Coordination, Linkages and Collaboration

Describe coordination arrangements with partner agencies and/or other agencies that will assist with this project. Describe how the program will interact with one-stop partners identified in the Workforce Innovation and Opportunity Act. Include any individuals, by title, to be involved in coordinating this program to ensure success. Other appropriate linkages that will enhance the provision of services should be established and explained. Such linkages are highly encouraged and may be established with local technical colleges, business and labor organizations, volunteer groups, and other training, education, employment and social service programs.

Note: WIOA stresses the development of a genuine local workforce development system. Hence, strong proposals will give careful attention to the accomplishment of the goals of coordination, no duplication, maximization of resources, and seamless service delivery. Letters of support may be attached and will not be included in the number of additional pages allowed.

[Up to one (1) additional pages may be used to complete this attachment]

Past Performance Evaluation for Contractors with the SGRC

Proposer Name _____

Type of Contract with SGRC _____

Contract Period _____

1. Did the contractor meet the planned performance, i.e. number of enrollments, number of placements, number of certificates, etc.? ☐ Yes ☐ No
If no, explain:
2. Did the contractor determine eligibility appropriately? ☐ Yes ☐ No
If no, explain:
3. Did the contractor report data timely and accurately in the data collection system?
☐ Yes ☐ No If no, explain:
4. Did the contractor submit accurate invoices by the due date? ☐ Yes ☐ No
If no, explain:
5. Did the contractor meet the required expenditure level? ☐ Yes ☐ No
If no, explain:
6. Did the contractor submit an audit report timely and within the guidelines of the contract/agreement? ☐ Yes ☐ No If no, explain:
7. Did the contractor resolve monitoring/auditing issues promptly? ☐ Yes ☐ No
If no, explain:

Notes:

1. Attach documentation as appropriate.
2. If a proposer has all “yes” answers, add 10 points.
3. If a proposer has two or more “no” answers without an acceptable explanation, subtract 10 points.

Points Awarded	
----------------	--

Signature & Date: _____

PROPOSAL REVIEW FOR RESPONSIVENESS

Organization's Name: _____

Program: _____

Proposal #: _____

Evaluating for Responsiveness

Immediately following the proposal deadline, all proposals will be reviewed to determine responsiveness to the "Request for Proposal." The following criteria **must** be met for the proposal to be determined responsive:

Proposal Received Prior to Deadline	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposal is in the Required Format.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct Number of Copies Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Required Signature's Contained in the Proposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer to any of the above is no, the proposal is deemed unresponsive and no further evaluation will be done. The proposal will **not** be considered for funding.

Comments:

For SGRC use only:

Signature of Reviewer

Date

REVIEW CRITERIA

Proposer Name: _____ Program: _____

Proposal #: _____ Total Score: _____

Financial Management Criteria

_____ X 4 = _____

1. Did the proposer include all the requested financial management/budget information?
2. Does the proposer have adequate financial resources?
3. Does the proposer have acceptable internal controls?
4. Was the budget information mathematically correct?
5. Will the accounting system and procedures adequately account for and report financial data?

Program Management Criteria

_____ X 4 = _____

1. Does the proposer have a history of providing employment and training services?
2. Did the proposer include all the requested program management information?
3. Does/will the staff have the necessary qualifications?
4. Do the monitoring procedures ensure that the activities and services will be in compliance with WIOA and the contract?
5. Will the proposer have an office in the Southern Georgia area?

Performance Criteria

_____ X 5 = _____

1. Does the proposer have sufficient educational and job training experience?
1. Was the requested past performance information provided?
2. Does the proposer's past performance indicate the capacity to perform the activities and services described in the proposal?
3. Is the proposed performance equal to or greater than the performance requested in the RFP?
4. Will the activities/services described in the proposal lead to achievement of the required performance measures?

Program Design Criteria

_____ X 4 = _____

1. Did the proposer clearly and completely describe the program design?
2. Were the planned services thoroughly explained?
3. Were the planned training activities thoroughly explained?
4. Did the program design include a combination of services/activities?
5. Did it appear that a needed service or training activity was not included in the program design?

Cost Criteria

_____ X 3 = _____

1. Does the cost seem reasonable?
2. Does the cost per participant compare favorably to other similar proposals?
3. Could the services/activities be provided at the cost proposed?
4. Does the proposed cost seem adequate for the number of individuals to be served?
5. Does any line item in the budget seem unusually high?

RATING PANEL INSTRUCTIONS & GUIDELINES

1. You should rate proposals independently using your own judgement. Do not discuss the proposals with other staff members or members of the rating panel.
2. You should be consistent in your ratings.
3. You must rate the proposals based only on the information contained in the proposal using the review criteria provided to you. You may not use your prior knowledge of the proposer to rate the proposal.
4. The proposals you have received have been deemed responsive and your responsibility is to determine if the proposal is competitive.
5. The 0-5 Rating References and Guidelines are to be used to assist you in the rating process; they are not absolute. Proposals will rarely meet the definition for the point value. Also, you may consider other information in the proposal that is related to the review categories (financial management, program management, performance, program design, and cost) even if the information is not specifically listed in the guidelines.

FINANCIAL MANAGEMENT

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	The Statement of Financial Capability is complete. The financial management system and internal controls are fully described and strong. Provisions for audits and invoicing procedures are fully explained. Bank and business references are included. There are no questions about the financial system.
4	The Statement of Financial Capability is complete. The financial management system and internal controls are described and acceptable. Invoicing procedures are explained. Bank and business references are included.
3	The Statement of Financial Capability is complete. The financial management system, internal controls, and invoicing procedures are adequate. Bank and business references are included.
2	The Statement of Financial Capability is incomplete. The system, internal controls, and invoicing procedures are provided but do not seem complete. The description of financial management creates some questions. Not enough details.
1	The Statement of Financial Capability is incomplete or not included. The financial management system, internal controls, and invoicing procedures are not acceptable and create some questions.
0	The Statement of Financial Capability is incomplete or not included and the financial management system is not acceptable.

PROGRAM MANAGEMENT

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Proposer has 5+ years experience in providing employment and training services. Staff is qualified and has 5+ years experience in employment and training services and meets Workforce Development Area (WDA) requirements.
4	Proposer has 3-5 years experience in providing employment and training services. Staff is qualified and has 3-5 years experience in employment and training services and meets WDA requirements. Or proposer has 5+ years in successfully working with the population it proposes to serve, and staff will meet WDA requirements.
3	Proposer has 1-3 years experience in providing employment and training services. Staff is qualified and has 1-3 years' experience and meets WDA requirements.
2	Proposer has no experience in employment and training services, but has 1-3 years experience in providing programs where the required service delivery skills are similar. Staff qualifications meet WDA requirements. Organization's history and background indicate capability.
1	Proposer has no experience similar or comparable to employment and training services, but staff exceeds the WDA requirements. Organization capability is questionable.
0	Proposer has no experience similar or comparable to employment and training services and staff does not meet WDA requirements. Organizational capability is questionable.

PERFORMANCE

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Past performance was excellent. Difficult target groups were served with excellent results. Monitoring and audit issues were non-existent or resolved professionally and timely.
4	Past performance was good in relationship to the population served. Monitoring and audit issues were resolved.
3	Past performance was adequate. Monitoring and audit issues were resolved.
2	Performance was not acceptable. Monitoring and audit issues were not resolved timely.
1	Performance is low. Monitoring and audit issues are unresolved and adequate time has been allowed to resolve the issues.
0	Performance is low and there are major monitoring and audit issues outstanding.

PROGRAM DESIGN

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Description of the program design is very clear and easily understood. Explanation of all applicable services and training to be provided is complete, clear, and is consistent with the RFP. Curriculum is fully described and appropriate.
4	Description of the program design is somewhat clear and fairly easy to understand. Explanation of applicable services and training to be provided is clear and consistent with the RFP. Curriculum is generally described and appropriate.
3	Description of the program design is adequate. Explanation of services and training to be provided is adequate and consistent with the RFP. Curriculum is adequately described and appropriate.
2	Program design is complete but weak and lacks detail. Explanation of services and training to be provided is incomplete and weak. Curriculum is not adequately described and appropriate.
1	Program design is incomplete, very weak, and/or does not meet RFP requirements.
0	Insufficient information available or unsuitable program design.

COST

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Cost appears to be a bargain for training/services proposed. Cost per participant and cost per training hour is lowest among the proposals received.
4	Cost appears to be competitive and reasonable for training and services proposed.
3	Cost appears suitable and reasonable for training/services proposed.
2	Cost seems to be high.
1	Cost seems to be unreasonably high. It is the highest cost per participant and cost per training hour among the proposals received.
0	This would be a “rip-off.”

Attachment O - General Eligibility

6.0 General Eligibility

In order to be eligible to receive services or participate in activities funded by WIOA, all participants must be able to prove their Citizenship or Eligible Noncitizen status. Services funded by WIOA shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

6.1 Acceptable Documents to Establish Citizenship (Identify) and Employment Eligibility status:

1. U.S. Passport (unexpired or expired)	2. Unexpired Employment Authorization Document that contains a photograph (INS Form I-688, I-688A, I-688B, or I-766).
3. Permanent Resident Alien Card or Alien Registration Receipt Card (INS Form I-551).	4. Unexpired Foreign Passport , with temporary I-551 stamp or attached unexpired Arrival-Departure Record, INS Form I-194, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status if that status authorized the alien to work for a US employer.

If the applicant cannot provide one of the above documents, they will be required to provide at least one (1) document from each of the two (2) lists below.

6.2 Acceptable Documents to Establish Citizenship (Identity):

1. Valid Driver's License or ID Card issued by a state or U.S. Territory	2. ID Card issued by federal, state, or local government agencies or entity – must contain photograph or information, such as name, date of birth, gender, height, eye color, and address.
3. School ID Card with photograph	4. Voter Registration Card
5. US Military Card or Draft Record	6. US Coast Guard Merchant Mariner Card
7. Native American Tribal Document	8. Driver's License issued by a Canadian government authority
9. For individuals under the age of 18 , they may provide either a school record, school report card, clinic report, doctor's record, hospital record, daycare record, or nursery record.	

6.3 Acceptable Documents to Employment Eligibility:

1. US Social Security Card issued by the Social Security Administration	2. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of the birth certificate issued by a state, county, or municipal authority	4. Native American Tribal Document
5. US Citizen ID Card (INS Form I-179)	6. Unexpired Employment Authorization Document issued by DHS

6.4 Social Security Number Procedure

In accordance with Section 7 of the Privacy Act of 1974 (5 U.S.C. Section 552a Note Disclosure of Social Security Number), unless the disclosure is required by federal statute, applicants may not be denied any right, benefit, or privilege provided by law because of the individual's refusal to disclose his/her Social Security Number (SSN).

Disclosure of an individual's social security number pursuant to the Internal Revenue Code where it is used as the identifying number for the purposes of a return, statement or any other document under the Code (i.e., for payment of wages for OJT, Work Experience, etc.) may be properly required.

Guidelines For Obtaining Social Security Number

Although an applicant cannot be denied WIOA services for failure to disclose their SSN, they must submit their SSN in order to receive wages paid while participating in WIOA services (i.e. OJT).

Training and Employment Guidance Letter (TEGL) No. 5-08 says that states must request a participant's SSN when offering intensive WIOA services or providing financial assistance, however, the State may not deny access to any participant who refuses to provide a SSN. Not obtaining an SSN from a participant means that any outcomes for this participant would be excluded from performance measures unless supplemental information is available to verify the performance outcomes for nonwage based measures.

It is important for LWDAs to request the applicant's SSN at intake and advise them that their SSNs are maintained in a secure and confidential manner. Applicants should also be advised that the State only uses the SSN for the following:

- Payment of wages and allowances, even though at intake it may not be possible to determine the form of payment if any, the applicant will receive; and
- Tracking Unemployment Insurance Wage Records for the calculation of program performance measure outcomes.

According to federal reporting requirements, a valid SSN must be obtained and recorded prior to termination and record transmittal. The regulations further state that USDOL assumes full responsibility for protecting the confidentiality of the data and will ensure that data files are maintained according to applicable federal laws, with particular emphasis upon compliance with the provisions of the Privacy Act and the Freedom of Information Act. It will remove SSN from participant files before they are shared with federal agencies and other users. All recipients of WIOA funds are governed by these requirements.

Procedure for obtaining Social Security Number (SSN)

Providers should assist the applicant in obtaining a SSN from the Social Security Administration. Please note this in the participant's electronic case file maintained in the WorkSource Portal.

6.5 Selective Service Registration

All participants enrolled in WIOA Adult, Dislocated Worker and Youth programs must be in compliance with Selective Service Registration under the Military Selective Service Act as a condition for participation. This is in accordance with TEGL No. 11-11, Change 2 dated May 16, 2012.

- Those required to register with selective service include:
 - Men born on or after January 1, 1960, and who are:
 - Citizens of the United States
 - Non-citizens including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday and/or;
 - Dual nationals of the United States and another country regardless of where they live.
- Selective Service registration is not required of U.S. citizens if the male falls within one of the following categories:
 - Men who are serving in the military on full-time active duty;
 - Men attending the service academies;
 - Disabled men who are continually confined to a residence, hospital or institution; and /or;
 - Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.
- Selective Service registration is not required of non-U.S. citizens if the male falls within one of the following categories:
 - Non-U.S. male who came into this country for the first time after his 26th birthday. Acceptable forms of documentation include:
 - Date of entry stamp in his passport;
 - I-94 with date of entry stamp on it; or
 - Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the U.S. presented in conjunction with documentation establishing the individual's age.
 - Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
 - Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive and the Selective Service System provides a quick reference chart showing who must register on the Selective Service website at <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

6.6 Selective Service Compliance

In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement.

- Acceptable documentation showing registration status includes:
 - Selective Service acknowledgment letter;
 - Form DD-214 "Report of Separation";
 - Screen printout of the Selective Service Verification on the Selective Service website (www.sss.gov);
 - Selective Service Registration Card;
 - Selective Service Verification Form (Form 3A) **AND/OR**
 - Stamped Post Office Receipt of Registration

Registration Requirements for Males Under 26

Prior to being enrolled in a WIOA-funded program, all males born on or after January 1, 1960, who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov.

Males Ages 17 or Younger

Male participants who enter the WIOA program at age 17 or younger and attain age 18 while participating in the program must be registered for Selective Service by the 30th day after their 18th birthday to remain eligible for WIOA services. Funds expended on male participants not registered for Selective Service by the 30th day after their 18th birthday may be considered disallowed costs. Any Youth participant who attains age 18 while enrolled in WIOA and refuses to comply with Selective Service Registration requirements shall be exited from the WIOA Youth program. These Youth would not be placed in follow-up and there should be case notes that describe, in detail, the circumstances as to why services were not/could not be continued.

Males over the age of 26 Not Registered

Males over the age of 26 who are not registered must provide documentation showing that they were not required to register or if they were required but did not register, documentation establishing that their failure to register was not knowing and willful.

The service provider that enrolls individuals in WIOA funded activities may require that males 26 years and over, who failed to comply with the Selective Service registration requirement, request a Status Information Letter (SIL) before making a determination that the failure to register was knowing and willful. Alternatively, the service provider may initiate its process to determine if the failure to register was knowing and willful without first having the potential program participant request the Status Information Letter (e.g. individuals recently released from incarceration).

Determining Knowing and Willful Failure to Register

If the individual was required but failed to register as determined by the SIL or his own acknowledgment, he may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful. The service provider that enrolls individuals in WIOA funded activities is responsible for evaluating the evidence presented and determining whether the failure was knowing and willful. Evidence presented may include the individual's written explanation and supporting documentation of the circumstances at the time of the required registration and the reasons for failure to register.

If an authorized organization determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations related to Selective Service.

Requesting a Status Information Letter (SIL)

An individual may obtain a SIL if he believes he was not required to register or if he did register but cannot provide any of the acceptable documentation.

The Request for Status Information Letter form can be accessed at www.sss.gov.

If the SIL indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in services funded by WIOA. If the SIL indicates that the individual was required to and did not register, he is presumed to be disqualified from participation until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

6.7 Georgia Immigration Law

Under the Georgia Illegal Immigration Reform and Enforcement Act of 2011, an applicant's eligibility to lawfully reside in the United States must be verified prior to receiving WIOA services. Applies to ages 18 and older. An O.C.G.A. Affidavit must be completed and placed in the participant file.

If a participant turns 18 at any point while receiving WIOA services, an affidavit must be filled out and placed in the participant's file.

6.8 Residency

Services will be reserved for adult and youth customers who reside in the Southern Georgia area. However, in the case of dislocated workers, services will be provided to those individuals who reside in the Southern Georgia area or who have been terminated or laid off, or received a notice of layoff of employment, from an employer located in the Southern Georgia area.

6.9 State Residency

Georgia citizens receive priority for WIOA-funded activities and services. However, the LWDA may implement policies to serve additional participants if the LWDA serves communities on the border with another state, is engaged in cross-state sector partnership efforts, and/or is serving businesses with cross-state needs.

Attachment P: Adult and Dislocated Worker Eligibility

7.0 Adult and Dislocated Worker Eligibility

To be eligible to receive WIOA services as an adult in the adult and dislocated worker programs, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States; and
- Meet Military Selective Service registration requirements (males who are 18 or older and born on or after January 1, 1960, unless an exception is justified).

7.1 Additional Requirements for Adults

- Unemployed Adults must be:
 - Public Assistance Recipient; or
 - Low Income; or
 - Homeless; or
 - Disability
- Employed Adults must be:

Individuals who are underemployed include persons who are employed less than full-time and are seeking full-time employment; are employed in a position not commensurate with the individual's demonstrated level of educational attainment and skills; are working full time and meet the definition of lacks self-sufficiency, according to LWDB policies; or are employed, but whose current job earnings are not sufficient compared to their previous earnings.

7.2 Additional Eligibility Requirements for Dislocated Workers

A dislocated worker is an individual who meets one of the following sets of criteria:

Criteria #1 – The individual:

- ✓ has been terminated or laid off through no fault of their own, or has received a notice of termination or layoff from employment;
- ✓ is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; **AND**
- ✓ is unlikely to return to a previous industry or occupation

Criteria #2 – The individual:

- ✓ has been terminated or laid off through no fault of their own or has received a notice of no-fault termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
- ✓ is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **OR**
- ✓ for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.

Criteria #3 – The individual:

- ✓ was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.

Criteria #4 – The individual:

- ✓ is a displaced homemaker, as defined in WIOA § 3 (16). A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:
 - ❖ is unemployed or underemployed and experiencing difficulty finding or upgrading employment; **AND**
 - ❖ has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

Criteria #5 – The individual:

- ✓ The individual is a separating service member from the Armed Services with a discharge other than dishonorable, the separating service member qualifies for dislocated worker activities based on the following criteria:
 - ❖ The separating service member has received a notice of separation (e.g. DD214 or Medical Evaluation Board proceedings) from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria (These documents must meet the requirement that the individual has received a notice of termination or layoff, to meet the required dislocated worker definition);
 - ❖ The separating service member is eligible for or has exhausted of unemployment compensation for Ex-service members (UCX); **AND,**
 - ❖ As a separating service member, the individual meets the eligibility criteria that the individual is unlikely to return to a previous industry or occupation in the military (TEGL 19-16).

Criteria #6 – The individual:

- ✓ is the spouse of a member of the Armed Forces on active duty who:
 - ❖ has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; **OR**
 - ❖ is unemployed or underemployed and experiencing difficulty finding or upgrading employment.

Criteria #7 – The individual:

- ✓ is underemployed, which is defined as:
 - ❖ A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; **AND/OR**
 - ❖ A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.

Criteria #8 – An individual:

- ✓ who may have been separated for cause, filed an appeal to UI and was determined to be "no-fault" and eligible for UI (based on that employer's contributions) may be eligible as a dislocated worker

In order to be considered as unlikely to return to a previous industry or occupation, an individual must meet at least one of the following criteria:

- The individual worked in a declining industry or occupation, as documented on State and locally developed labor market information, such as Georgia Labor Market Explorer, Burning Glass or EMSI. Local high demand, as well as declining occupation, lists must be developed by an appropriate entity, such as the local workforce development board, local Chamber of Commerce, economic development agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.
- The individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more.
- The individual was “separated” from active military duty under conditions other than dishonorable.
- The individual is the spouse of an active military member and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
- Individual worked in an industry or occupation for which there are limited job orders in Georgia Labor Market Explorer at the time of eligibility determination, as documented by the LWDA.
- Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through an assessment of the individual’s educational achievement levels.
- Individual cannot return to their previous industry or occupation because they have physical or other limitations which would prevent reentry into the former industry or occupation, as documented by a physician or other applicable professional (e.g., Psychiatrist, psychiatric social worker, chiropractor, etc.).
- Individuals laid off on a temporary basis with a specific return date and/or determined by UI to be attached to an employer (e.g., a leave of absence) do not meet the criteria of unlikely to return to work in a previous industry or occupation.

7.3 Service Priority for Individualized Services and Training Services

Priority of service is not an eligibility criterion, but rather is a means to ensure emphasis on providing services to higher-need populations. However, inclusion in a priority group does not bypass WIOA eligibility requirements.

WIOA Priority Populations

WIOA specifies that priority for Adult services must be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient. Unlike its predecessor, WIOA requires that priority applies regardless of funding levels, making the priority of service automatic for all WIOA Adult funding.

Veterans Priority of Service

Veterans under WIOA § 3 (63)(A) receive priority of service for all USDOL-funded programs as described in the Jobs for Veterans Act (38 U.S.C. 4215 (2)), meaning priority must be given to veterans and eligible spouses for Adult, Dislocated Worker, and Youth programs. According to TEGL 10-09, veterans and eligible spouses, including widows and widowers as defined in the

statute and regulations, are eligible for priority of service. The Final Rule requires that the broad definition of “veteran” found in 38 U.S.C. 101(2) be used. Additionally, “eligible spouse” is defined in section 2(a) of the Jobs for Veterans Act.

While veterans receive priority for WIOA services, LWDAs and applicable service providers must have a referral process in place for directing Veterans with Significant Barriers to Employment to the Disabled Veterans Outreach Program to ensure the most effect provision of services.

Implementing Priority of Service in WIOA Adult Programs

Implementing priority means that these individuals receive services earlier in time or instead of nonpriority individuals. Veterans and eligible spouses of veterans who otherwise meet the eligibility requirements for Adult programs must receive the highest priority for services. For Adult programs, WIOA priority and Veteran priority categories should be merged and provided in the following order:

- 1) First, to veterans and eligible spouses who are also recipients of public assistance, low income individuals, or basic skills deficient. Military earnings are not to be included as income for veterans and transitioning service members.
- 2) Second, to individuals who are not veterans or eligible spouses who meet WIOA priority criteria.
- 3) Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.
- 4) Last, to individuals outside the groups given priority under WIOA, but who still meet the eligibility criteria.

NOTE: Individuals with a disability are not automatically included in a priority category solely on the basis of the disability. However, individuals with disabilities are considered a family of one for income determination purposes, which usually (but not always) indicates their status as low-income. Additionally, receipt of SSI would qualify an individual as a recipient of public assistance and meets the definition of low-income detailed below, thus placing that individual in a priority category.

7.4 Low Income Individuals

An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through SNAP, TANF, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance;
- Is a member of a family with a total family income that does not exceed the higher of –(I) the HHS poverty line; or (II) 70 percent of the USDOL Lower Living Standard Income Level (LLSIL);
- Is a homeless individual, as defined in § 41403 (6) of the Violence Against Women Act of 1994, or a homeless child or youth as defined in § 725 (2) of the McKinney-Vento Homeless Assistance Act;
- Receives or is eligible to receive a free or reduced-price lunch under the NSLA

- Is a foster youth, on behalf of whom state or local government payments are made; or Is an individual with a disability whose own income meets WIOA's income requirements, even if the individual's family income does not meet the income requirements of the income eligibility criteria for payments under any federal, state, or local public assistance program.

7.5 Basic Skills Deficient

Per 20 CFR 681.290, an individual who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society satisfies the basic skills deficient requirement for WIOA services. In assessing basic skills, Service Providers must use assessment instruments that are valid and appropriate for the target population and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

For an adult, a participant is basic skills deficient if they:

- Lack a high school diploma or high school equivalency and are not enrolled in any secondary education; **OR**
- Are enrolled in a Title II Adult Education and Family Literacy Act (AEFLA) program authorized by WIOA and administered by the Education Department (ED); **OR**
- Are reading or writing English, or computing or solving problems at or below an 8.9 grade level, according to a TABE assessment or another standardized assessment pre-approved by the SGRC.

7.6 Transitioning Military Service Members

Still-active, transitioning military service members may qualify for Dislocated Worker services. While these individuals may be eligible to receive WIOA Dislocated Worker services and funds, they would not be considered 'veterans' for the purposes of DOL reporting or be eligible for Priority of Service.

For the purposes of serving still-active transitioning service members under the "notice of termination or layoff" eligibility criterion, documentation must align with the DOL Data Element Validation (DEV) requirement for "Date of Actual Qualifying Dislocation." Military Personnel are eligible to begin receiving Dislocated Worker Program services upon receipt of discharge orders (Effective Termination of Service "ETS" Orders, DD-2648-ACAP Transition Checklist, or DA Form 3947 Medical Evaluation Proceedings).

Length of service to qualify an individual for such discharges or separations under WIOA guidance may be as few as one day of service. Qualified individuals can receive services up to 18 months prior to retirement or 12 months before separation. If a transitioning service member successfully reenlists into active military duty, then that service member is no longer eligible for services.

7.7 Eligibility for Training Services

Under 20 CFR § 680.210 training services may be made available to employed and unemployed adults who:

- are determined (by the one-stop operator) after an interview, evaluation, or assessment and career planning to be:
 - unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services,

- in need of training services to obtain or retain employment leading to economic self sufficiency or wages comparable to or higher than wages from previous employment, **AND**
 - have the skills and qualifications to participate successfully in training services;
- have selected a program of training services that is directly linked to employment opportunities in the planning region or in another area to which the individual is willing to commute or re-locate; **AND**
- are unable to obtain grant assistance from other sources to pay the costs of training, including HOPE, Pell, and TAA, or require WIOA assistance in addition to the other sources of grant assistance



COVID-19 DWG Worksite Agreement

Worksite Information

Worksite: _____ County: _____

Street Address _____ City _____ State _____ Zip _____

Contact Person: _____ Phone: () - _____

Worksite is: ☐ Government ☐ Private Non-Profit

Anticipated Start Date: ____ / ____ / ____ Anticipated End Date: ____ / ____ / ____

Temporary Worker Information

# Slots	Job Title	Hourly Wage	Hours/Week	# of Months	Supervisor Name

Job Description(s) (to include: job responsibilities, required qualifications, any required training, and any special stipulations related to the job):

WorkSource Georgia LWDA Information

LWDA: _____ Phone: () - _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____

Authorized Signatures

I hereby certify that I have read, understand, and agree to all of the terms and provisions included in this agreement.

Worksite Personnel Signature

Date

LWDA Director Signature

Date



COVID-19 DWG Worksite Agreement

AUTHORITY:

This Agreement is executed pursuant to the following statutory, regulatory and policy provisions: The Workforce Innovation and Opportunity Act Title I, Section 170 and TEGl 12-19.

I. TERM:

The period of performance of this Agreement shall be from the / / to / / .

II. WORK DESCRIPTION

An individual served under this Agreement will be referred to as an "employee." A Job Description describing disaster-related task and responsibilities will be written for each employee served under this agreement; non-humanitarian related tasks normally performed by workers in a similar position are NOT to be included in the Job Description. A duly recognized representative, such as a manager or supervisor, may sign for the Worksite. Job Description shall by reference be made a part of this Agreement.

III. PERFORMANCE OF WORK

A. START OF WORK:

The Worksite will not start the employee at work until the WorkSource Georgia LWDA has signed this Agreement. The start of work must not precede the Date of this agreement or the last signature date.

B. TERMINATION FOR CONVENIENCE OF WORKSOURCE GEORGIA LWDA

The performance of work under this Agreement may be terminated completely or from time to time in part by the LWDA when it determines that such termination is in the best interest of the WorkSource Georgia LWDA. Termination for work hereunder shall be effected by delivery to the Worksite of a Notice of Termination specifying the extent to which performance of work under the Agreement is terminated and the date upon which such termination becomes effective.

The Worksite shall notify the LWDA of any changes to the required hours and work necessary to be performed by the Employee in order to effectuate any terminations due to lack of work.

C. TERMINATION FOR REASONS OF DEFAULT:

The WorkSource Georgia LWDA, by written notice of default to the Worksite, may terminate the whole or any part of this Agreement in any one of the following circumstances:

- 1) failure to perform the services specified herein
- 2) failure to perform any of the other provisions of this Agreement,
- 3) failure to make progress as to endanger performance under this Agreement in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the WorkSource Georgia LWDA may authorize in writing) after receipt of notice specifying such failure.



COVID-19 DWG Worksite Agreement

V. WORKSITE REQUIREMENTS

A. EQUAL OPPORTUNITY:

The Worksite will not discriminate against any employee because of race, color, religion, sex, or national origin.

B. STATEMENT OF WORKSITE PERSONNEL POLICY:

The Worksite will provide a copy of its policy to the employee covering any specific rules or regulations by which the employee is expected to abide, including benefits information and grievance procedures.

VI. MISCELLANEOUS PROVISIONS

A. PAYMENTS:

The Worksite will assist the WorkSource Georgia LWDA by providing the appropriate documentation (signed timesheets) to the LWDA on a timely basis to ensure the Employee is paid on a timely basis.

All hours must be rounded to the nearest quarter hour on a daily basis.

B. CHANGES:

There shall be no modification or amendment of this Agreement, except in writing, executed with the same formalities as this instrument.

Requests for interpretations of the Agreement provisions shall be directed to the WorkSource Georgia LWDA and must be in writing. No interpretations shall be official or binding upon the Worksite unless it is received in written form.

C. DISPUTES:

Entities should insert language to reflect their agreed upon dispute policies and procedures.

D. ATTESTATION REGARDING EMPLOYMENT OF EMPLOYEE:

The Worksite can presently employ none of the employees served under this Agreement, nor can they be presently on a layoff status subject to recall by the Worksite or other like status with the Worksite.

E. SUBJECT TO FUNDING/BUDGET:

It is expressly understood by and between the parties hereto that the WorkSource Georgia LWDA is serving solely as distributor of funds provided under the COVID-19 National Emergency Dislocated Worker Grant, and is not obligated to disburse monies from general funds or otherwise to make payments described herein, and further, that this distribution is contingent upon the receipt of said grant funds. The WorkSource Georgia LWDA reserves the right to institute an administrative modification to reduce in whole or in part the monies provided under this Agreement should available monies become insufficient to continue Agreement levels.



COVID-19 DWG Worksite Agreement

F. HOLD HARMLESS:

The Worksite agrees to indemnify and hold harmless the WorkSource Georgia LWDA, their officers, officials and employees from and against all claims, liabilities, the damages or suits of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Worksite, its delegates agents or employees, or due to any act or occurrence of omission of the Worksite, including but not limited to costs and a reasonable attorney's fee. In suits against the WorkSource Georgia LWDA arising out of this agreement, the LWDA, at its sole option, may defend itself or require the Worksite to provide the defense.

G. DEBARMENT AND SUSPENSION:

The Worksite certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal or State department or agency.

H. RELATIONSHIP OF PARTIES:

The Worksite does not become the agent of the WorkSource Georgia LWDA for any purpose pursuant to this Agreement, and will make no representation of such. In agreeing to provide direction and supervision for the employee(s), the Worksite understands that this does not make any employee an employee or agent of Illinois workNet Center, nor is the Illinois workNet Center liable to the Worksite or any third party by reason of any future act or failure to act by any employee on or off the job.

VII. ASSURANCES AND CERTIFICATIONS

By entering into this Agreement, the Worksite hereby acknowledges, and agrees to comply with, the following statutory, regulatory and policy provisions:

A. RELOCATION:

Neither the execution nor performance of the Agreement will assist in, support or otherwise contribute to the relocation of the Worksite's business.

B. MAINTENANCE OF EFFORT:

The Worksite assures that this agreement will only provide for employment opportunities that are necessary for humanitarian assistance associated with the COVID-19 crisis.

C. DISPLACEMENT OF CURRENTLY EMPLOYED WORKERS:

The Worksite assures that no currently employed worker shall be displaced by any employee, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits. No employee shall be employed or job opening filled when (a) any other individual is on layoff from the same or any substantially equivalent job, or (b) when the Worksite has terminated the employment of any regular employee, or has otherwise reduced its work force with the intention of filling the vacancy so created by utilizing an employee.

D. HEALTH AND SAFETY STANDARDS:

Health and safety standards otherwise applicable to working conditions of humanitarian employees shall be equally applicable to working conditions of the regular employees. The



COVID-19 DWG Worksite Agreement

Worksite assures that appropriate standard for health and safety will be maintained, including adherence to both federal and state Child Labor Laws.

E. SECTARIAN ACTIVITIES:

The Worksite assures that employees will not be employed in building, operating, or maintaining any part of any building, which is used for religious instruction or worship.

F. COLLECTIVE BARGAINING AND UNION ACTIVITIES:

The Worksite assures that this agreement will not impair existing contracts for services or collective bargaining agreement between the Worksite and other parties, nor will this agreement assist, promote or deter union organization.

G. LOBBYING AND POLITICAL ACTIVITIES:

The Worksite assures that this agreement will not assist with political or lobbying activities or the cost of any salaries or expenses related to any activity designed to influence legislation or appropriation pending before the Congress of the United States.

VIII. REPRESENTATIONS AND UNDERSTANDING:

The Worksite agrees to operate this worksite in accordance with the provisions, conditions and specifications as follows:

- A. To insure that employees assigned to this worksite will only perform humanitarian assistance tasks that are a result of the COVID-19 pandemic and are necessary within the specified geographic region
- B. To insure that the WorkSource Georgia LWDA contact person will be notified as soon as all tasks which are necessary, as a result of the COVID-19 crisis, have been completed
- C. To insure compliance with governing state and federal laws and policy
- D. To provide adequate supervision and safety training for the temporary employees
- E. To provide sufficient disaster-related work to fully occupy the temporary employees' working hours
- F. To maintain the worksite timesheets and monitoring of hours and attendance
- G. To adhere to applicable wage and hour regulations
- H. To insure safe and sanitary working conditions
- I. To file injury reports when applicable and immediately advise the WorkSource Georgia LWDA and Workers' Compensation provider
- J. To insure that no temporary employee will be involved in any sectarian or political activities



COVID-19 DWG Worksite Agreement

The Worksite understands that no part of this Agreement, including any Addenda, may be subcontracted to a third party without the express written consent of the WorkSource Georgia LWDA.

- A. The Worksite will immediately advise the WorkSource Georgia LWDA in writing of any actions, suits, claims or grievances filed against Disaster Employee, the WorkSource Georgia LWDA, State of Georgia, federal officials or any other individuals that in any way relates to this Agreement.
- B. The Worksite represents that it has the power and authority to execute this Agreement and perform the services specified in any Addenda to this Agreement.

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COVID-19 DWG Employee Agreement Form

Worksite Name: Click or tap here to enter text.	Supervisor's Name: Click or tap here to enter text.
Worksite Address: Click or tap here to enter text.	
Employee Name: Click or tap here to enter text.	Phone #: Click or tap here to enter text.
Position Title: Click or tap here to enter text.	E-Mail: Click or tap here to enter text.
Anticipated Employment Dates: Click or tap to enter a date. To Click or tap to enter a date.	Hourly Wage: \$ Click or tap here to enter text.
Hours per Week: Click or tap here to enter text.	Days per Week: Click or tap here to enter text.
Position Description: Click or tap here to enter text.	
Additional Benefits or Requirements: Click or tap here to enter text.	

The signatures below indicate that all parties involved agree to the terms of employment detailed above.

Temporary Employee Signature

/ /
Date

Worksite Representative Printed Name and Signature

/ /
Date

LWDA Representative Printed Name and Signature

/ /
Date

Completed and signed Worksite Agreement should be included as Attachment A