

WorkSource DeKalb
Executive Committee Meeting Agenda
Friday, June 19, 2020
2:30 PM – 3 :30 PM
ZOOM Conference
Meeting ID: 5112978133

- I. Welcome (Mr. Tim Ashmore)
- II. Action Items
 - a. WSD Local Budget
 - b. WSD Local Plan-The Local Plan is based local employment indicators reported prior to COVID-19
 - c. WSD Memorandum of Understanding with One-Stop Partners
- III. Other Discussions (Theresa Austin-Gibbons)
- IV. Comments
- V. Adjourn

WorkSource DeKalb
Executive Committee Meeting Minutes
Friday, June 19, 2020
2:30 PM – 3 :30 PM
ZOOM Conference

- I. Welcome (Mr. Tim Ashmore)
- II. Quorum established
 - a. Chair and Vice-Chair present
 - b. All Sub-Committee Chairs Present
- III. Action Items
 - a. WSD Local Budget
 - i. Passed unanimously
 - b. WSD Local Plan-The Local Plan is based local employment indicators reported prior to COVID-19
 - i. Passed unanimously
 - c. WSD Memorandum of Understanding with One-Stop Partners
 - i. Passed unanimously
- IV. Other Discussions (Theresa Austin-Gibbons)
 - a. Connecting with Sub-Committee members and discuss the importance of attending meetings
- V. Comments
 - a. Chair thanked everyone for attending and make connections with all your sub-committee members prior to the next meeting.
- VI. Adjourned at 3:15PM

LWDA NAME
WIOA PY20/FY21 Budget
July 1, 2019 - June 30, 2020

Indirect Cost Rate (if applicable)

%

REVENUE Summary	Current Year Award (PY20/FY21)	Carryover Balances (PY19/FY20)	Total
WIOA Adult	1146881	903755	2,050,636.00
WIOA Dislocated Worker	1516973	1241359	2,758,332.00
WIOA Youth	1241945	399082	1,641,027.00
TOTAL REVENUE			6,449,995
EXPENSES Summary	Current Year Award (PY20/FY21)	Carryover Balances (PY19/FY20)	Total
WIOA Adult	1,377,520	-	1,377,520.00
WIOA Dislocated Worker	1,292,753	-	1,292,753.00
WIOA Youth	1,641,027	-	1,641,027.00
TOTAL EXPENSES			4,311,300.00
INCOME OVER (UNDER) EXPENSES			
WIOA Adult	(230,639)	903,755	673,116.00
WIOA Dislocated Worker	224,220	1,241,359	1,465,579.00
WIOA Youth	(399,082)	399,082	-

Date

LWDB Chairperson

Title

Date

Fiscal Agent Authority

Title

DeKalb County Workforce Plan

Workforce Innovation and Opportunity Act
2020 to 2024

The DeKalb County Local Workforce Area
(Local Area 5) is comprised of DeKalb County,
GA, as displayed in the map on the right



Area 5: DeKalb County – WIOA Plan for 2020-2024

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Strategic Elements, Governance and Structure

- 1. Identification of the Fiscal Agent – Provide an identification of the entity responsible for the disbursement of grant funds described in WIOA § 107(d)(12)(B)(i)(III) as determined by the chief elected official.**

Local Workforce Development Area 5 is comprised of a single service area, DeKalb County. In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Chief Local Elected Official has named the WorkSource DeKalb Board as the local Board for the area. IN THE DOOR, LLC. is the One-Stop Operator and as designated in the Chief Local Elected Official-Fiscal Agent Agreement, the Fiscal Agent is as follows:

DeKalb County Government
Finance/Budget Department
1300 Commerce Drive, 4th Floor
Decatur, GA 30030

- 2. Description of Strategic Planning Elements – Provide a description of the strategic planning elements listed below. A complete answer will rely on a variety of data sources and employer input. Also describe how the information was gathered and what partners and employers were consulted.**
 - a. Provide an analysis of the regional economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. Include the listing of occupations in demand within the region and describe how the list was developed citing source data.**

Overview. For the purposes of this Local WIOA Plan, only DeKalb County's economic conditions, including existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in these industry sectors and occupations, are discussed. The regional aspects for these same factors are included in the Metro Atlanta Regional Plan.

According to the Atlanta Regional Commission statistics, as of 2019Q4, total employment for the DeKalb was 334,844 (based on a four-quarter moving average). Over the year ending 2019Q4, employment increased 0.3% in the region. The average worker in the DeKalb earned annual wages of \$56,412 as of 2019Q4. Average annual wages per worker increased 2.9% in the region during the preceding four quarters. For comparison purposes, annual average wages were \$57,413 in the nation as of 2019Q4.

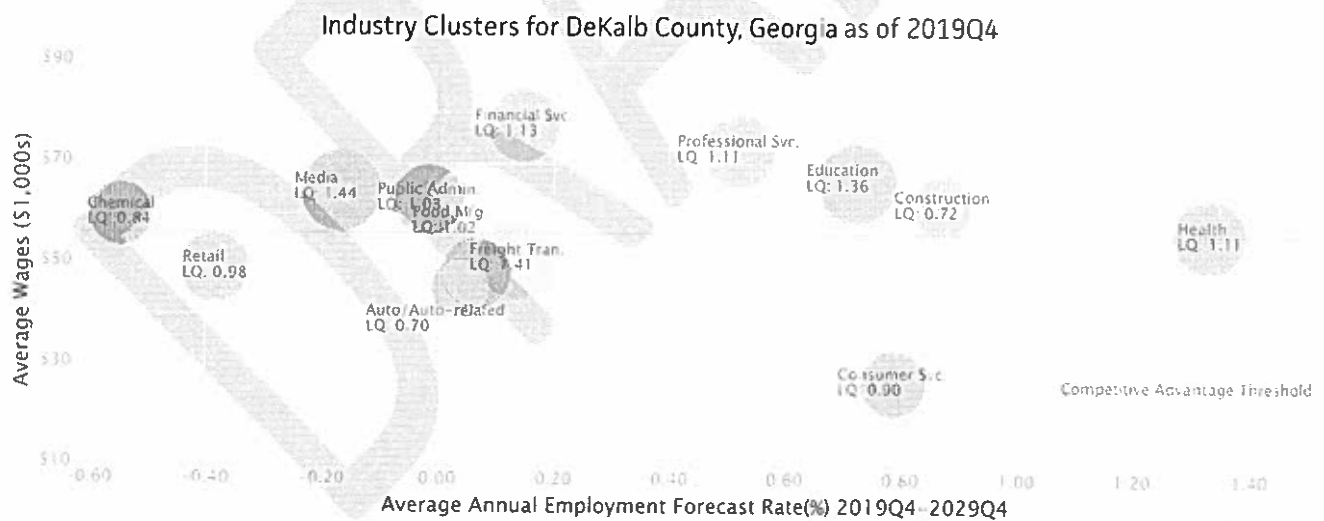
The largest major occupation group in DeKalb County, Georgia is Office and Administrative Support Occupations, employing 48,529 workers. The next-largest occupation groups in the region are Sales and Related Occupations (34,557 workers) and Food Preparation and Serving Related Occupations (26,157). High location quotients (LQs) indicate occupation groups in which a region has high concentrations of employment compared to the national

average. The major groups with the largest LQs in the region are Arts, Design, Entertainment, Sports, and Media Occupations (LQ = 1.42), Education, Training, and Library Occupations (1.24), and Computer and Mathematical Occupations (1.24).

Occupation groups in DeKalb County, Georgia with the highest average wages per worker are Management Occupations (\$120,200), Legal Occupations (\$106,100), and Computer and Mathematical Occupations (\$88,400). The unemployment rate in the region varied among the major groups from 1.1% among Legal Occupations to 6.6% among Farming, Fishing, and Forestry Occupations.

Over the next 5 years, the fastest growing occupation group in DeKalb County, Georgia is expected to be Healthcare Support Occupations with a +1.6% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Food Preparation and Serving Related Occupations (+1,246 jobs) and Healthcare Practitioners and Technical Occupations (+1,207). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Office and Administrative Support Occupations (26,808 jobs) and Food Preparation and Serving Related Occupations (23,119).

A cluster is a geographic concentration of interrelated industries or occupations. The industry cluster in DeKalb County, Georgia with the highest relative concentration is Media with a location quotient of 1.44. This cluster employs 7,524 workers in the region with an average wage of \$64,496. Employment in the Media cluster is projected to contract in the region about 0.2% per year over the next ten years.



Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics, included where necessary, and updated through 2019Q4 with preliminary estimates updated to 2019Q4. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

Professional and Business Services

As defined in DeKalb County's targeted industry report, the Professional and Business Services industry represents a range of industries which provide services, ranging from financial institution, to law firms, to computer programming services. In the Metro Atlanta Region, the industry accounted for nearly 331,800 jobs in 2019. The industry is diverse, with employment spread over a range of different sectors,

with some overlapping with Information Technology. The following table presents the largest sectors in the industry

Professional & Business Services Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	2019 Jobs	% of All Jobs	Location Quotient	Avg Ann Wages
524210	Insurance Agencies and Brokerages	25,440	8%	1.73	\$95,649
541110	Offices of Lawyers	24,800	8%	1.37	\$98,391
541511	Custom Computer Programming Services	24,258	7%	1.52	\$109,770
541512	Computer Systems Design Services	23,864	7%	1.41	\$109,172
522110	Commercial Banking	21,425	6%	0.97	\$112,695

Source: JobsEQ 2019Q4

The industry has grown rapidly over the past five years, expanding employment by 16%, adding nearly 51,000 jobs. While employment growth was spread over a range of sectors, the Corporate Managing Offices demonstrated the strongest growth, adding nearly 12,000 jobs.

² Please note, the acronym NAICS as used in all tables represents the North American Industry Classification System.

The fastest growing sectors are summarized in the following table.

Historic Change in Professional & Business Services Industry, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Employment		5 Year	
		2014	2019	# Change	% Change
524210	Insurance Agencies and Brokerages	18,249	25,440	7,191	39%
541110	Offices of Lawyers	22,268	24,800	2,532	11%
541511	Custom Computer Programming Services	19,958	24,258	4,300	22%
541512	Computer Systems Design Services	19,491	23,864	4,373	22%
522110	Commercial Banking	20,316	21,425	1,109	5%
Total - Professional & Business Services Industry		293,405	331,800	38,390	13%

Source: JobsEQ 2019Q4

Growth is projected to continue. Over the next five years, the Professional and Business Services industry is expected to add over 24,549, expanding employment by 7.44%, over a range of industries, with the Corporate Managing Offices sector adding the most jobs. Due to a combination of new and replacement demand, the Professional and Business Services industry is expected to require over 4,910 workers annually to fill open positions. Approximately 86% will be due to retirements or other turnover, while 14%, or 3,436 jobs annually, will be due to replacement demand. The following table identifies the sectors expected to add the most jobs over the coming years.

Projected Change in Professional & Business Services Industry, 6 Digit NAICS - WorkSource Metro Atlanta						
NAICS	Industry	5- Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
524210	Insurance Agencies and Brokerages	1,930	7.59%	386	13%	87%
541110	Offices of Lawyers	946	3.81%	189	9%	91%
541511	Custom Computer Programming Services	3,525	14.53%	705	26%	74%
541512	Computer Systems Design Services	3,419	14.33%	684	26%	74%
522110	Commercial Banking	462	2.16%	92	4%	96%
Total - Professional & Business Services Industry		24,549	7.44%	4910	14%	86%

Source: JobsEQ 2019Q4

Life Sciences

The Life Sciences industry overlaps heavily with the Healthcare industry, but also includes sectors related to medical device manufacturing and information technology. In 2019, the industry represented nearly 340,767 jobs in the Metro Atlanta Region. As with the Healthcare industry, General and Surgical Hospitals are the largest employers, accounting for nearly 74,626 jobs. The table on the following page identifies the largest Life Sciences sectors in the region:

Life Sciences Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	2019 Jobs	% of All Jobs	Location Quotient	Avg Ann Wages
622110	General Medical and Surgical Hospitals	74,626	13%	0.78	\$66,078
551114	Corporate, Subsidiary, and Regional Managing Offices	72,588	13%	1.98	\$142,918
621111	Offices of Physicians (except Mental Health Specialists)	55,156	10%	1.28	\$85,136
541110	Offices of Lawyers	24,800	4%	1.37	\$98,391
541511	Custom Computer Programming Services	24,258	4%	1.52	\$109,770

Source: JobsEQ 2019Q4

The industry has grown steadily over the past five years, adding over 57,079 jobs, an 29% increase in employment. Other specialized designed services and design services added the most jobs, increasing employment by 76%. Family Planning Centers, though relatively small, grew rapidly between 2014 and 2019 adding nearly 105 jobs, increasing employment by 79%. The following table identifies the Life Sciences sectors that added the most jobs between 2014 and 2019.

Historic Change in Life Sciences Employment, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Employment		5 Year	
		2014	2019	# Change	% Change
622110	General Medical and Surgical Hospitals	66,889	74,626	7,737	12%
551114	Corporate, Subsidiary, and Regional Managing Offices	44,329	72,588	28,259	64%
621111	Offices of Physicians (except Mental Health Specialists)	40,905	55,156	14,251	35%
541110	Offices of Lawyers	22,268	24,800	2,532	11%
541511	Custom Computer Programming Services	19,958	24,258	4,300	22%
Total - Life Sciences Industry		473,696	572,901	99,200	21%

Historic Change in Life Sciences Employment, 6 Digit NAICS - Atlanta Region

The Life Sciences industry is expected to continue to grow rapidly over the next five years. By 2022, it is projected to add another 68,000 jobs, expanding employment by over 14%. The following table identifies the sectors that are projected to add the most jobs.

Projected Change in Life Sciences Employment, 6 Digit NAICS - WorkSource Metro Atlanta						
NAICS	Industry	5- Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
622110	General Medical and Surgical Hospitals	3,624	4.86%	725		
551114	Corporate, Subsidiary, and Regional Managing Offices	4,035	5.56%	807	11%	89%
621111	Offices of Physicians (except Mental Health Specialists)	5,147	9.33%	1029	18%	82%
541511	Custom Computer Programming Services	3,525	14.53%	705	26%	74%
541512	Computer Systems Design Services	3,419	14.33%	684	26%	74%
Total - Life Sciences Industry		50,792	8.90%	10158	16%	84%

Source: JobsEQ 2019Q4

Tourism

The Tourism industry is broad; encompassing retail, hospitality, and other related sectors. In the Metro Atlanta Region, it accounts for over 226,412 jobs. Employment is concentrated most heavily in the restaurant sectors (Full-Service and Limited-Service), which accounts for 169,950 jobs, combined. Hotels are also a major employer, accounting for 23,921 jobs. The following table identifies the largest Tourism sectors in the region.

Tourism Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	2019 Jobs	% of All Jobs	Location Quotient	Avg Ann Wages
722511	Full-Service Restaurants	94,224	35%	1.08	\$22,857
722513	Limited-Service Restaurants	75,726	28%	1.06	\$16,532
721110	Hotels (except Casino Hotels) and Motels	23,921	9%	0.90	\$32,260
722515	Snack and Nonalcoholic Beverage Bars	12,748	5%	1.04	\$21,911
722310	Food Service Contractors	9,967	4%	1.08	\$26,986

Source: JobsEQ 2019Q4

The industry has added over 40,308 jobs over the past five years, increasing employment by 17%. Growth was distributed over a range of industry sectors, ranging from hotels to bars to restaurants. The following table identifies the industries that added the most jobs between 2012 and 2017.

Historic Change in Tourism Industry, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Employment		5 Year	
		2014	2019	# Change	% Change
722511	Full-Service Restaurants	82,901	94,224	11,323	14%
722513	Limited-Service Restaurants	66,182	75,726	9,544	14%
721110	Hotels (except Casino Hotels) and Motels	21,193	23,921	2,728	13%
722515	Snack and Nonalcoholic Beverage Bars	8,303	12,748	4,445	54%
722310	Food Service Contractors	8,942	9,967	1,025	11%
Total - Tourism Industry		232,964	273,272	40,308	17%

Source: JobsEQ 2019Q4

The Tourism industry is expected to continue to grow over the coming years, but at a lower rate. Between 2019 and 2023, it is projected to add nearly 46,000 jobs, expanding employment by 9%. This demand will primarily be driven by the high rate of turnover within the industry.

Projected Change in Tourism Employment, 6 Digit NAICS - WorkSource Metro Atlanta	
5- Year Projection	Employment Demand

NAICS	Industry	# Change	% Change	Avg. Annual	% New	% Replacement
722511	Full-Service Restaurants	7,857	8.34%	1571	9%	91%
722513	Limited-Service Restaurants	6,734	8.89%	1347	9%	91%
721110	Hotels (except Casino Hotels) and Motels	823	3.44%	165	5%	95%
722515	Snack and Nonalcoholic Beverage Bars	1,128	8.85%	226	9%	91%
722310	Food Service Contractors	712	7.14%	142	8%	92%
Total - Tourism Industry		21,162	7.80%	4232	9%	91%

Source: JobsEQ 2019Q4

Transportation, Distribution and Logistics

Burning Glass Technologies, *Labor Insight Job Report (2019)* indicates that positions in Transportation, Logistics and Distributions (TDL) jobs are among the top five job openings posted in 2019. This industry accounts for 101,303 jobs in DeKalb County. Employment was distributed between Scheduled Passenger Air Transportation and General Warehousing and Storage at 19% and 16% respectively in 2019.

Transportation & Logistics Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	2019 Jobs	% of Jobs	LQ	Avg Ann Wages
481111	Scheduled Passenger Air Transportation	30,892	19%	4.42	\$109,386
493110	General Warehousing and Storage	26,065	16%	1.55	\$42,910
492110	Couriers and Express Delivery Services	20,424	1%	1.79	\$40,343
484121	General Freight Trucking, Long-Distance, Truckload	12,903	8%	1.34	\$52,890
484122	General Freight Trucking, Long-Distance, Less Than Truckload	11,019	7%	2.52	\$59,334

Source: JobsEQ 2019Q4

The TDL industry has declined over the last five (5) years with a 20% decrease in Scheduled Passenger Air Transportation positions. The largest increase of 101% employment within the last five (5) years are General Warehousing and Storage employment. Courier and Express Delivery services employment also netted an additional 5,620 positions within the last five (5) years.

Historic Change in Transportation & Logistics Industry, 6 Digit NAICS - WorkSource Metro Atlanta	
Employment	5-Year History

NAICS	Industry	2014	2019	# Change	% Change
481111	Scheduled Passenger Air Transportation	38,847	30,892	-7,955	-20%
493110	General Warehousing and Storage	12,982	26,065	13,083	101%
492110	Couriers and Express Delivery Services	14,804	20,424	5,620	38%
484121	General Freight Trucking, Long-Distance, Truckload	12,568	12,903	335	3%
484122	General Freight Trucking, Long-Distance, Less Than Truckload	8,851	11,019	2,168	24%
Total - Transportation & Logistic Industry		135,380	162,066	26,686	20%

Source: JobsEQ 2019Q4

In the las few years, most of the positions in TDL is will be due to replacement of the existing workforce by 94%. The report indicates on 9% of the employment in this industry will be due to new positions being created.

Projected Change in Transportation & Logistics Industry, 6 Digit NAICS - WorkSource Metro Atlanta						
NAICS	Industry	5-Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
481111	Scheduled Passenger Air Transportation	1,156	3.7%	231	7%	93%
493110	General Warehousing and Storage	2,709	10.4%	542	14%	86%
492110	Couriers and Express Delivery Services	706	3.5%	141	6%	94%
484121	General Freight Trucking, Long-Distance, Truckload	463	3.6%	93	6%	94%
484122	General Freight Trucking, Long-Distance, Less Than Truckload	419	3.8%	84	7%	93%
Total - Transportation & Logistics Industry		8,517	5.3%	1703	9%	91%

Source: JobsEQ 2019Q4

Construction and Support Trades

The Construction and Support Trades industry accounts for over 61,424 jobs in the Metro Atlanta Region. Sectors range from Nonresidential Electrical Contractors to residential Plumbing and Heating and Air Conditioning Contractors. In the Metro Atlanta Region, the largest positions are Nonresidential Electrical Contractors and Other Wiring Installation Contractors, which accounts for approximately 13,405 jobs, or 10%. The following table identifies the largest sectors in the region.

Construction Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	2019 Jobs	% of Jobs	Location Quotient	Avg Ann Wages
238212	Nonresidential Electrical Contractors and Other Wiring Installation Contractors	13,405	10%	1.28	\$67,793
236220	Commercial and Institutional Building Construction	12,090	9%	1.07	\$87,623
238222	Nonresidential Plumbing, Heating, and Air-Conditioning Contractors	10,219	8%	1.13	\$68,751
236118	Residential Remodelers	7,481	6%	0.80	\$51,873
238221	Residential Plumbing, Heating, and Air-Conditioning Contractors	6,969	5%	0.69	\$50,494
236115	New Single-Family Housing Construction (except For-Sale Builders)	6,037	5%	0.82	\$83,703
237310	Highway, Street, and Bridge Construction	5,223	4%	0.65	\$66,963

Source: JobsEQ 2019Q3

Since 2014, the industry has grown steadily, adding over 25,168 jobs, and expanding employment by 24%. Growth has spread over a range of sectors. While overall the industry grew over this period, such as positions as Nonresidential Siding Contractors increased by 69%. An overview of Construction and Support Trades is provided in the table on the following page.

Historic Change in Construction Industry, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Employment		5 Year	
		2014	2019	Empl Change	% Change
238121	Residential Structural Steel and Precast Concrete Contractors	66	72	6	9%
236220	Commercial and Institutional Building Construction	328	443	115	35%
238172	Nonresidential Siding Contractors	89	150	61	69%
238191	Other residential Foundation, Structure, and Building Exterior Contractors	376	360	84	30%
238132	Nonresidential Framing Contractors	177	274	97	55%
Total - Construction Industry		103,004	128,172	25,168	24%

Source: JobsEQ 2019Q4

Over the next five years, the industry is expected to continue to grow at a similar rate, adding another 9,955 jobs. Again, employment growth will be distributed broadly over a range of construction-related sectors. Nearly every sector in the industry is expected to add jobs over the coming years. Over 87% of these are expected to be related to turnover or retirement. The following table identifies the industries that are expected to add the most jobs over the coming years.

Projected Change in Construction Industry, 6 Digit NAICS - WorkSource Metro Atlanta						
NAICS	Industry	5-Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
238212	Nonresidential Electrical Contractors and Other Wiring Installation Contractors	938	7%	188	11%	89%
236220	Commercial and Institutional Building Construction	963	8%	193	14%	86%
238222	Nonresidential Plumbing, Heating, and Air-Conditioning Contractors	972	10%	194	15%	85%
236118	Residential Remodelers	553	7%	111	14%	86%
238221	Residential Plumbing, Heating, and Air-Conditioning Contractors	666	10%	133	15%	85%
Total - Construction Industry		9,955	8%	1,991	13%	87%

Source: JobsEQ 2019Q4

Advanced Manufacturing

As defined in the DeKalb County Target Sector Strategy, the Advanced Manufacturing industry accounts for over 116,000 jobs in the Metro Atlanta Region. The industry is broad, representing over 100 sectors. The table on the following page identifies the largest sectors in the Advanced Manufacturing industry.

Advanced Manufacturing Industry Overview, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Jobs 2019	% of All Jobs	Location Quotient	Avg Ann Wages
323111	Commercial Printing (except Screen and Books)	6,051	4.01%	1.19	\$52,887
336411	Aircraft Manufacturing	4,774	3.79%	1.24	\$124,053
326199	All Other Plastics Product Manufacturing	4,518	1.95%	0.92	\$50,989
311812	Commercial Bakeries	2,329	1.82%	1.05	\$49,117
322211	Corrugated and Solid Fiber Box Manufacturing	2,169	1.74%	1.39	\$91,047

The industry has grown at a modest rate, expanding employment by 11%, adding nearly 11,714 jobs. However, a few sectors have had employment decline, including Aircraft Manufacturing, which lost nearly 1,504 jobs. The Plastic Product Manufacturing increased employment by nearly 793 jobs, or 21%. The following table identifies sectors adding the most jobs between 2014 - 2019.

Historic Change in Advanced Manufacturing Employment, 6 Digit NAICS - WorkSource Metro Atlanta					
NAICS	Industry	Employment		5 Year	
		2014	2019	# Change	% Change
323111	Commercial Printing (except Screen and Books)	6,250	6,051	-199	-3%
336411	Aircraft Manufacturing	6,278	4,774	-1,504	-24%
326199	All Other Plastics Product Manufacturing	3,725	4,518	793	21%
311812	Commercial Bakeries	2,290	2,329	39	2%
322211	Corrugated and Solid Fiber Box Manufacturing	1,799	2,169	370	21%
Total - Advanced Manufacturing Industry		107,439	119,153	11,714	11%

Source: JobsEQ 2019Q4

Over the next five years, the Advanced Manufacturing industry is expected have a decline by 353 jobs. Despite this decline, it is expected to have nearly 168 job openings annually due to retirements and turnover. The table on the following page identifies the sectors that are projected to add jobs over the next five years.

Projected Change in Advanced Manufacturing, 6 Digit NAICS - WorkSource Metro Atlanta						
NAICS	Industry	5- Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
323111	Commercial Printing (except Screen and Books)	-397	-6.56%	-79	-14%	114%
336411	Aircraft Manufacturing	-31	-0.65%	-6	-2%	102%
326199	All Other Plastics Product Manufacturing	66	1.46%	13	3%	97%
311812	Commercial Bakeries	58	2.49%	12	4%	96%
322211	Corrugated and Solid Fiber Box Manufacturing	-32	-1.48%	-6	-3%	103%
Total Advanced Manufacturing Industry		839	0.70%	168	1%	99%

Source: JobsEQ 2019Q4

Occupational Analysis. Over the next five years, Healthcare-related occupations will have the highest growth. Education, professional services, and Food Preparation occupations are also expected to add a significant number of jobs. Sales and Related Occupations are expected to have the highest annual demand for workers due to replacement demand.

The table below summarizes employment trends. Rows highlighted in green are those that are projected to add the most jobs while those in orange are projected to lose the most jobs. The ones in bold are those with the highest annual employment demand.

Projected Change in Employment, 2 Digit SOC - WorkSource DeKalb

SOC	Occupation	5- Year Projection		Employment Demand		
		# Change	% Change	Avg. Annual	% New	% Replacement
11-0000	Management Occupations	809	3.74%	162	9%	91%
13-0000	Business and Financial Operations Occupations	521	2.60%	104	6%	94%
15-0000	Computer and Mathematical Occupations	716	5.86%	143	15%	85%
17-0000	Architecture and Engineering Occupations	80	2.14%	16	6%	94%
19-0000	Life, Physical, and Social Science Occupations	134	4.92%	27	10%	90%
21-0000	Community and Social Service Occupations	451	7.08%	90	11%	89%
23-0000	Legal Occupations	80	2.75%	16	8%	92%
25-0000	Education, Training, and Library Occupations	1,134	4.87%	227	10%	90%
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	105	1.23%	21	3%	97%
29-0000	Healthcare Practitioners and Technical Occupations	1,207	5.12%	241	16%	84%
31-0000	Healthcare Support Occupations	787	8.49%	157	13%	87%
33-0000	Protective Service Occupations	66	1.00%	13	2%	98%
35-0000	Food Preparation and Serving Related Occupations	1,246	4.76%	249	5%	95%
37-0000	Building and Grounds Cleaning and Maintenance Occupations	325	3.18%	65	5%	95%
39-0000	Personal Care and Service Occupations	965	7.13%	193	9%	91%
41-0000	Sales and Related Occupations	-385	-1.11%	-77	-2%	102%
43-0000	Office and Administrative Support Occupations	-647	-1.33%	-129	-2%	102%
45-0000	Farming, Fishing, and Forestry Occupations	-1	-0.34%	0	0%	100%
47-0000	Construction and Extraction Occupations	444	4.22%	89	8%	93%
49-0000	Installation, Maintenance, and Repair Occupations	140	1.10%	28	2%	98%
51-0000	Production Occupations	-276	-2.20%	-55	-4%	104%
53-0000	Transportation and Material Moving Occupations	512	2.05%	102	3%	97%
Total - All Occupations		8,557	2.56%	1711	4%	96%

Bold designates occupations with the highest average annual employment demand
 Red designates occupations that are projected to lose the most jobs
 Green designates occupations that are projected to add the most jobs

Source: JobsEQ 2019Q4

Another method to assess employment demand is the number of job advertisements posted by employers. In DeKalb County, the occupations with the most job postings are generally related to the Registered Nurses, retail sales and Sales representatives, Wholesale and Manufacturing. In 2019, over 1,900 on-line job advertisements were posted for Heavy and Tractor-Trailer Truck Drivers and Customer Service Representatives.

While analyzing on-line job postings can be an effective method to understand employer demand for workers, some sectors may be underrepresented because employers may fill positions through word of mouth, direct hiring from community colleges, or through unions.

The top 15 occupations having the most on-line job advertisements in 2019 are summarized in the table below.

Occupations by Number of Jobs Posted in 2019 - WorkSource DeKalb		
O'NET Code	Occupation	Job Postings
29-1141.00	Registered Nurses	1,896
41-2031.00	Retail Salespersons	1,466
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1,204
43-4051.00	Customer Service Representatives	998
53-3032.00	Heavy and Tractor-Trailer Truck Drivers	913
41-1011.00	First-Line Supervisors of Retail Sales Workers	904
53-7062.00	Laborers and Freight, Stock, and Material Movers, Hand	614
11-9199.00	Managers, All Other	613
49-9071.00	Maintenance and Repair Workers, General	582
11-9111.00	Medical and Health Services Managers	532
43-6014.00	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	529
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	486
15-1132.00	Software Developers, Applications	472
11-9051.00	Food Service Managers	448
11-1021.00	General and Operations Managers	401

Source: Labor Insight Jobs (Burning Glass Technologies) - 01/01/2019 - 12/31/2019

The top skill requested by employers was customer service. This transcends across all industry discussed throughout this plan. The top fifteen (15) skills requested by employers on job postings are summarized in the following table:

Top Skills by Job Postings in 2019 - WorkSource DeKalb	
Skills	Job Postings
Customer Service	7,733
Scheduling	4,977
Patient Care	4,792
Sales	4,723
Repair	3,365
Personal Protective Equipment (PPE)	3,348
Pathology	3,178
Hazardous Waste	3,157
Bloodborne Pathogens	3,153
Communicable Disease knowledge	3,050
Customer Contact	3,047
Budgeting	2,681
Retail Industry Knowledge	2,661
Staff Management	2,590
Teaching	2,388

Source: Labor Insight Jobs (Burning Glass Technologies) 01/01/2019 - 12/31/2019

The Top Certifications requested are also closely related to the county and region's targeted industry sectors. The certification that is most often required for applicants is Driver's License followed by Basic Life Saving and Registered Nurse certifications. . The top 10 certifications requested by employers in jobs postings are summarized in the following table:

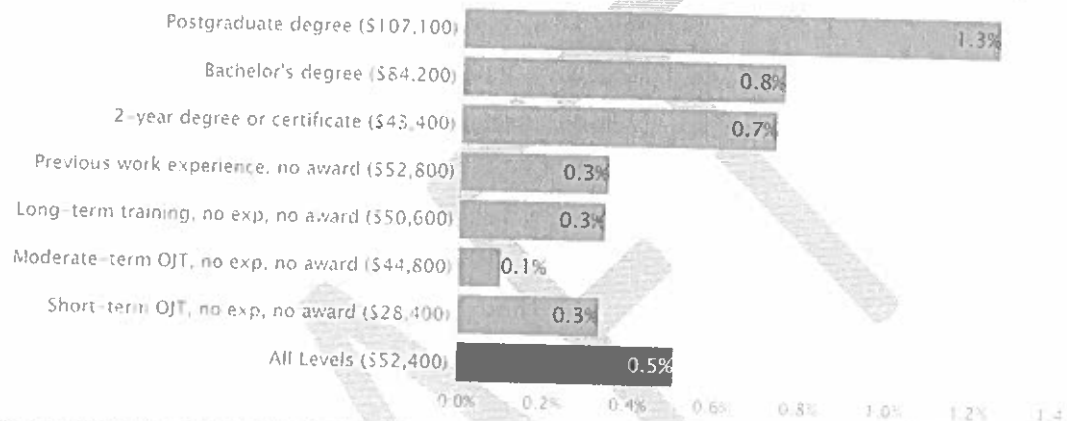
Top Certifications by Job Postings in 2019 - WorkSource DeKalb	
Certification	Job Postings
Driver's License	4,934
Basic Life Saving (BLS)	1,497
Registered Nurse	1,369
Advanced Cardiac Life Support (ACLS) Certification	1,264
Basic Cardiac Life Support Certification	1,207
First Aid Cpr Aed	1,200
CDL Class A	586
Licensed Practical Nurse (LPN)	426
American Registry of Radiologic Technologists (ARRT) Certification	225
Forklift Operator Certification	215
Security Clearance	211
Automotive Service Excellence (ASE) Certification	202
Certified Public Accountant (CPA)	200
Certified Medical Assistant	194
Certified Professional Medical Auditor	8

Source: Labor Insight Jobs (Burning Glass Technologies) 01/01/2019 - 12/31/2019

- b. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.**

Expected growth rates for occupations vary by the education and training required. While all employment in DeKalb County, Georgia is projected to grow 0.5% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 1.3% per year, those requiring a bachelor's degree are forecast to grow 0.8% per year, and occupations typically needing a 2-year degree or certificate are expected to grow 0.7% per year.

Annual Average Projected Job Growth by Training Required for DeKalb County, Georgia



Employment by occupation data and estimates are as of 2015Q4. Education levels of occupations are based on BLS assignments. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

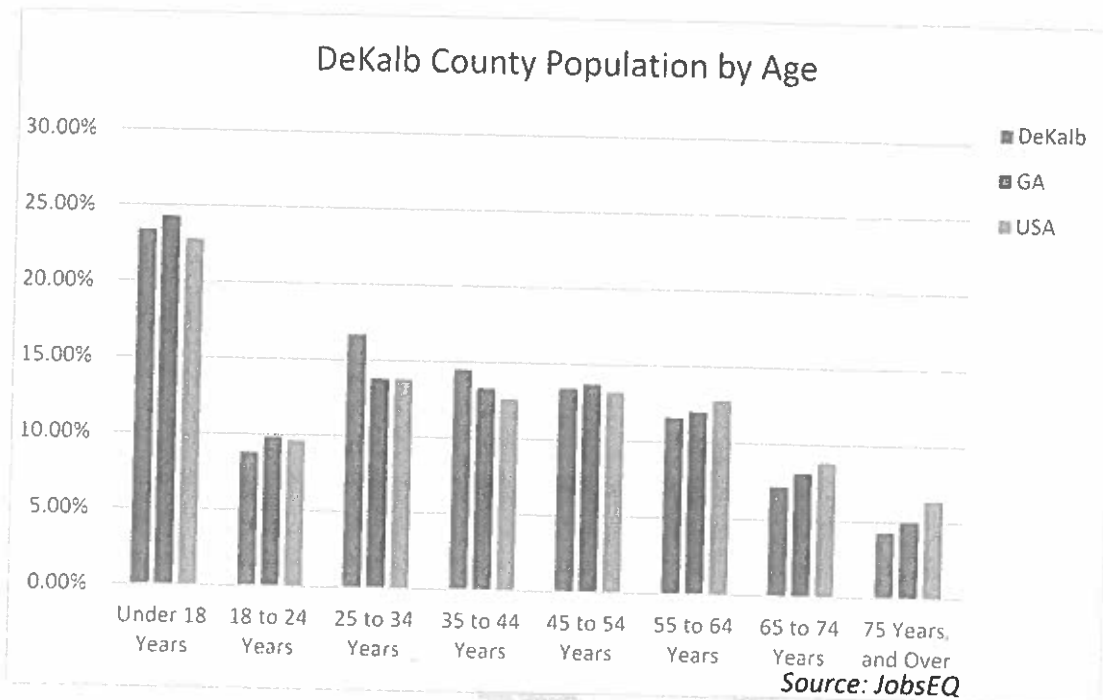
- c. Provide an analysis of the workforce in the region, including current labor force employment, unemployment data, information on labor market trends and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. List all data sources used to gather this information.**

According to the Georgia Department of Labor, 2019 Area Profile, DeKalb County had an unemployment rate of 3.4% at the end of 2019. There were 399,354 people in the labor force, 13,654 unemployed and 385,700 people employed which comprises the unemployment rate during this time period.

The education level of individuals in the labor force vary between age groups. A large percentage of individuals obtain their high diploma at 24.6%. The remaining individuals are spread across some college (22%), college graduates (22.3%) and post graduate degrees (11.7%).

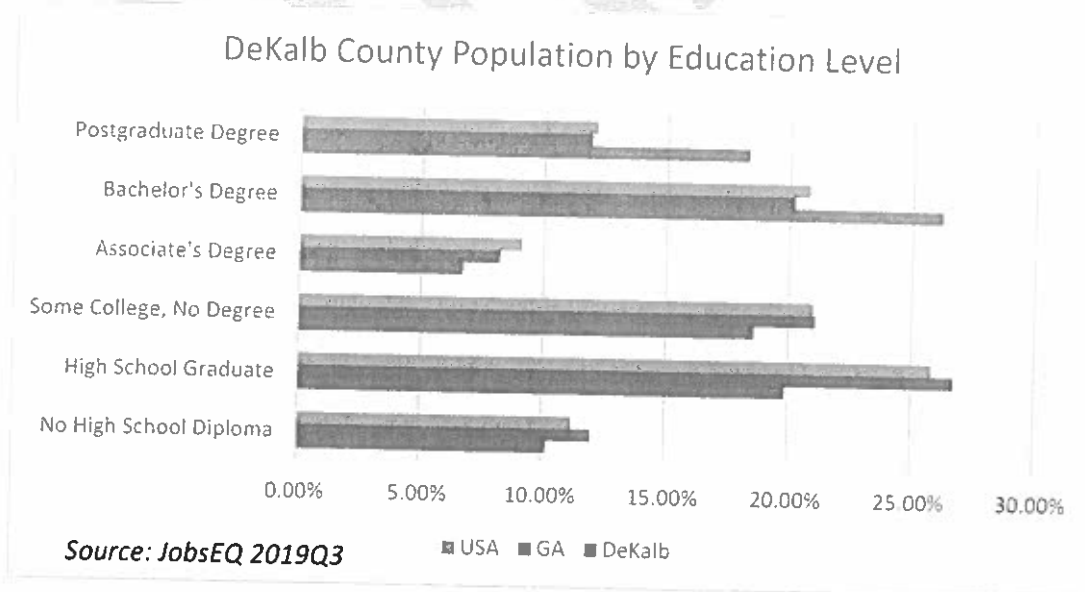
- d. Provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths, weaknesses and capacity of such services to address the identified education and skill needs of the workforce, and the employment needs of employers in the region.**

According to the Georgia Department of Labor, Area Profile , DeKalb has 13 public higher learning institutions.



Relative to the State of Georgia, a higher portion of DeKalb County and Metro Atlanta Region residents aged 25 to 64 have an advanced degree (bachelor's or higher). In DeKalb County, this groups represents approximately 41% of working aged residents.

An overview of the education levels is provided in the table that follows:



- e. **Provide a description of the local Board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on primary indicators of performance, in order to support regional economic growth and economic self-sufficiency.**

The Board has developed a strategic vision and mission, identified its core values, guiding principles, and goals for the local workforce system.

Vision. To be the leader in innovative and employer-driven workforce solutions for the State of Georgia.

Mission. To promote and support a workforce system that creates value and offers employers, individuals, and communities the opportunity to achieve and sustain economic prosperity.

Core Values

- *Customer Focused:* Meeting job seekers where they are by creating a knowledge-based economy through broad public-private partnerships and optimizing technology.
- *Industry Driven:* Talent development investments are based on the specific skill needs of key industry sectors.
- *Accountable and Transparent:* Enhance performance metrics and processes that increase the accountability of our employment and training services and help improve customer service to job seekers and employers alike.

Guiding Principles

- Our customers include job seekers, businesses, and all community partners seeking workforce information and/or services;
- Our customers will define quality service through their feedback;
- Our staff will provide quality services in a timely and positive manner;
- The System will include many connected access points utilizing common methods and shared resources with services tailored to meet the needs of individual communities, including a Mobile Career Lab and web-based electronic registration system;
- To provide services and information to all customers based upon their informed choice and need;
- To be customer friendly, culturally competent, and to embrace the International and Limited English-Speaking Community sufficiently;
- To be flexible to foster immediate and long-term skills development for

jobseekers and businesses requiring assistance

Goals

- To provide the delivery of training in a way that is accountable and accessible for job- seekers and businesses;
- To utilize information about quality, occupational trends, business needs and needed skill attainment in our decision-making;
- To advance the Business Services Division to become the focal point for our services and be the primary means of obtaining and providing information from/to the business community.
- To partner with the other Local Workforce Development Boards within the Metro Atlanta area to launch cutting edge initiatives that focus on high-demand sector strategies that assist in the obtainment of education, professional certifications and employment.
- To use the recently conducted comprehensive needs analysis to determine the programs that are in demand and will lead to re-employment within a reasonable time frame in high demand industries such Professional and Business Services, Life Sciences, Tourism, Logistics, Construction and Support Trades, and Advanced Manufacturing, and other emerging industries.

f. Taking into account the analyses described in sections “2. a-e” (above), provide a strategy to coordinate core programs to align resources available to the local area to achieve the strategic vision and goals.

- Engaging local businesses to determine their current and projected workforce needs
- Identifying new or emerging certifications that may be required by businesses or regulatory entities
- Creating appropriate training mechanisms, including work-based learning activities, to fill current and projected job openings
- Identifying career pathways, as well as any training and educational requirements, for long-term employment in the in-demand high-growth sectors
- Recruiting job seekers who are interested in careers in the targeted industries
- Developing a pipeline of qualified workers who possess the education, skills, and certifications required by employers in the in-demand sectors
- Attracting new businesses to the local area by improving the skills and qualifications of the area's labor force
- Helping existing businesses grow their operations by improving incumbent worker skills and productivity
- Develop regional strategies with the Metro LWDA that are suitable and sustainable.

3. Description of Strategies and Services – Provide a description of the strategies and services that will be used in the local area in order to accomplish the items listed below.

- a. How will the area engage employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations?**

The WSD Board realizes that employer engagement is an important strategy to help job seekers connect with employment opportunities. The Board has engaged small business employers by inviting them to attend Workforce Wednesday activities. This partnership allows small employers and in-demand industry sectors to showcase and interact with jobseekers as direct hires.

Using the information gleaned from these ongoing employer engagement efforts, the Board develops sector-based training programs which prepare qualified workers for careers in the targeted industries. Additionally, working with business partners, the Board creates registered apprenticeship models which provide apprentices, a combination of classroom-based training, and paid training at the worksite leading to permanent employment.

As a part of the regional efforts, the five (5) local Boards are exploring on ways to coordinate options for individual activities to be more efficient and effective. A regional business engagement approach to seamless processes and procedures that lessen the impact to employers is one area the five (5) LWDA are working towards.

- b. How will the area support a local workforce development system that meets the needs of businesses in the local area? Discuss the area's workforce services with businesses and how business and organized labor representatives on the Local Workforce Development Board (LWDB) contributed to the development of these strategies. Provide a listing of business services available through the area(s) such as employer workshops and assessment and screening of potential employees.**

The full Board, including its business members and labor representatives, have implemented a service delivery strategy for the local area that includes a dedicated Business Services Team. As part of its outreach efforts, this team actively attends and participates in local business groups such as the local chamber of commerce, economic development organizations, and industry associations to cultivate job leads as well as inform potential customers about workforce services. The Business Service Team actively targets employers in the region's high-growth industries to inform and educate potential business and job seeking customers about the variety of workforce services offered through the One- Stop system.

The Business Services Team members are in contact with employers on a daily basis, finding out about their workforce needs, helping them fill job openings, recruiting workers, providing job matching assistance, screening applicants, referring qualified

candidates, and identifying training opportunities. At the employer's request, the team may provide pre-interviewing, testing, and/or assessment services to help determine candidates' qualifications for particular job openings.

With respect to workforce planning, the Business Services Team works with businesses to determine their current and future training needs, including the identification of career pathways. As emerging skill requirements are identified, they provide this information to the Board for its consideration in identifying and/or creating new training programs.

Additionally, the Business Services Team is responsible for on-the-job training customized training, incumbent worker training, and other employer-based training opportunities. They negotiate and establish the training curriculum, reimbursable costs, length of training, and other terms to be included on the employer-based training agreement. Additionally, they ensure the training appropriately prepares the customer to function in the identified occupation.

Business Services Team members travel throughout the area, meeting with businesses. Furthermore They also coordinate their activities with Georgia Department of Labor (GDOL) personnel as well as with other local Boards in the Metro Atlanta Region to ensure services are not duplicated.

c. How will the area better coordinate workforce development programs and economic development? Additionally, identify economic development partners and describe the involvement of the economic development community in developing strategies. How will the area strength linkages between the one-stop delivery system and unemployment insurance programs?

The WSD Board has well-established working relationships with its local economic development partners that include DeKalb Chamber of Commerce, Development Authority of DeKalb County (DADC), and Decide DeKalb. The Board relies on these partnerships to help develop workforce strategies and to identify the education and training programs needed to meet the current and emerging workforce needs in the area. The Board and its economic development partners share information, develop forecasts, communicate projections, promote lifelong learning, develop qualified workers, and identify occupational trends.

The WSD Board is an integral part of the economic development efforts to attract new, as well as retain existing, businesses in the local area. It provides data on key workforce indicators as well as labor market information. It also promotes the services of the One-Stop system, including recruitment, job matching, screening, and placement services. As needed, it prepares project proposals outlining the specific services it can provide to a new business interested in moving into the area or to an existing one which is expanding.

For example, it is involved with the Aerotropolis Workforce Collective which envisions creating an integrated workforce development plan to better prepare residents for career opportunities in and around the Hartsfield-Jackson Atlanta International Airport. As the world's most travelled airport, it is a key economic driver that brings

opportunities to an area that is struggling financially. The Aerotropolis Workforce Collective will help ensure that local talent is prepared to fill local jobs.

The Georgia Department of Labor is co-located in the One-Stop Center. Therefore, individuals who are at the facility conducting job search activities can conveniently meet with UI staff; eliminating the need to travel to another location.

Additionally, the WSD Board is interested in working with GDOL to identify those individuals whom are likely to exhaust their UI benefits and attending RESEA orientation by requiring them to utilize the One-Stop partners for job search and training assistance. They would be provided with an orientation of services and given an initial assessment to determine specific needs. Based on their particular circumstances, they may be referred to additional services and resources, including job search workshops, staff-assisted job search activities, partner programs, and/or training services. This change may help unemployed individuals get back to work before their benefits are exhausted.

4. Description of the One-Stop Delivery System – Provide a description of the one- stop delivery system in the local area that includes the items detailed below.

- a. Provide a description of how the local Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, workers and jobseekers.**

To ensure continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, workers, and job seekers, the Board has established performance goals that each provider is required to meet or exceed. More information on monitoring of service providers is found in the response to **Performance, ETPL, and Use of Technology 3.d. below.**

Additionally, the Board connects employers, training providers, job seekers, and other stakeholders through its sector-focused summits and symposiums. Using the information

gathered from these events, providers can modify their existing programs and/or create new ones as needed to meet business and job seeker needs.

- b. Provide a description of how the local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means.**

The Board established a physical One-Stop facility located at 774 Jordan Lane in Decatur. It is on the public transportation route and has ample parking so that

customers are able to easily access services. The hours of operation are Monday through Friday from 8:30AM until 5PM.

Additionally, the Board has a Mobile Career Lab that is stationed weekly at local libraries to provide assistance and access to career services throughout the county. The Mobile Career Center will begin engaging youth in areas of high concentration of youth population throughout DeKalb. It has computers with Internet access, along with printer, scanner, and copy services so that customers can conduct job search activities. A fully accessible ADA workstation with movable table and auxiliary equipment is available adjacent to the Wheelchair Lift.

The Board also provides a very good overview of its services, including a calendar of workshops and events as well as the Mobile Career Lab's schedule, on the website located at www.dekalbcountyga.gov/worksource-dekalb/mobile

- c. Provide a description of how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA § 188, if applicable, and applicable provisions of the Americans with programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities. This should include the provision of staff training/support and addressing the needs of individuals with disabilities.**

Serving individuals with disabilities is a part of the Board's service delivery design. Its One-Stop and Disability Committee meets bi-monthly to address accessibility and other related issues. Both the physical One-Stop and the Mobile Career Lab are compliant with the Americans with Disabilities Act of 1990.

The Board has designated staff members who serve as advocates for customers and act as liaisons with partner agencies, including the Georgia Vocational Rehabilitation Agency (GVRA). We assist individuals with disabilities as follows:

- Conducts ongoing training of staff members and partner personnel regarding services to individuals with disabilities.
- Provides outreach to agencies within the local area that offer services to individuals with disabilities.
- Maintain an updated list of resources available within the local area for use by staff and customers in accessing needed services.
- Advocates for individuals with disabilities by advising and informing them about resources available within the WorkSource Georgia locations and throughout the local area and coach them on how to apply for needed resources.
- Implemented a Limited English Proficiency policy, including the use of I-Speak international language card and GDOL's Multilingual Directory to assist customers with language barriers.
- Provides assistive technology items for persons with disabilities, such as adaptive key boards and adjustable work stations.

- Coordinates staff training on assistive technology and equipment to ensure that staff are fully-trained in usage and application.
- Maintain required Federal and State notices and postings.

d. Provide a comprehensive description of the roles and resource contributions of the one-stop partners.

The chart that is found on the following page provides a description of the programs/roles and services/contributions of each of the One-Stop partners.

Partner	Programs/Roles	Services/Contributions
WSD	WIOA	Provides WIOA Adult, Dislocated Worker, Youth, and Business Services.
GDOL	Wagner Peyser TAA Veterans Services	Provides a universal public labor exchange services, Trade Adjustment Act (TAA) activities, and employment assistance to Veterans.
Division of Family and Children Services (DFCS)	TANF SNAP	Serves as a resource for individuals applying for and receiving Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Program (SNAP).
Georgia Piedmont Technical College (GPTC)	AEL Carl D. Perkins Act Community College Training Programs	Provides Adult Education and Literacy services, and on-site General Equivalency Diploma (GED) preparation classes. Offers employers innovative, high-value training and business services focused on increasing the professional and technical skills of the area's workforce.
GVRA	Vocational Rehabilitation Act	Assists individuals with disabilities in finding and securing employment. Provides access to adaptive technologies.
AARP	Title V Older Workers	Provides employment assistance, including work experiences, for mature workers.
DeKalb Authority Housing	Housing and Urban Development	Provides housing solutions and deliver programs to help clients achieve self-sufficiency and economic independence.

Job Corps	Job Corps Program	Offers training and placement services for eligible Out-of-School youth.
Decide DeKalb Development Authority	Economic Development	Delivers business recruitment, retention and expansion services.
DeKalb Chamber of Commerce	Business Services	Serves as "the voice of business in DeKalb County".

Urban League of Greater Atlanta	Supportive Services	Provides a variety of wrap around services in conjunction with the One-Stop's workforce services.
MARTA	Transportation	Provides attractive alternatives to the automobile for all residents and visitors to the area.

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- e. **Identify the current One-Stop Operator in the local area(s) and describe how the region/local area is preparing for the competitive process for operator selection. Describe how market research, requests for information and conducting a cost and price analysis are being conducted as part of that preparation.**

IN THE DOOR, LLC, serves as the One-Stop Operator. Moving forward, the Board will carefully consider all options for One-Stop Operator procurement as outlined in the LWDA Customized Guidance provided by the Technical College System of Georgia, Office of Workforce Development.

The Board may choose to take a regional approach, including working with the other Boards in the region to cooperatively interview potential vendors for market research prior to the release of a competitive RFP and/or sharing a common RFP and evaluation tool.

Awarding Sub-grants and Contracts – Provide a description of the competitive process to be used to award the sub-grants and contracts in the local area for activities carried out under this Title I.

The Board uses a competitive RFP procurement process to award sub-grants and contracts in the local area. Invitations to bid are issued through the DeKalb County Purchasing and Contracting Department and in compliance with the applicable procurement standards set forth in the Code of Federal Regulations. The Board complies with the Georgia Security and Immigration Compliance Act of 2006 (OCGA 13-10-90 et seq.), which requires public employers; their contractors and subcontractors to verify newly hired employees' work eligibility.

A complete copy of the Procurement Policy for Contracts and Subcontracts is provided in Appendix A.

5. **Awarding Sub-grants and Contracts – Provide a description of the competitive process to be used to award the sub-grants and contracts in the local area for activities carried out under Title I.**

6. **EEO and Grievance Procedures – Briefly describe local procedures and staffing to address grievances and complaint resolution.**

The Board has processes that comply with federal and state regulation and policies for handling complaints and Equal Employment Opportunity (EEO) issues. It has established a WIOA Equal Opportunity Officer that is responsible for grievance and complaint resolution.

Dr. Desjane Venable
Workforce DeKalb Manager
Equal Opportunity Officer
WorkSource DeKalb
774 Jordan Lane, Building 4
Decatur, Georgia 30033
Email: dvenable@dekalbcountyga.gov

Upon entry into the process, customers are provided with materials detailing the processes. Customers are requested to convey concerns in writing to provide clear documentation of the issue. However, a customer's failure to communicate in writing does not prevent him/her from having his/her complaint reviewed.

As a part of its positive customer service strategy, the Board strives to informally resolve most complaints. Typically, it has been the Board's experience that a front-line Manager and/or the One-Stop Manager are able to resolve most customer concerns.

However, if a complaint is unable to be resolved informally, then the customer will be required to file a written report to initiate the formal process. The WIOA Equal Opportunity Officer will research the complaint to determine an appropriate resolution. This process may include interviewing the customer and key personnel, reviewing written materials, and/or holding a hearing.

If the customer remains dissatisfied with the local determination, then he/she may choose to file a request for review by the WFD. Once all formal local and state procedures have been exhausted, a customer may also request to have his/her complaint investigated by the US Department of Labor.

Copies of the Grievance Policy and its related Grievance Form are provided as **Appendices B and C**.

Local Boards and Plan Development

- 1. Local Boards – Provide a description of the local Board which includes the components listed below.**
 - a. Describe how local Board members are identified and appointed. Include description of how the nomination process occurs for adult education and labor representatives. (Proposed § 679.320(g))

The Board has adopted a set of By-Laws to define and govern its activities. Upon appointment, each Board Member signs and dates the By-Laws and the Conflict of Interest provision which is submitted to WFD. A copy is also retained by the Board.

The DeKalb Local Workforce Board currently consists of 22 Board members: Twelve (12) Business Representatives, Five (5) Workforce Representatives, Two (2) Education and Training Representatives and Three (3) Government and Economic Development Representatives. See attachment 1 for a complete listing of the Board's membership.

Article IV, Section 1 of the By-Laws relates to the composition and appointment of Board members.

Article IV Board Membership

Section 1 – Board Composition

- (A) BUSINESS REPRESENTATIVES** - A majority [51%] of the members of each local Board shall be representatives of business in the local area, who—(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations. **MINIMUM number of business representatives: Ten (10).**
- (B) WORKFORCE REPRESENTATIVES** - (Labor, Community Based Organization and Youth Serving Organizations) - Not less than 20 percent of the members of each local Board shall be representatives of the workforce within the local area, who—(i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. **MINIMUM number of workforce representatives: Four (4).**
- (C) EDUCATION AND TRAINING REPRESENTATIVES** - Each local Board shall include representatives of entities administering education and training activities in the local area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing Workforce Innovation activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

If there are multiple eligible providers serving the local area by administering adult education and literacy activities under Title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local Board described in clause (i) or (ii) of paragraph (2)(C), respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively. Representatives of adult education and higher education institutions shall make recommendation to the Board chair, through this recommendation the CLEO appoints to the Board. In

that DeKalb County has one (1) adult education and literacy institution, which is Georgia Piedmont Technical College (GPTC), a required WIOA partner, the president of GPTC makes recommendation to the Board chair and through this recommendation the CLEO appoints to the Board.

MINIMUM number of education and training representatives: Two (2).

(D) GOVERNMENT AND ECONOMIC DEVELOPMENT REPRESENTATIVES - Each local Board shall include representatives of governmental and economic and community development entities serving the local area, who—(i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area. **MINIMUM number of government and economic development representatives: Three (3).**

OTHER MEMBERS - Each local Board may include such other individuals or representatives of entities as the Chief Local Elected Official in the local area may determine to be appropriate.

1. **Describe the area's new member orientation process for Board members.**

The Board created and utilized a very detailed PowerPoint presentation to educate and orient new members about the WIOA. Key provisions include:

- Primary principles of the legislation
- Roles of Board members, elected officials, and fiscal agent/administrative entities
- One-Stop system and partner organizations
- Adult, Dislocated Worker, and Youth populations
- Overview of services

It describes the focus on regional economies, the elimination of the previously required sequence of services for job seekers, the importance of business services and outreach approaches, the identification and development of sector strategies and career pathways, the emphasis on Out-of-School youth activities, including work-based learning opportunities, and the new primary indicators of performance.

2. **Describe how the local Board will coordinate workforce development activities carried out in the local area with regional economic development activities carried out in the region (in which the local area is located or planning region).**

The Board plays an active role in the economic development activities carried out in DeKalb County. The Board's staff assists in efforts to attract new businesses to the community, as well as the retention of existing businesses.

More specifically, the Board assist business customers by providing recruiting, candidate assessment, job matching, training, and placement services. The Business Services Unit actively targets employers in the County's key sectors of Professional and Business Services; Life Sciences; Tourism; Logistics; Construction and Support Trades; and Advanced Manufacturing. The Board is engaged with the Dekalb Chamber and Decide DeKalb to focus on local economic development initiatives. Additionally, the Board actively participates in economic development initiatives and has established partnerships and collaboration with the other four local workforce Boards. Their efforts provide a coordinated and seamless system of services to businesses and industries that are located throughout the Metro Atlanta Workforce Region.

d. Describe how local Board members are kept engaged and informed.

Board members are kept engaged and informed through regularly scheduled Board meetings. Agendas, meeting minutes, and meeting calendars are available on the website www.dekalbcountyga.gov/worksource-dekalb/mobile

Typical meetings topics include:

Possible changes to legislation and/or regulations that may impact service strategies

Program reports that highlight the types of services being provided and the related outcomes achieved

Financial reports that identify how monies are being obligated and spent

Economic reports that demonstrate the current and emerging workforce needs of area employers

Success stories to show how services have helped businesses and job seekers in the area

Best practices from other workforce areas to consider replicating in the region

3. Local Board Committees – Provide a description of Board committees and their functions.

Article VI, Sections 1-10 of the By-Laws relate to the Board Committees, their appointments, their composition, and their meeting schedules

Standing Committees

The Board or the Executive Committee may designate standing committees in addition to the standing committees specified, as it deems necessary to effectively conduct the business of the Board. All reports and actions taken by the Standing Committees shall be approved by the Board. The term of any Standing Committee will expire at the conclusion of the year in which it is appointed.

The Committees for the One-Stop and Individuals with Disabilities may combine as long as two (2) representatives with a vested interest in persons with disabilities are active and present at meetings. Standing committees must be chaired by a member of the Local Board, may include other members of the Local Board, and must include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and

expertise. No Local Board members will serve only on the Youth and or One-Stop/Disabilities subcommittee.

Section 2 - Executive Committee

The Board shall have an Executive Committee which shall be composed of the Chairperson, Vice-Chairperson, and the Chairs of Standing Committees.

The Executive Committee shall be responsible for coordinating and overseeing the activities of the Board and its other Committees to ensure the satisfactory performance of functions stipulated by the Governor, these bylaws, and all pertinent statutes and regulations. The Executive Committee shall also monitor and guide the administrative management of the Board.

The Executive Committee shall have general supervision of the affairs of the Board in the intervals between Board meetings. The Executive Committee may meet as often as it deems necessary. The Executive Committee shall act on behalf of the Board when quorums are not established at a Board meeting. When the Executive Committee acts on behalf of the Board in the absence of a Board quorum, the acts of the Executive Committee shall be the acts of the Board unless rejected by the Board at the next meeting.

Section 3 - Youth Committee

The Board shall have a Youth Committee which shall be composed of members with special interest or expertise in youth policy. The committee will provide information, assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth

Section 4 - One-Stop Committee

The Board shall have a One-Stop Committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include one-stop partners as representatives.

Section 5 - Committee for Individuals w/Disabilities

The local Board shall designate a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities. Including issues relating to applicable provisions of the Americans with Disabilities Act of 1990 regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system.

Section 6 – Finance Committee

The DWB shall have a Finance Committee responsible for reviewing and providing guidance for the organization's financial matters. The Committee will regularly review the organization's revenues and expenditures, ensure that organizational funds are spent appropriately and approve the annual budget and submit it to the full Board for approval.

Section 7 - Ad Hoc Committees

The Chairperson of the Board or the Executive Committee may create Ad Hoc Committees of the Board as deemed necessary to effectively conduct the business of the Board. A simple majority of the Board acting together may create an Ad Hoc Committee for a specified purpose. All reports and actions taken by Ad Hoc Committees shall be

approved by the Board. The term of any Ad Hoc Committee shall expire upon the completion of the task for which it was created.

Section 8 - Appointment of Committee Chairpersons

The Chairpersons of Standing Committees and Ad Hoc Committees shall be appointed by the Chairperson of the Board.

Section 9 - Committee Composition

The Chairperson of the Board shall appoint and may remove members of Standing and Ad Hoc Committees.

Section 10 - Committee Meetings

Standing and Ad Hoc Committees shall meet at the direction of the Chairperson of the Board or on the call of the Committee Chairperson.

Plan Development – Provide a description of the process by which the plan was developed including the participation of core partners, providers, Board members and other community entities. Also describe the process used by the local Board to provide a 30-day comment period prior to the submission of the plan including an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, representative of education and input into the development of the local plan.

The Board and its core partners, providers, and other community entities participated in a series of workforce planning meetings and regional strategy sessions during May 2016. Input received from these meetings was included in the Draft Local WIOA Plan that was released for public comment in July 2016.

The 2018 Draft was published on the Board's website at was also directly distributed via email to representatives of businesses, labor organizations, and educational institutions to gather their feedback. <https://www.dekalbcountyga.gov/workforce-center/welcome-workforce-development>

As indicated on **Attachment 3** of this document, no public comments were received.

- 4. Plan Development – Provide a description of the process by which the plan was developed to include the participation of core partners, providers, board members, and other community entities. Also describe the process by which the local board provided a 30-day public comment period prior to the submission of the plan to solicit input the development of the plan, including comment by representatives of business representatives of labor organizations and representative of education.**

WSD engaged the WSDB, One-Stop partners, DeKalb Chamber of Chamber and Decide DeKalb in discussion on the business needs of DeKalb County. WSD is in continuous contact with these organizations to understand the businesses and future needs of employers in the county. WSD has posted the plan an awaiting for the public comment period to end.

Service Delivery and Training

1. **Expanding Service to Eligible Individuals** – Provide a description of how the local Board, working with the entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the local Board will facilitate the development of career pathways and co- enrollment, as appropriate, in core programs, and how it will improve access to activities leading to a recognized postsecondary credential, academic or industry- recognized.

As the Board continues with its implementation of WIOA, it plans to expand access to employment, training, education, and supportive services for customers by better coordinating workforce partner services and resources. Basic agreements with partners are in place however, the desired outcome is to increase their participation in the workforce system and also increase their on-site presence at the One-Stop facility. The Board wants solicits partnership understanding as they share the common goal of helping individuals seek, secure and maintain worthwhile jobs in the local community.

The Board will host quarterly or bi-annual meetings with its partners to begin to identify and develop coordinated outreach approaches, processes for cross-training personnel, and methods for referral and co-enrollment of customers. Their objective will focus on improving services for customers, eliminating duplicative partner efforts, and better leveraging funding and other resources in the community. Additionally, the Board plans to begin developing sector-strategy initiatives, including the identification of career pathways in County's targeted industries of Professional and Business Services; Life Sciences; Tourism; Logistics; Construction and Support Trades; and Advanced Manufacturing.

The Board will engage key public and private stakeholders, including One-Stop partners and local business organizations to gather input and provide feedback. The Board will begin to identify and develop career pathways that lead to better jobs. They will identify any skills gaps for the identified careers. They will work with training provider partners to develop appropriate programs and curricula to fill these gaps. Additionally, they will work one-on-one with partners via the Passport Referral Mechanism to share information about common customers. Finally, the Board will continue to host roundtables, discussions, and forums to promote and advocate for a skilled and prepared workforce in the DeKalb area.

2. **Description of Service to Adults and Dislocated Workers** – Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.

3.

The Board provides career services through its physical One-Stop location and its Mobile Career Lab. Upon entry, an individual is directly referred to the specific service(s) that best meet(s) his/her particular needs. Such referrals may include partner organizations within the WorkSource DeKalb system as well as alternative resources available in the local community.

Adult and Dislocated Worker workforce activities are provided under the broad categories of Basic Career Services, Individualized Career Services, and Training Services. Basic

To promote and support a workforce system that creates value and offers employers, individuals, and the community the opportunity to achieve and sustain economic prosperity.

b. One-Stop System Vision

To be the leader in innovative and employer-driven workforce solutions for the State of Georgia.

c. Guiding Principles

The One-Stop Operator and the Partners developed this MOU to ensure that the following principles of WIOA are implemented through its One-Stop System:

- i. **Universal Eligibility:** All customers, including those with barriers to employment, will have access to job seeker career services at the One-Stop which shall be designed to provide information and support individuals in making career and labor market decisions. Career services, training and support services will also be accessible on-site.
- ii. **One Stop System Approach:** All customers may explore work preparation and career development services and will have access to information on a range of employment, training and adult and occupational education programs. Services will be made available at the One-Stop or through Partner programs that will be electronically accessible at the One-Stop.
- iii. **Individual Choice:** Customers will have access to a multitude of employment and training information to ensure they obtain the services and skills they need to enhance their employment opportunities, based on their individual needs, building on the advice and counseling provided by the WorkSource DeKalb staff and partners. Customers shall only receive those services and training which they voluntarily select and which they are determined eligible to receive.
- iv. **Regional Development:** Through the provision of services at the One Stop, the Parties seek to develop a workforce development system that upgrades the regional area's workplace skills and enhances the economic development of the area. Additional services, such as labor market information will be made accessible on-site to ensure a larger population is able to access relevant information.
- v. **Cost-Effectiveness:** All customers will have access to a system that minimizes costs while enhancing the employer and job seeker experience through the elimination of redundancies and duplications.

V. One-Stop Operator Competitive Selection

The WSDB competitively procured WSD's One-Stop Operator, *In The Door LLC*, in accordance with the applicable provisions of the Uniform Administrative Guidance, WIOA and DeKalb County's procurement laws and regulations. Furthermore, all documentation of the competitive procurement and selection process is maintained as required by applicable laws and regulations. Federal law requires that the one-stop operator be competitively re-procured at least once every four years. Functional details are outlined in the Roles and Responsibilities of Partners section, under One-Stop Operator.

VI. Service Delivery and Presence Requirements for Partners

WSD's One-Stop System design primarily relies on a single Comprehensive One-Stop Center which provides access to all the Partner's programs and service. Access is maintained through both physical and electronic presence, as defined and detailed in WIOA and its associated guidance documents.

The Comprehensive One-Stop Center is a physical location where job seeker and employer customers may access the programs, services, and activities of all required one-stop partners. A Comprehensive One-Stop Center must have at least one (1) WIOA Title-I staff person physically present during normal operating hours. Additionally, the WSDB may establish alternative service hours to accommodate the schedules of individuals who work during regular business days. The State Workforce Development Board may evaluate access hours as a component of its One-Stop Certification process and require or recommend a modification of the service hours.

At a minimum, the Comprehensive One-Stop Center shall provide "access" to the following services:

- a. Career services;
- b. Access to training services;
- c. Access to Adult and Dislocated Worker employment and training activities;
- d. Access to programs and activities carried out by Partners, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III; and,
- e. Workforce and Labor Market information.

"Access" to each Partner's program shall mean either:

- a. Having a program staff member physically present at the Comprehensive One-Stop Center;
- b. Having a staff member from a different Partner program physically present at the Comprehensive One-Stop Center appropriately trained to provide information to customers about the programs, services, and activities available through Partner programs; or,

- c. Making available a “**direct linkage**” through technology to program staff who can provide meaningful information or services.
 - i. A “**direct linkage**” means providing direct connection at the Comprehensive One-Stop Center, within a reasonable time, by phone or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer.
 - ii. A “**direct linkage**” cannot exclusively be providing a phone number or computer Web site or providing information, pamphlets, or materials.
- d. All Comprehensive One-Stop Centers must be physically and programmatically accessible to individuals with disabilities.

Parties shall also ensure all services are made available to ‘**individuals with barriers to employment**’ and shall coordinate targeted outreach efforts to ensure such individuals are notified of available services. Pursuant to WIOA, the following populations are included within the definition of ‘**individuals with barriers to employment.**’

- a. Displaced homemakers;
- b. Low-income individuals;
- c. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166;
- d. Individuals with disabilities, including youth who are individuals with disabilities;
- e. Older individuals;
- f. Ex-offenders;
- g. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC. 14043e-2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 USC. 11434a (2));
- h. Youth who are in or have aged out of the foster care system;
- i. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- j. Eligible migrant and seasonal farmworkers, as defined in section I67(i);
- k. Individuals within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 USC. 601 et seq.);
- l. Single parents (including single pregnant women); and,

- m. Long-term unemployed individuals.

The Parties also agree to adhere to and implement WIOA's **Priority of Service** requirements and ensure Veterans and Veterans' spouses are afforded the level of service WIOA requires and demands.

In the event of an emergency or disaster situation, as determined and defined by the appropriate federal, state or local authority, the Parties to this MOU shall ensure service delivery continues to be provided as effectively as circumstances permit. Depending on a Partner's service delivery structure within the WSD One-Stop System, an altered service delivery structure may be implemented to ensure the continued availability of the required services. WSD and the One-Stop Operator shall also amend and tailor its policies and procedures as necessary to ensure the Comprehensive One-Stop Center is able to continue its effective provision of the required services during the emergency or disaster.

VII. Program Referrals

The primary purpose of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- a. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the WorkSource DeKalb One-Stop/American Job Center network;
- b. Develop materials summarizing their program requirements and making them available for Partners and customers;
- c. Work to develop and utilize common intake, eligibility determination, assessment, and registration forms;
- d. Provide substantive referrals – in accordance with the **WSD's Referral Policy** – to customers who are eligible for supplemental and complementary services and benefits under partner programs;
- e. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
- f. Commit to robust and ongoing communication required for an effective referral process, and
- g. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

VIII. Accessibility

Accessibility to services is essential to meeting the requirements and goals of the WSD One-Stop network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

- a. **Physical Accessibility:** One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design in accordance with Section 188 of the WIOA and the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016) and the Americans with Disabilities Act (ADA).
- b. **Virtual Accessibility:** The WSDB will work with the AJC partners to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code as well as the Plain Writing Act of 2010. Partners will have their own web presence via a website and/or the use of social media.
- c. **Communication Accessibility:** Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments. (For more information, please refer to the U.S. Department of Labor's Office of Disability Employment Policy's website at <https://www.dol.gov/odep/topics/CommunicationsAccess.htm>).
- d. **Programmatic Accessibility:** All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the American Job Center network.

IX. Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

X. Data Management and Sharing

Partners agree that the use of high-quality, integrated data is essential for policymakers, employers, and job seekers reaching informed decisions. While the State shall be primarily responsible for integrating Partner data and making such data available at the local level, the Partners shall continue, as possible, to discuss and plan to use an integrated case management system.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will, at a minimum, be subject to the following:

- a. Customer PII will be properly secured in accordance with the WSDB's policies and procedures regarding the safeguarding of PII.
- b. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- c. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603 and O.C.G.A. § 34-8-120, et. Seq.
- d. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.

- e. Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- f. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- g. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

The Partners and their staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

No Party shall disclose PII or other personal or confidential information, requested by legal process or otherwise, received from another party pursuant to this MOU, without the express written approval of the Party from which the information originated. In such matters, the Party from which the information originated will determine whether the information may legally be disclosed. The Party for which the information was requested may only release the requested information after receiving written instructions from the Party from which the information originated.

The provisions of the Georgia Open Records Act and the Freedom of Information Act shall govern any request for any data or information by members of the public, and the Parties to this MOU shall comply with such provisions and any applicable exceptions or exemptions when responding to such request(s).

XI. Confidentiality

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, O.C.G.A. § 34-8-120, et. seq., 45 CFR Section § 205.50, 20 USC § 1232g and 34 CFR Part 99, and 34 CFR § 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take

measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

The provisions of the Georgia Open Records Act and the Freedom of Information Act shall govern any request for any data or information by members of the public, and the Parties to this MOU shall comply with such provisions and any applicable exceptions or exemptions when responding to such request(s).

XII. MOU Negotiation – Dispute Resolution

In the event the Parties are unable to reach agreement on the terms and provisions of this MOU and its attachments, WIOA requires a specific Dispute Resolution Process be implemented to aid the Parties in reaching agreement. An inability to reach agreement is considered to have reached the level of 'dispute' when an issue arises which prohibits a Partner from agreeing to and executing the MOU. As a non-interested party, it is the responsibility of the WSDB Chair (or designee) to manage the MOU Dispute Resolution Process and to ensure that issues are resolved appropriately. Any Party to the MOU may seek resolution under this process.

In the event the Parties are unable to reach agreement, WSDB is required to identify the dispute issues and submit certain documents, listed below, to the Technical College System of Georgia, WorkSource Division. If the only component of the MOU which cannot be agreed upon is the Infrastructure Funding Mechanism, the Parties shall continue meeting to develop an Interim Infrastructure Funding Mechanism which will go into effect at the beginning of the next program year, July 1, and which shall remain in effect until such time as the State implements a state infrastructure funding mechanism. .

Documents to be provided to the Technical College System of Georgia, WorkSource Division if MOU Negotiations Fail include:

- a. LWDA Local Plan;

- b. Proposed Cost Allocation Methodologies;
- c. Proposed IFA;
- d. Total required partner funds included in the budget;
- e. Type of funds or non-cash contributions to be contributed by each required partner;
- f. Proposed one-stop budget;
- g. MOU(s) (including any partially completed MOUs);
- h. Summary of the negotiations;
- i. Meeting minutes from all the negotiation meetings; and,
- j. All other documents the LWDA may deem relevant, and a clear explanation of why the documents are relevant Parties are advised to actively participate in local negotiations in a good faith effort to reach agreement.

Any disputes shall first be attempted to be resolved informally.

- a. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the WSDB Chair (or designee) and all Parties to the MOU regarding the conflict within ten (10) business days.
- b. The WSDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the WSDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
- c. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable state and federal laws or regulations governing the partner agencies.
- d. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in the procedure.
- e. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- f. The WSDB Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

If a Party still does not agree with the proposed resolution, the Party may forward their appeal to the Technical College System of Georgia, WorkSource Division Any appeal by

a Partner may result in the implementation of the State's Infrastructure Funding Mechanism.

XIII. Monitoring and Oversight

The WSDB, its designated staff, the One-Stop Operator, officials from the State, Local administrative entities and the U.S. Departments of Labor have the authority to conduct fiscal and programmatic monitoring of the services provided pursuant to this MOU to ensure that:

- a. Federal funds are used for authorized purposes and in compliance with applicable laws, regulations, and State and local policies;
- b. Applicable laws, regulations, and policies are enforced and implemented properly; and,
- c. MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate. As such, Parties shall maintain proper records to ensure monitoring and oversight activities are able to quickly and correctly assess compliance.

XIV. Additional Terms and Conditions

- a. Indemnification

All Parties to this MOU recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers as allowable under applicable federal, state and local laws. No partner assumes any responsibility for any other party, state or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the WSDB and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the WSDB or the one-stop operator.

- b. Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in full force and effect.

- c. Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I

Adult program, as required by 38 U.S.C. §4215 and its implementing regulations and guidance, and WIOA § 134(c)(3)(E) and its implementing regulations and guidance. Partners' recruitment efforts will target special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

d. Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

e. Salary Compensation and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

f. Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU, assign or subcontract any of its duties or responsibilities as identified and referenced herein without the prior, written consent of all other Parties.

g. Governing Law & Venue

This MOU will be construed, interpreted, and enforced according to the applicable federal laws and the laws of the State of Georgia. All Parties shall comply with all applicable Federal and State laws and regulations and Local laws to the extent that they are not in conflict with State or Federal requirements.

Any action or proceeding between the Parties relating to this MOU, whether pertaining to the interpretation or enforceability hereof or others, may only be brought in the courts of the State of Georgia, County of Fulton, or the federal courts located therein, and the Parties consent to the exclusive jurisdiction of such courts.

h. Force Majeure

No Party to this MOU shall be liable for any costs or damages due to delay or nonperformance under the terms and provisions of this MOU arising out of any cause or event beyond such Party's control, including, without limitation, cessation of services hereunder or any damages resulting to any other Party as a result of an officially declared natural disaster or governmental action.

i. Record Retention

Financial records, supporting documents, statistical records, and all other records pertinent to this MOU shall be retained for a period of at least six (6) years from the date of submission.

Records for real property and equipment acquired with Federal funds must be retained for six (6) years after final disposition.

j. Amendments

- i. Except as set forth in paragraph (ii) of this Amendments Sub-Section, this MOU may only be modified or amended by written consent of all of the Parties. Any request to amend a provision shall be made in writing to the WSDB and must be agreed to by all Parties. The WSDB will notify the other, non-requesting Partners of the details of any requested amendment and circulate the requested amendment for review. Each Partner shall review the proposed amendment within twenty (20) days of receipt and notify WSDB of its acceptance of the proposed amendment. In the event a Party does not accept a proposed amendment, it shall provide reasoning for its refusal.
- ii. The MOU may be modified periodically to add a new Partner(s) if a current Partner is no longer the entity responsible for the required program. The new member(s) must execute the MOU in its existing form and agree to the same terms as their predecessor. Any additional amendment must follow the amendment procedure as set forth herein. All Parties to the MOU will be notified in writing of a current Party's removal and replacement. Any adjustment of cost sharing items will be reviewed prior to adding an additional Party.
- iii. It is understood by the Parties that each should be able to fulfill its One-Stop role in full accordance with any federal and state laws and policies which govern or affect their activities. If at any time any party is unable to perform its functions under this agreement consistent with federal, state or local statutory, regulatory or policy mandates, the affected party should immediately provide written notice to all Parties of their intent to amend or modify the agreement at least thirty (30) days in advance of effectuating the amendment or modification. No consent from the other Parties will be requested if an amendment or modification is made pursuant to this provision.
- iv. Periodically (at least once per quarter) the IFA and shared cost budgets will be reviewed and modified based upon reconciliation of projected costs to actual expenses and/or minor adjustments to cost sharing items. Minor adjustments of this type will not require a formal amendment to the MOU,

but it is agreed partners will be notified of any such modification(s) in writing. This is to ensure equitable benefit among one-stop partners.

k. Termination

- i. This MOU will remain in effect until the end date specified in the Term section, unless:
 1. All Parties mutually agree to terminate this MOU prior to the end date.
 2. Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
 3. WIOA is repealed or superseded by subsequent federal law.
 4. Local area designation is changed under WIOA.
 5. A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the WSDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- ii. In the event of termination, the Parties to the MOU must convene within thirty (30) days of the breach of the MOU to discuss the formation of a new MOU. At that time, allocated costs must be re-addressed.
- iii. Any party may request to terminate its inclusion in this MOU by following the amendment process identified in the Amendment Process section above.
- iv. All Parties agree that this MOU shall be reviewed not less than once every three (3)-year period to ensure appropriate funding and delivery of services.

l. Signatures

The MOU may be signed by the Parties in counterparts which together shall constitute one and the same agreement among the Parties. A facsimile signature shall constitute an original signature for all purposes.

m. Entire Agreement

This MOU, together with any other documents incorporated herein or by reference and all related Attachments, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this MOU and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. The Parties have not relied on any statement, representation, warranty, or agreement of the other Parties or of any other person on such Parties' behalf, including any representations, warranties, or agreements arising from statute or otherwise in law, except for the representations, warranties, or agreements expressly contained in this MOU.

XV. One-Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the WSD One-Stop Network. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- a. Establishes and maintains WSD's delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- b. Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness);
- c. Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- d. Ensures that costs are appropriately shared by Partners by determining contributions based on the proportionate use of the One-Stop Network and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

This One-Stop Operating Budget shall serve as the master budget and includes the following cost categories, as required by WIOA and its implementing regulations:

- e. Infrastructure Costs associated with the Comprehensive One-Stop Center, as defined in 678.700 through 678.755, and as separately outlined in the IFA; and,
- f. Other Shared Costs, as defined in 678.760, which shall include Career Services.

All costs are identified in this MOU and its Attachments, and such costs shall be allocated according to Partners' proportionate use and relative benefits received, reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The One-Stop Operating Budget shall be negotiated among the Parties on an equitable basis to ensure costs are shared appropriately. All Parties shall negotiate in good faith and seek to establish outcomes that are reasonable and fair. The attached **WSD's One-Stop Operating Budget** represents the agreed upon One-Stop Operating Budget for WSD's One-Stop System

which is primarily composed of the Comprehensive One-Stop Center located within WSD. The One-Stop Operating Budget was negotiated and developed in full compliance with applicable federal and state guidance, including, but not limited to, TEGL 17-16, RSA TAC 17-03, OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System, and Workforce Implementation Guidance Letter No. WIG LS-19-017.

XVI. Signatures

BY EXECUTING THIS MEMORANDUM OF UNDERSTANDING (MOU), each Party represents that it has received a copy of this MOU and its Attachments, has reviewed the MOU and Attachments and found such documents to properly define the WorkSource DeKalb One-Stop Network and their role within the Network, and agree to participate in and fully support all of the procedures, policies and processes set forth in this MOU without reservation. The person(s) signing this MOU represents that he/she is duly authorized by the Party he/she represents to execute this MOU on its behalf.

WORKSOURCE DEKALB BOARD

DEKALB COUNTY, GEORGIA

By: _____
WorkSource DeKalb Board Chair

MICHAEL THURMOND
Chief Executive Officer
DeKalb County, Georgia

Name (Typed or Printed)

ATTEST:

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

APPROVED AS TO SUBSTANCE:

APPROVAL AS TO FORM:

By: _____ (Seal)
Theresa D. Austin-Gibbons
Director, WorkSource DeKalb

County Attorney Signature

County Attorney Name (Typed or Printed)

Required Partner Signatures:

WorkSource DeKalb

Date

Programs authorized under WIOA Title I-B
(Adult, Dislocated Worker, Youth)

Required Partner Signatures:

Georgia Department of Labor

Date

Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.)

Activities authorities under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)

Migrant Seasonal Farmworker Programs

Activities authorized under chapter 41 of Title 38, United States Code
(Jobs for Veterans State Grants Programs)

Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)

Required Partner Signatures:

Georgia Piedmont Technical College

Date

Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)

Required Partner Signatures:

Georgia Piedmont Technical College

Date

Adult education and literacy activities
authorized under Title II

Required Partner Signatures:

Georgia Vocational Rehabilitation Agency

Date

Programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of Title I of such Act (29 U.S.C. 732, 741));

Required Partner Signatures:

Chris180/Youth Build

Date

Programs authorized under WIOA Title I-B
(*Youth Build*)

Required Partner Signatures:

American Association of Retired Persons
(AARP)

Date

Activities authorized under Title V of the
Older Americans Act of 1965 (42 U.S.C.
3056 et seq.);
*(Senior Community Service Employment
Programs)*

Required Partner Signatures:

Housing Authority of DeKalb County

Date

Employment and training activities carried out by the Department of Housing and Urban Development

Required Partner Signatures:

Urban League of Greater Atlanta

Date

Employment and training activities carried
out under the Community Services Block
Grant Act (42 U.S.C. 9901 et seq.)

Required Partner Signatures:

Management & Training Corporation
(MTC) – Job Corps

Date
Programs authorized under WIOA Title I-C
(*Job Corps*)

Attachments

1. Comprehensive One-Stop Location and Contact Information
2. One-Stop Service Delivery Schedule and Partner Contact Information
3. One-Stop Service Delivery Matrix
4. Cost Allocation Methodologies
5. Referral Form for Partner Services
6. Comprehensive One-Stop Floor Plan
7. WorkSource DeKalb One-Stop Operating Budget
8. Infrastructure Funding Agreements

Attachment 1

Comprehensive One-Stop Center Location and Contact Information

One-Stop Comprehensive Site Location and Contact Information:

WorkSource DeKalb
774 Jordan Lane, Building #4
Decatur, GA 30033
Phone: 404-687-3400
Fax: 404-687-4099
Website: www.worksourcedekalb.org

Hours of Operations:

Monday – Thursday: 8:00AM – 6:30PM
Friday: 8:00AM – 5:00PM

Mobile Career Center (*Job's Bus*):

Affiliate Site providing WIOA Title-I Youth, Adult, Dislocated Worker Serves. The Job's Bus is equipped with thirteen (13) computer stations to assist job seekers and other customers in accessing available services and information. The Job's Bus is on a rotating schedule within the Local Workforce Development Area and regularly visits libraries, and other employment and community sites. Additionally, the Job's Bus deploys to employer locations upon request.

Mobile unit schedule can be accessed via:

<https://www.dekalbcountyga.gov/workforce-center/one-stop-partners>

Attachment 2

One-Stop Service Delivery Schedule and Partner Contact Information

One-Stop Service Delivery Schedule							
Required Partners	Organization Name	Contact Name	Phone #	Email	One-Stop Schedule		
					Full Time	Part Time	Direct Linkage
WIOA Title I-B							
Adult, Dislocated Worker, Youth	WorkSource DeKalb	Theresa D. Austin-Gibbons	404.371.6354	TDAustin-Gibbons@dekalbcountyga.gov	X		
Youth Build	Chris 180	Helen Yohannes	678.723.8204	Helen.Yohannes@chris180.org			X
Job Corp	MTC	Mel Gaines	912.223.7115	Gaines.Mel@jobcorps.org	X		
Wagner-Peyser	GDOL	Janice Davis	404.232.3000	Janice.Davis@gdol.ga.gov	X		X
Trade Act	GDOL	Janice Davis	404.232.3000	Janice.Davis@gdol.ga.gov	X		X
Veterans	GDOL	Janice Davis	404.232.3000	Janice.Davis@gdol.ga.gov	X		X
UI Benefits and Programs	GDOL	Janice Davis	404.232.3000	Janice.Davis@gdol.ga.gov	X		X
Adult Education/Literacy Action	TCSG - GPTC	Dr. Meghan McBride	404.297.9522, ext. 4001	mebridem@gptc.edu			X
Career & Technical Education	TCSG - GPTC	Dr. Irvin Clark	404.297.9522 ext. 3116	clarki@gptc.edu		X	X
Vocational Rehabilitation	GVRA	Joseph A. Jones	404.232.1994	joseph.jones@gvs.ga.gov		X	X
Older American	AARP	Tamika Conde	(404) 292-1330	tconde@aarp.org			X
Community Services Block Grant	Urban League of Greater Atlanta	Shenika Cowart	404.546.3657 404.449.7808	SCowart@ulgatl.org		X	X
Housing and Urban Development	DeKalb Housing Authority	Dacia Dickey	404.270.2592	dacia.dickey@dekalbhousing.org			X

Attachment 3

One-Stop Service Delivery Matrix

The image shows a large, empty grid table with 15 columns and approximately 50 rows. The grid is divided into sections by thick horizontal lines. The top row is shaded gray. The grid is intended for a One-Stop Service Delivery Matrix.

Attachment 4

Cost Allocation Methodologies

The Technical College System of Georgia, WorkSource Division does not mandate a specific methodology for allocating Infrastructure Costs and Other Shared Costs but provides three (3) cost allocation methodologies as options to assist Local Workforce Development Areas. Each of these options and a hybrid approach are identified below and defined.

1. **Square footage:** Using this methodology, costs are allocated by determining the percentage of square footage a particular Partner occupies across the total square footage of the One-Stop Center and/or One-Stop System and then multiplying that percentage by the total cost at issue. If this methodology is utilized, Partners must ensure that costs are allocated in accordance with relative benefit received. This methodology may prove difficult to apply where services are being provided via direct linkage.

2. **Usage:** Using this methodology, costs are allocated by determining the applicable percentage that each Partner uses a particular service. For example, if there are five Partners within the system, and each Partner utilizes the service equally, then costs will be equally allocated. Alternatively, if five Partners utilize a service, with one Partner using 80% of the service, then that Partner's proportionate contribution must reflect the 80% usage and the four other Partners would be responsible for the remaining 20%. This methodology inherently ensures that each Partner is paying in accordance with the relative benefit received. Unfortunately, this methodology may not work for every cost as it assumes that it is possible to quantify the overall usage percentage of each Partner. The recommended quarterly reconciliations would resolve any disproportionate allocation.

3. **Full-time Employees:** Using this methodology, costs would be allocated based on the number of full-time employees a Partner dedicates to providing services through the one-stop center (either physically or through direct linkage).

4. **Hybrid Approaches:** A combination of more than one methodology may prove beneficial.

The Parties to this MOU agree that a Hybrid Approach best suits the One-Stop Service Delivery Model established in WSD.

Infrastructure Costs shall be allocated based on square footage. Each Partner shall have the option of providing access to its services via physical and/or electronic presence at the Comprehensive One-Stop Center. For those Partners that are physically present, dedicated office space shall be provided and common space shall be shared. A physically present Partner's Costs

shall be based on the amount of square feet its physically present staff occupy in addition to a portion of the costs associated with the shared common spaces. For those Partners that provide access to their program's services electronically, a dedicated office will be provided which will include the technology necessary to ensure electronic access complies with the applicable federal and state service delivery requirements. Accordingly, electronically present Partners' Cost shall be based on the amount of square feet included within the dedicated office divided by the number of Partners who provide their services electronically.

Other Shared Costs shall be allocated based on usage as measured by each Partner Program's referral numbers. In compliance with federal and state guidance, the Parties to the MOU agree to only include Career Services' cost as Other Shared Costs. Utilizing the Georgia Department of Labor's CICS data system, Partners shall be regularly provided referral numbers which will used to determine each Partner's financial contribution.

In compliance with 20 CFR 678.700(c), all Partners will use a portion of their federal funding to maintain the One-Stop System. Additionally, quarterly reconciliations and documented financial practices shall ensure Federal costs principles, which require that all costs must be allowable, reasonable, necessary, and allocable to the program, are satisfied in addition to all other applicable legal requirements. Any space not occupied by a Partner other than WorkSource DeKalb shall be used exclusively by WorkSource DeKalb. The Infrastructure Funding Agreements (Attachment 9) specifically identifies each Partner's Infrastructure Funding budget and further details the methodology for identifying and determining Other Shared Costs.

Attachment 5

Referral Form for Partner Services



Reference Document

Referral Form – WIOA Partner Services

REFERRAL INFORMATION: When transmitting the referral form, the originating agency should give a copy of the form to the customer with instructions to present the form to the receiving agency at the time a face-to-face contact is made. After assisting the customer, the receiving agency is to complete the referral results section of this form and return a copy to the originating agency who first initiated the service referral.

APPLICANT:		
Date of referral:		
Customer name:		
SS# (last 4):		
Address, City, State, Zip		
Phone number:		
Customer is currently receiving:	<input type="checkbox"/> TANF CallWorks <input type="checkbox"/> WIOA Basic Career Services <input type="checkbox"/> WIOA Individualized Services <input type="checkbox"/> WIOA Follow-Up Services <input type="checkbox"/> WIOA Training Services <input type="checkbox"/> WIOA Employer Business Services <input type="checkbox"/> Other, please specify:	

AGENCY REFERRED TO: (Receiving Agency)			
Name of agency referred to:	GDQL – North Metro Location		
Contact person:			
Phone number:			
Address, City, State, Zip			
Purpose of referral:	Job Leads		
Auxiliary aids services needed?	Wheelchair Accessibility		

REFERRED BY: (Originating Agency)	
Name of referring agency:	
Contact person:	
Phone number:	
Address, City, State, Zip	

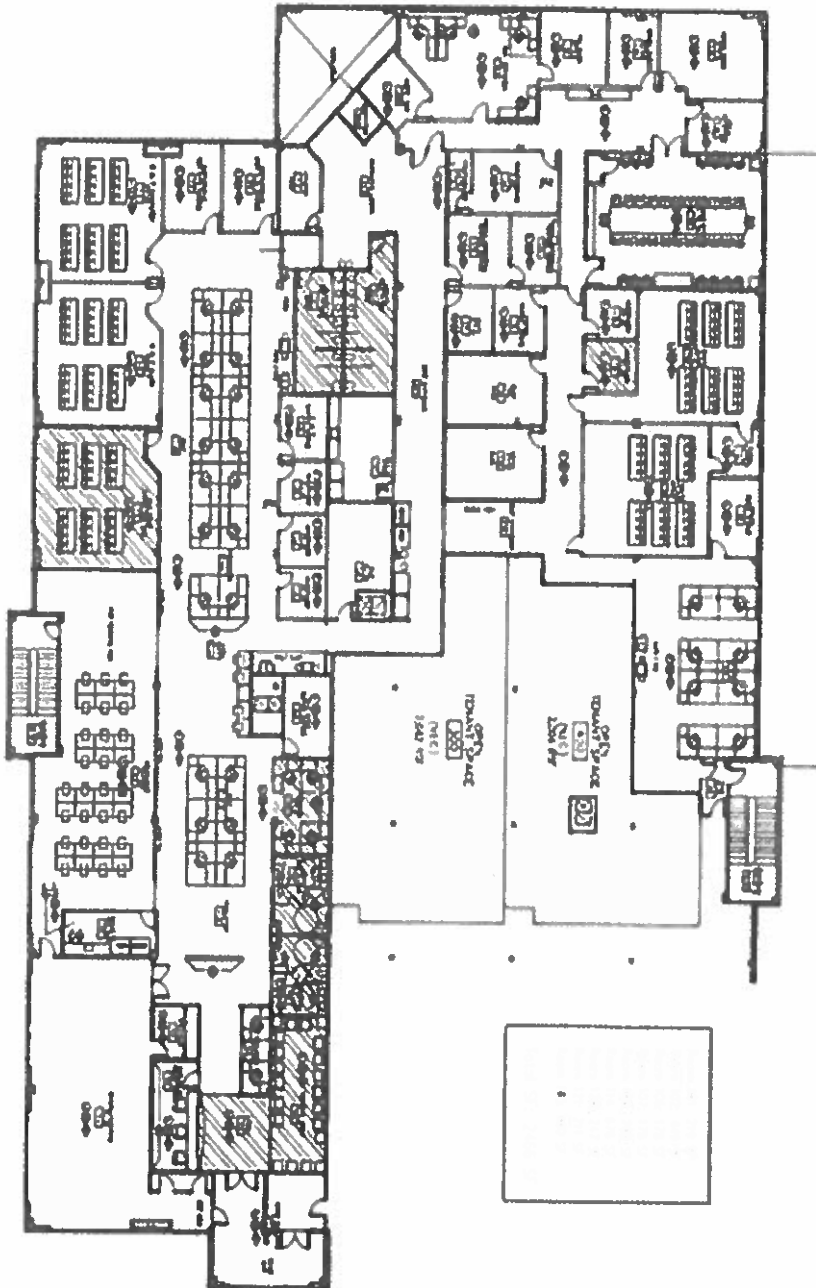
Referral Results	
Did the customer report to the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return this form back to the originating agency)
Date customer was seen on:	
The following action was taken:	

SUBMIT

WorkSource DeKalb (WSD) is an EEO/AF/D/V employer/program. Auxiliary aids services are available upon request to individuals with disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 (TTY) for assistance. WSD is 100% funded by the U.S. Department of Labor and is a proud partner of the American Job Center Network.

Attachment 6

Comprehensive One-Stop Floor Plan



**Attachment G
WorkSource DeKalb Floor Plan**

Attachment 8

Infrastructure Funding Agreements

The Infrastructure Funding Agreements, as part of this MOU, are effective July 1, 2020 – June 30, 2023. As a result of the quarterly reviews and reconciliations, modifications may be required and therefore, annually, the respective partners' Infrastructure Funding Agreements, will be modified accordingly. If no modifications are required, the Infrastructure Funding Agreement remains valid until the expiration of this MOU. The Infrastructure Funding Agreements were developed in complete reliance on the guidance developed and issued by the Technical College System of Georgia, Workforce Services Division.

All invoicing and payment processing shall be performed in compliance with WorkSource DeKalb's financial policies and procedures or in manner separately agreed to between WorkSource DeKalb and one of the Partners.

Partners (Physical Presence - "P" or Electronic Presence - "E")	Annual \$	Quarterly \$
Georgia Department of Labor (P & E)	\$104,451.60	\$26,112.90
Georgia Piedmont Technical College – Title II (E)	\$317.29	\$79.32
Georgia Piedmont Technical College – Carl Perkins (P & E)	\$1,755.60	\$438.90
Georgia Vocational Rehabilitation Agency (P & E)	\$3,114.56	\$778.64
Urban League of Greater Atlanta (P & E)	\$4,312.96	\$1,078.24
Housing Authority of DeKalb County (E)	\$317.29	\$79.32
AARP (E)	\$317.29	\$79.32
Youth Build – Chris 180, Inc. (E)	\$317.29	\$79.32
Job Corp (P)	\$1,438.32	\$359.58
Total	\$116,342.20	\$29,085.55

Infrastructure Funding Agreement WorkSource DeKalb
(WIOA Title I B; Adult, Dislocated Worker and Youth)

Organization Overview: WorkSource DeKalb is primarily funded by Title-I of the Workforce Innovation and Opportunity Act (WIOA) and is the state-approved fiscal agent and programmatic administrator for the Youth, Adult, and Dislocated Worker Programs within the DeKalb County Local Workforce Development Area. WorkSource DeKalb is the leaseholder of the building certified as the Comprehensive One-Stop. As such, WorkSource DeKalb directly funds a substantial portion of the Comprehensive One-Stop's Infrastructure Costs. For more information visit <https://www.dekalbcountyga.gov/workforce-center/welcome-workforce-development>

Infrastructure Budget:

Cost Category	Cost Pool	Cost Item	WorkSource DeKalb
Infrastructure Costs	Accessibility Software & Tools	Assistive Technology for Individuals with Disabilities	\$4,431
Infrastructure Costs	General Office Expense	Postage and Freight	\$3,240
Infrastructure Costs	General Office Expense	Printing	\$3,535
Infrastructure Costs	General Office Expense	Internet Connections-Common/Shared	\$24,060
Infrastructure Costs	General Office Expense	Office Supplies	\$56,281
Infrastructure Costs	Facilities	Insurance	\$ 35,497
Infrastructure Costs	Facilities	Lease	\$ 423,940
Infrastructure Costs	Contracted Services	Security	\$ 86,092
Annual Totals			\$637,076

Other shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for other shared costs" for WorkSource DeKalb is \$68,000 annually and will be allocated to partners based on a usage methodology. WorkSource DeKalb will utilize Georgia Department of Labor's CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The "other shared costs" total will then be divided by the percentage of referrals that a program receives. For example: if the center staff completed 100 referrals and TCSG (partner) received 10 referrals, then TCSG would be responsible for 10% of the "other shared costs". Until the first quarter's reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of "other shared costs" by providing career services, such as workshops, assessments, etc. that will benefit all customers. All payments can be made quarterly or annually with a yearend reconciliation.

Authority and Signature

By signing my name below, I, _____, certify that I have read the above information. By signing this document, I also certify that I have the legal authority to bind my agency. My signature certifies my understanding of the terms outlined herein and agreement with:

The MOU

The Infrastructure Funding Agreement (IFA)

Signature

Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement – Georgia Piedmont Technical College (GPTC)

(Adult Education and Literacy activities authorized under Title II)

Organization Overview: Established in 1961, Georgia Piedmont Technical College is one of the oldest and most respected of Georgia's 33 technical colleges. Recognized for our student-centered atmosphere, Georgia Piedmont Technical College prepares individuals with the education, training and skills to enter the workplace ready to make a difference in their hiring companies and in the ever-changing global economy. Curriculum standards are developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. For more information visit www.gptc.edu, GPTC services will be provided via electronic co-location.

Electronic Co-location: The methodology used to calculate square footage costs includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically.

Annual Rate per SF	Workstation Space	Annual SF Cost	Cost of Equipment (desktop, phone,	Annual Internet Cost/workstation	Annual Electronic Co-location	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73SF	\$1,438.33	\$1000.00	\$100.00	\$2,538.33	\$317.29	\$79.32

Other shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for other shared costs" for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor's CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The "other shared costs" total will then be divided by the percentage of referrals that a program receives. For example: if the center staff completed 100 referrals and TCSG (partner) received 10 referrals, then TCSG would be responsible for 10% of the "other shared costs". Until the first quarter's reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of "other shared costs" by providing career services, such as workshops, assessments, etc. that will benefit all customers. All payments can be made quarterly or annually with a yearend reconciliation.

Authority and Signature

By signing my name below, I _____, certify that I have read the above information. By signing this document, I also certify that I have the legal authority to bind my agency.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Infrastructure Funding Agreement (IFA)

Signature

Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement – Technical College System of Georgia (TCSG)

(Career and Technical education programs of the postsecondary, level authorized under the Carl D. Perkins Career and Technical Education Act of 2006)

Organization Overview: The Technical College System of Georgia (TCSG) oversees the state’s technical colleges, adult literacy programs, and a host of economic and workforce development programs. TCSG provides a unified system of technical education, adult education, and customized business and industry training through programs that use the best available technology and offer easy access to lifelong education and training for all adult Georgians and corporate citizens. For more information visit www.tcsg.edu. TCSG services will be provided via physical and electronic co-location.

Physical Co-location: Infrastructure Cost (Square Footage Methodology):

Annual Rate Per SF	Determined Space	\$/SF	\$/Months	Quarterly Payment
\$18.04	79.73 SF	\$1,438.33	\$1,438.33/12 mo.	\$359.58

*Note: *Minimum infrastructure cost annually charged will be \$500.*

Electronic Co-location: The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Annual Rate Per SF	Workstation Space	Annual SF Cost	Cost of Equipment (Desktop, phone, disability equipment, etc.)	Annual Internet Cost/workstation	Annual Electronic Co-location Cost	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73 SF	\$1,438.33	\$1000.00	\$100	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for “other shared costs” for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor’s CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The “other shared costs” total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and TCSG (partner) received 10 referrals, then TCSG would be responsible for 10% of the “other shared costs”. Until the first quarter’s reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of “other shared costs” by providing career services, such as workshops, assessments, etc. that will benefit all customers.

All payments can be made quarterly or annually with a year-end reconciliation.

Authority and Signature

By signing my name below, I, _____, certify that I have read the above information. By signing this document, I also certify that I have the legal authority to bind my agency. My signature certifies my understanding of the terms outlined herein and agreement with:

The MOU

The Infrastructure Funding Agreement (IFA)

Signature

Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement – Urban League of Greater Atlanta (ULGA)

(Employment and training activities carried out under the Community Services Block Grant Act)

Organization Overview: Urban League of Greater Atlanta’s focus is preparing the workforce for careers in the 21st century and the new economy; raising the graduation rate among metro Atlanta students and preparing youth for college and careers; homeownership and wealth creation; entrepreneurship and small business growth; sustainable communities; and serving as an advocate for education, civic engagement and economic development and a voice for the underserved in our community. For more information visit www.ULGA.org/. ULGA services will be provided via physical and electronic co-location.

Physical Co-location: Infrastructure Cost (Square Footage Methodology):

Annual Rate Per SF	Determined Space	Annual Rate	Quarterly Rate
\$18.04	777.39 SF	\$14,024.12	\$3,506.03
Daily Rate	2-Day a Week Annual Rate	2-Day a Week Quarterly Rate	
\$14,024.12/365 = \$38.42	(52 * 2) * \$38.42 = \$3,995.68	\$998.92	

Electronic Co-location: The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Electronic Co-location: Workstation

Annual Rate per SF	Workstation Space	Annual SF Cost	Cost of Equipment (desktop, phone,	Annual Internet Cost/workstation	Annual Electronic Co-location	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73SF	\$1,438.33	\$1000.00	\$100.00	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for “other shared costs” for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor’s CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The “other shared costs” total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and ULGA (partner) received 10 referrals, then ULGA would be responsible for 10% of the “other shared costs”. Until the first quarter’s reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of “other shared costs” by providing career services, such as workshops, assessments, etc. that will benefit all customers.

All payments can be made quarterly or annually with a year-end reconciliation.

Authority and Signature

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The MOU

The Infrastructure Funding Agreement (IFA)

Signature Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement – Georgia Department of Labor (GDOL)

(WIOA Title I-B Migrant Seasonal Farmworker Programs, Wagner Peyser, Trade Act, Jobs for Veterans, Unemployment Insurance)

Organization Overview: The Georgia Department of Labor provides a wide range of services to job seekers and employers. These include administration of Georgia's unemployment insurance, employment service, provision of workforce information to the public and private sectors, and oversight of child labor issues. The Department of Labor is charged with the following areas of responsibility:

- To assist those who are seeking jobs in their quest for satisfactory and productive placement and to aid employers in the search for qualified workers.
- To refer workers in need of additional skills into the proper job training program.
- To administer the state's unemployment insurance program.
- To gather, maintain and report labor market information.
- To administer laws relating to child labor.

Infrastructure Cost (Square Footage methodology): **5,790 SF**. Infrastructure cost contribution is listed in the below base rent chart.

Period	Dates	Rental Rate	Monthly Rent	Total Annual Rent
1	July 1, 2020- June 30, 2021	\$18.04/RSF	\$8,704.30	\$104,451.60

Other Shared Costs:

GDOL's full-time co-location at Work Source DeKalb will eliminate the cost of supporting the front desk and resource center which provides WIOA Basic Career Services. Total costs for GDOL to provide Basic Career at WSD is **\$159,692**.

#	Salaries	Salary/HR	% Of	Weeks/Hours	Total	Program
3	DOL Services Specialist	\$15.47	100%	2080	\$32,171	\$96,513
	Job Code SSP090, PG F					
3	Total # Of Staff		TOTAL STAFF		\$32,171	\$96,513
3	STAFF FRINGS BENEFITS (TOTAL)				TOTAL	PROGRAM
	FICA	7.65%	X		\$96,513	\$7,383
	WORKER'S COMP/UI	\$728,00	X		\$3	\$2,184
	HEALTH. WELFARE	30.45%	X		\$96,513	\$29,388
	RETIREMENT/PENSION	24.88%	X		\$96,513	\$24,012
	OTHER>MERIT	0.219%	X		\$96,513	\$211
					TOTAL SALARIES/FRINGE	\$63,179
	Explanation: The Equivalent Of (1) Full-Time SS works the Front Desk, And (2) Full-Time SS work the Resource Room.				TOTAL SALARIES/FRINGE	\$159,692

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Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement —Housing Authority of DeKalb County

(Employment and training activities carried out by the Department of Housing and Urban Development)

Organization Overview: The Housing Authority of DeKalb County supports thousands of families and individuals to access quality housing, become engaged citizens, and build vibrant communities. For more information visit <http://www.dekalbhousing.org>.

Electronic Co-location: The Housing Authority's services will be provided via electronic co-location. The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Annual Rate Per SF	Workstation Space	Annual SF Cost	Cost of Equipment (Desktop, phone, disability equipment, etc.)	Annual Internet Cost/workstation	Annual Electronic Co-location Cost	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73 SF	\$1,438.33	\$1000.00	\$100	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for "other shared costs" for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor's CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The "other shared costs" total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and the Housing Authority (partner) received 10 referrals, then Housing Authority would be responsible for 10% of the "other shared costs". Until the first quarter's reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of "other shared costs" by providing career services, such as workshops, assessments, etc. that will benefit all customers.

All payments can be made quarterly or annually with a year-end reconciliation.

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Signature

Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement Management & Training Corporation (MTC)/Job Corps.
(WIOA Title I-B; Job Corps.)

Organization Overview: Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people, at least 16 years of age that (qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. For more information visit www.jobcorps.gov. Job Corp. services will be provided via physical co-location, onsite five (5) days per week.

Physical Co-location: Infrastructure Cost (Square Footage Methodology):

Annual Rate Per SF	Workstation Space	Annual SF Cost	Quarterly Cost
\$18.04	79.73 SF	\$1,438.33	\$359.58

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for “other shared costs” for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor’s CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The “other shared costs” total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and Job Corps (partner) received 10 referrals, then Job Corps would be responsible for 10% of the “other shared costs”. Until the first quarter’s reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of “other shared costs” by providing career services, such as workshops, assessments, etc. that will benefit all customers. All payments can be made quarterly or annually with a year-end reconciliation. **MTC may terminate this MOU/IFA immediately without penalty should DOL terminates its contract with MTC or funding for any par to such contract.**

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Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement AARP

(Title V of the Older Americans Act of 1965 Senior Community Service Employment Programs)

Organization Overview: AARP is a nonprofit, nonpartisan, social welfare organization with a membership of nearly 38 million that helps people turn their goals and dreams into real possibilities, strengthens communities and fights for the issues that matter most to families – such as health care, employment and income security, and protection from financial abuse. For more information visit <http://www.aarp.org/>.

Electronic Co-location: AARP’s services will be provided via electronic co-location. The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Annual Rate Per SF	Workstation Space	Annual SF Cost	Cost of Equipment (Desktop, phone, disability equipment, etc.)	Annual Internet Cost/workstation	Annual Electronic Co-location Cost	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73 SF	\$1,438.33	\$1000.00	\$100	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for “other shared costs” for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor’s CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The “other shared costs” total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and AARP (partner) received 10 referrals, then AARP would be responsible for 10% of the “other shared costs”. Until the first quarter’s reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of “other shared costs” by providing career services, such as workshops, assessments, etc. that will benefit all customers.

All payments can be made quarterly or annually with a year-end reconciliation.

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Signature

Date

Printed Name and Title

Agency Name and Contact Information

**Infrastructure Funding Agreement Georgia Vocational Rehabilitation Agency
(Title I of the Rehabilitation Act of 1973)**

Organization Overview: The Georgia Vocational Rehabilitation Agency operates five (5) integrated and interdependent statutory programs that share a primary goal – to help people with disabilities to become fully productive members of society by achieving independence and meaningful employment. The largest of the programs are the Vocational Rehabilitation (VR) Program, Disability Adjudication Services Program, and the program provided at the Roosevelt Warm Springs/Cave Spring Center. Two other unique programs serve consumers with visual impairments: The Business Enterprise Program and Georgia Industries for the Blind. For more information visit www.gvsgeorgia.gov. GVRA services will be provided via physical and electronic co-location.

Physical Co-location: Infrastructure Cost (Square Footage Methodology):

Annual Rate Per SF	Workstation Space	Annual SF Cost	Quarterly Cost
\$18.04	155.06 SF	\$2,797.28	\$699.32

*Note: *Minimum infrastructure cost annually charged will be \$500.*

Electronic Co-location - Workstation: The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Annual Rate Per SF	Workstation Space	Annual SF Cost	Cost of Equipment (Desktop, phone, disability equipment, etc.)	Annual Internet Cost / workstation	Annual Electronic Co-location Cost	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73 SF	\$1,438.33	\$1000.00	\$100	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for “other shared costs” for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor’s CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The “other shared costs” total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and GVRA (partner) received 10 referrals, then GVRA would be responsible for 10% of the “other shared costs”. Until the first quarter’s reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of “other shared

costs” by providing career services, such as workshops, assessments, etc. that will benefit all customers. **All payments can be made quarterly or annually with a year-end reconciliation.**

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Signature Date

Printed Name and Title

Agency Name and Contact Information

Infrastructure Funding Agreement - YouthBuild

(WIOA Title I)

Organization Overview: CHRIS 180's YouthBuild program provides job training and educational opportunities for at-risk youth ages 16-24 while constructing or rehabilitating affordable housing for low-income or homeless families in their own neighborhoods. Youth split their time between the construction site and the classroom, where they earn their GED or high school diploma, learn to be community leaders, and prepare for college and other postsecondary training opportunities. Chris 180/YouthBuild includes significant support systems, such as a mentoring, follow-up, education, employment, and personal counseling services; and participation in community service and civic engagement. As mandated by the Department of Labor's TEGL 16-16, YouthBuild Programs are required to be registered partners with their local WIOA-funded Workforce Systems. For more information visit www.chris180.org.

Electronic Co-location: Chris 180's YouthBuild services will be provided via electronic co-location. The methodology used to calculate square footage cost includes everything that should be calculated as an infrastructure cost, including technology. WSD proposes to charge for electronic co-location based on price of the square footage of the workstation below. This workstation represents a technology Partner Electronic Access that will be identified at the WSD Comprehensive One-Stop. The Partner Electronic Access will include a computer with Skype access, a VOiP phone line, and all required disability accommodations. The price for the Partner Electronic Access is divided by the number of partners that are co-locating electronically, and those that physically co-located part-time.

Annual Rate Per SF	Workstation Space	Annual SF Cost	Cost of Equipment (Desktop, phone, disability equipment, etc.)	Annual Internet Cost/workstation	Annual Electronic Co-location Cost	Annual Cost Per Partner (8)	Quarterly Cost Per Partner
\$18.04	79.73 SF	\$1,438.33	\$1000.00	\$100	\$2,538.33	\$317.29	\$79.32

Other Shared Costs: The services that are utilized by all the partners are associated with ushering a customer from the door of the one-stop center to the point of partner referral. These services are generally carried out by two (2) front desk staff. Those individuals have the job title of Office Assistant, with an average compensation of \$34,000 each. Therefore, the costs for "other shared costs" for WSD is \$68,000 annually and will be allocated to partners based on a usage methodology. WSD will utilize Georgia Department of Labor's CICS data system to calculate usage based on the number of referrals that each partner receives from the common area staff at the Comprehensive One-stop. Partners will be given reports regularly and will be able to confirm their totals using their own data systems. The "other shared costs" total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and Chris 180/YouthBuild (partner) received 10 referrals, then Chris 180/YouthBuild would be responsible for 10% of the "other shared costs". Until the first quarter's reconciliation, we do not know the amount that each partner will be responsible for. Partners can offset their share of "other shared costs" by providing career services, such as workshops, assessments, etc. that will benefit all customers.

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Signature

Date

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Agency Name and Contact Information