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## Full Board Meeting

Rich Mohr, Chair

**8:00 a.m. Welcome & Introductions**

Rich Mohr, Chair

**Meeting Instructions**

Nicole Carsten

**8:05 a.m. Power UP! Apprenticeship - Prime Power Presentation**

Adam Mathes, President

**8:13 a.m. Approval of Past Meeting Minutes\* (A1)**

**8:15 a.m. Policy Updates**

- Policy & Procedure Approvals (A2)
  - Priority of Training Services: Veteran's Policy & Referral Process\*
  - Customized Training Contract Template\*
  - Work Experience (WEX) Contract Template\*
  - WorkSource Cobb DW NEG Eligibility Policy Update\* (A3)

**8:30 a.m. CEO Report**

- KPI (A4)
- Regional Plan Update
- COVID-19 Update
- Update on Secondary Location

**8:50 a.m. Committee Reports**

- |   |                      |
|---|----------------------|
| • Finance & Administration (KPI)            | Jennifer Debusk      |
| • Youth Committee                           | Daneeia Badio-McCray |
| • Literacy Council                          | Tim Gordon           |
| • Governance and Organizational Development | Bryant McDaniel      |
| • Workforce Partners Council                | Jamaal Hall          |
| • Cobb Workforce Partnership Committee      | Dana Johnson         |

**9:20 a.m. Other & Adjourn**

**ATTACHMENTS:**

**A1:** Meeting Minutes: November 18, 2020

**A2:** Policy & Procedure Approvals

- Priority of Training Services: Veteran's Policy & Referral Process
- Customized Training Contract Template
- Work Experience (WEX) Training Procedure

**A3:** WorkSource Cobb DW NEG Eligibility Process Policy

**A4:** KPI

**Workforce Development Board Minutes**

Rich Mohr, Board Chair

MEMBERS PRESENT	STAFF PRESENT	MEMBERS ABSENT	GUEST
Daneea Badio-McCray	Kea Eason	Jennifer Debusk	Tyler Gwynn
Francia Browne	Bianca Sanon	Tra Moore	
Michael Chriszt	Nicole Carsten	Ester Prieto	
Daniel Cummings	David Cormier	Jeff Rogers	
Shane Evans	Sonya Grant		
Steve Foster	LaDonna Huggins		
Tim Gordon	Aida Jones		
Patricia Horton	Alisa Jackson		
Matt Hoyman			
Patricia Kellner			
Rich Mohr			
Ralph Rehn			
Kimberly Roberts			
Elizabeth Scott			
Mark Templeton			
Dennis Winslow			
Bryant McDaniel			
Jason Gray			
Dana Johnson			

**I. Welcome & Introductions**

The virtual **meeting** was called to order at **8:01 a.m.** with instructions and welcome from Rich Mohr, Board Chair.

**II. Approval of Prior Meeting Minutes**

The board reviewed the minutes as presented. There were no changes needed for November 18, 2020 meeting.

**Motion** to approve the November 18, 2020 meeting minutes made by Dana Johnson and seconded by Bryant McDaniel. **Motion carried (nineteen members voted yea and there were no nays).**

**III. Marietta City School Presentation**

Sonya Grant informed the board that CobbWorks received a national emergency grant in the amount of \$1.4 Million dollars to support emergency humanitarian work in Cobb County. WorkSource Cobb partnered with Marietta City Schools to provide fifty humanitarian workers to provide COVID Relief for their schools.

Tyler Gwynn, Assistant Superintendent for Marietta City Schools, gave the board an overview on the partnership. Gwynn made the board aware that on March 13<sup>th</sup> all Marietta City Schools shut down because of COVID. The goal, from that day, was getting kids back to school while maintaining a safe and healthy

environment. Gwynn stated that in order to keep the students and staff safe, temperature checks were required for every one entering a Marietta City School building. Gwynn informed the board that with the grant funds received from WorkSource Cobb, Marietta City Schools was able to hire Support Monitors who were able to administer over 25, 623 temperature checks and monitor 3, 090 bus routes. Gwynn shared with the board that after the Support Monitors take student temperatures on each bus route, they go back to their home school to wipe down high-touch surface areas, which consists of twelve (12) campus locations. The Support Monitors spray and wipe down desks, fog classrooms, deliver lunches to students and build seating charts for bus routes. Gwynn shared with the board that by the end of the year, Marietta City School will have spent \$302,000 on COVID safety, which will be reimbursable because of the grant given by WorkSource Cobb. Gwynn shared with the board that because of the grant money received, Marietta City Schools was able to utilize the money for masks, hand sanitizer stations and shields for every desk. Gwynn stated that the Marietta City Schools COVID positive case rates are lower than other schools because Marietta City Schools was able to implement mitigating strategies unlike other school districts because of the grant given by WorkSource Cobb. Mr. Gwynn emphasized that the partnership with WorkSource Cobb has made a tremendous impact on Marietta City Schools and thanked the WorkSource Cobb staff for all of their help.

Sonya shared with the board that part of the grant money received was used for supportive services (rent mitigation, transportation funding, payment of utility bills, etc.) for the Support Monitors who were hired.

#### IV. Board Approvals

##### Program Policy Update and Tracker

Sonya requested approval of the changes made to the WSC Program Policies. Grant stated that all program policies required official approval of the Workforce Board in accordance with the Technical College System of Georgia (TCSG).

Grant asked that they again review the policy tracker provided in their Board Packets as it indicated the changes made to the policies.

**Motion** to approve the Program Policy Updates made by Steve Foster and seconded by Kimberly Roberts. Shane Evans sustained his vote. **Motion carried (nineteen voted yea and there were no nays).**

##### Business Services Template

Sonya Grant made the board aware that approval was needed for the business services contract template. Grant informed the board that she merged three contracts into one for the convenience of our employing partners. Grant stated that the new business services contract allowed employers to take advantage of the multiple programs and would alleviate sign off on multiple contracts. The consolidated contract now covers three opportunities for employers. This includes, Incumbent Worker Training which provides funding for training existing staff, On-the-job Training which funds training for new hires (provides 50 – 75% wage reimbursement and paid work experience, which 100% of wages for an eligible individual (ages 16-24 years old) for a specified period of time.

**Motion** to approve the Business Service Contract made by Patricia Horton and seconded by Bryant McDaniel. **Motion carried (nineteen voted yea and there were no nays).**

## V. Committee Reports

### Finance & Administration

Board Chair, Rich Mohr informed the board that the Audit Report was completed and the financial results were certified. Sarah Dimond informed the board that the 990 was completed and was filed by the due date of November 15, 2020. Dimond also informed the board that the Audit Report was filed with the federal clearing house, which was a yearly requirement.

### Literacy Council

Tim Gordon informed the board that the Literacy Council was in the process of writing out a position description for Donna Frankovsky's replacement. Gordon told the board that they were looking into changing the position description into a coordinator role. This new position description would not have direct reports, but they would work closely on literacy work with the Adult and Youth program managers, recruit candidates and move potential participants into WIOA for Post-Secondary Training & Education. Gordon stated that the council was looking for someone with fundraising capabilities and experience.

Gordon announced that the Literacy Council had not decided if the "Are You Smarter" event would be held at the stadium in 2021. Gordon stated that the council was waiting to hear from the venue on their reopening plans.

### Youth Committee

Danee Badio-McCray informed the board that the youth committee met on November 10, 2020. McCray told the board that the Youth BOSS program would be participating in a fall virtual Regional Training Academy called the Career Compass Academy which worked with all of the other WorkSource agencies. Currently there were forty-three (43) students enrolled in the program and nine (9) of those were from Cobb County. The Career Compass Academy focused on work-readiness. The participants were paid for their participation over the five (5) weeks. Badio-McCray reminded the board of the tremendous success the summer Career Campus Academy program had. Badio-McCray announced plans for a mentoring program. Badio-McCray stated that the mentoring program was in the development stage and the first round of participants would be specifically targeted. Badio-McCray encouraged board members to become mentors and to reach out to associates who may be interested. Badio-McCray also stated that the mentors would have to commit to the year-long program.

Badio-McCray informed the board that the Youth Department was fully staffed. She reminded the board of the program's new branding: "BOSS" (Be Bold, Be Open, Be Skilled, Be Successful) from "Youth Assets". Badio-McCray stated that the Youth Committee would refer to participants as young professionals instead of youth or young adults moving forward.

### Planning, Governance and Organizational Development

Bryant McDaniel informed the board that an approval was needed for an edit to the by-laws. The by-laws needed to be updated to reflect the governance structure of workforce development in the state. McDaniel stated that on page six (6) of the Workforce Development Board by-laws under the Conflict of Interest section

the reference to the Georgia Department of Economic Development Workforce Development Division now needed to read “TCSG” (Technical College System of Georgia). Dennis Winslow asked Bryant McDaniel if a conflict of interest affidavit was needed and would be distributed for signature. Nicole Carsten responded that all board members signed a conflict of interest affidavit when they become a board member.

**Motion** to approve revision of By-Laws made by Bryant McDaniel and seconded Daneea Badio-McCray. **Motion carried (nineteen voted yea and there were no nays).**

Bryant McDaniel informed the board that at the last PGOD meeting, the committee members began a discussion on board engagement. McDaniel stated that these conversations would continue and encouraged the board members to provide their feedback on how board members can have a more active role in leadership.

Bryant McDaniel also informed the board that the committee planned to make necessary changes to the CEO performance review process and forms to streamline and simplify the process along with the possibility of adding employee feedback. Rich Mohr asked Bryant McDaniel to explain to the Board the goal of setting specific long-term and short-term goals for the CEO and organization for next year. Mohr emphasized the importance of having a path of goal setting for the CEO and organization. McDaniel suggested sending the document discussed in the Executive Committee to the board for review. Sonya suggested presenting the CobbWorks Goals and Objectives at the January 20, 2021 board meeting.

#### Cobb Workforce Partnership Committee

Dana Johnson gave an update on the Cobb Workforce Partnership Committee. To date, there were three (3) WorkForce Partnership meetings and four (4) Industry Council Meetings. The four (4) Industry Councils were: Construction and Trade, Healthcare and BioTech, Technology and Invest Manufacturing. Johnson informed the board that the committee would incorporate a fifth Industry Council to include Logistics and Supply Chain Industries. He also announced that the Cobb WorkForce Partnership Study was almost complete. The study focused on a five (5) year blueprint of the WorkForce Partnership Committee’s goals and how it would function. Kennesaw State University was conducting the study. The goal was to have the study finalized by the end of the year. Once finalized, Johnson would present to the board.

#### **CEO Report**

##### CEO Updates

Sonya Grant provided an update on how the funds for the ATLWORKS.ORG campaign had been allocated. Grant informed the board that CobbWorks partnered on this campaign with the other five (5) local workforce agencies. The Regional Outreach Campaign allowed the workforce agencies to leverage their selective resources in collaboration to expand access for all participants. The website acted as a centralized location for customers to access the services of all five (5) workforce agencies. Carsten provided an overview of the website, ATLWORKS.ORG. Carsten stated that all messaging, including billboards and ads, would direct customers to the ATLWORKS.ORG website, which provided informational videos on how they could access services as well as direct them to the correct agency depending on their county of residence. She reminded the

board that through the Human Center Design Project, the goal was to unify the application process for training services. Grant informed the board that last year the WorkSource Cobb invested \$50,000 to the Regional Outreach Campaign and this year would commit to \$25,000. Patricia Horton asked if this information had been shared with the local high schools. Nicole Carsten informed the board that the campaign was geared towards adults and to date the program had not integrated young adult services or youth programs.

#### Ticket to Work Program

Sonya Grant gave a presentation on the Ticket to Work Program. Grant reminded the board that as a non-profit organization CobbWorks, Inc. had one (1) source of revenue, i.e. WIOA formula grants. Grant recommended creating an additional revenue stream and the importance of fundraising. Grant informed the board that the Ticket to Work Program was a revenue generating stream that could be utilized by any workforce agency. The Ticket to Work Program was an opportunity for WorkSource Cobb to provide employment opportunities to participants who were social security beneficiaries in a very intentional and strategic manner.

Grant informed the board that with each working participant in the Ticket to Work Program, WorkSource Cobb could potentially receive up to \$29,000 per participant over a 5 (five) year period. Grant presented a Social Security Cash Beneficiaries per Workforce Region document to the board, which showed how many social security beneficiaries there were in each region. Grant notified them that if our WorkSource Agency tapped into 5% of those individuals annually, we could potentially have a significant amount of additional revenue.

She stated that with this program, there had to be a trained individual focused on this particular role. Our workforce agency could utilize someone already on staff for this position. Training would be conducted by the Employment Network. She explained to the board that WorkSource Atlanta Regional was already offering this service and could provide staff until we were able to train someone; they would receive 5-6% of the total revenue received.

Patricia Horton asked if the revenue received would be restricted. Grant responded that the revenue received was not restricted and could be used at our discretion. Patricia Horton suggested using some of the revenue received on supportive services. Steve Foster asked how they would identify the participants and if the participants would be referred by the Social Security Administration. Grant acknowledged that the participants would be identified by the Social Security Administration.

Grant stated that the biggest challenge would be getting the participants back to work. Grant shared there were required services with the Ticket to Work Program. The required services were creating individual work plans for participants, providing SSA benefit Counseling to participants, which would be provided by our trained staff member, job preparation and placement services and monthly follow-ups. Patricia Horton asked if there was an age range for this program. Sonya responded that participants could be sixteen years or older.

Sonya Grant informed the board that she was considering joining this program in the 1<sup>st</sup> quarter of 2021. Grant stated that she would arrange for someone to come speak at our meeting to provide additional information and answer any questions the board may have. Steve Foster asked if individuals who participate in this program would lose their Supplemental Social Security benefits if they go back to work. Grant responded, yes, however the goal was to provide employment opportunities that have living wages to increase participant's monthly income. Grant also stated that there was a potential opportunity for participants in the program to receive a portion of their benefits while working.

#### Additional Updates

Sonya Grant informed the board that she would share the KPI's with all board members via email.

She also informed the board that the Local Workforce Plan and the draft of the Regional Workforce Plan was approved by TCSG. Grant would submit the final Regional Workforce Plan in collaboration with the other Workforce Boards for approval.

Grant reminded the board that Giving Tuesday was coming up on December 1<sup>st</sup> and asked the board members to consider CobbWorks, Inc. as their agency of choice for giving this year along with designating CobbWorks on Amazon Smiles as their charity of choice.

### **Other & Adjourn**

Rich Mohr stated that he does not think the next board meeting would be held in person and would most likely be virtual. Mohr asked the board for recommendations on how the board meetings could be more interactive, if there were any changes that could be made, and any other concerns the members may have. Mohr encouraged the board members to share their feedback via email.

### Adjourn

Meeting was adjourned at 9:30 a.m. by Rich Mohr.

**Policy and Procedure Changes and Updates**

Policy Manual: Program Services Policies and Procedures Manual

**Policy Topic: Priority of Training Services**

Location: Page 25

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**Old Policy Language**

For the purpose of veterans’ priority of services compliance, please see WorkSource Cobb’s referral process as Addendum 3 of this policy, directing Veterans with Significant Barriers to Employment to the Disabled Veterans Outreach Program (DVOP) to ensure the most effective provision of services. WorkSource Cobb staff will complete the One-Stop Partners’ Referral Form (referred to as Addendum 3) and submit it to the GDOL DVOP representative. This process has the capability of generating a report for both the referring and receiving agencies for tracking purposes.

**Updated Policy Language**

For the purpose of veterans’ priority of services compliance, please see WorkSource Cobb’s referral process as Addendum 3 of this policy, directing Veterans with significant barriers to employment to the Disabled Veterans Outreach Program (DVOP) to ensure the most effective provision of services. WorkSource Cobb staff will complete the electronic One-Stop Partners’ Referral Form (referred to as Addendum 3) and submit it to the GDOL DVOP representative. The One-Stop Operator will manage the referral process. This process can generate a report for both the referring and receiving agencies for tracking purposes. The GDOL DVOP was added to the electronic One-Stop Partners’ Referral Form to ensure appropriate referral to Veteran services.

(Attachment: Electronic One-Stop Partners’ Referral Form)

**Action Required:** Approval of updated policy and electronic One-Stop Partners’ Referral Form.

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Policy Manual: Program Services Policies and Procedures Manual

**Policy Topic: Customized Training Contract**

Location: Full Contract Attached

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**Old Policy**

CobbWorks did not previously offer Customized Training. Customized Training is a required resource offering under WIOA and TCSG policies.

**New Policy**

CobbWorks customized training policy (attached)

Attachment: Customized Training Policy

**Action Required:** Approval of Customized Training Contract and funding Thresholds

Policy Manual: Program Services Policies and Procedures Manual

**Policy Topic:** **Work Experience Contract Updates**

Location: Full Contract Attached

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**Old Policy**

The Young Professionals (youth) Work Experience Contract and Training Plans did not include parent signatures.

**Policy Update**

The WEX Participant Training Plan and Internship Agreement documents were revised. The parent signature line was added to both forms for participants under the age of 18. The WEX Participant Training Plan outlines and assesses the education/training related skills acquired during the work experience assignment. The Internship Agreement outlines the worksite supervisor(s), worksite location, and worksite contact phone number. The agreement also provides specific information regarding the procedures of the BOSS program.

Attachment: WEX Participant Training Plan

Attachment: Internship Agreement

**Action Required:** Approval of updated WEX Participant Training Plan and Internship Agreement.

Policy Manual: Program Services Policies and Procedures Manual

**Policy Topic:** **Dislocated Worker Eligibility Policy**

Location: Page 1

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**Old Policy**

Purpose:

The purpose of WIOA Title IB dislocated worker program is to provide services to individuals who have been terminated or laid off, or have received notice of termination or layoff, from employment generally due to plant closures or downsizing; and who meet the dislocated worker definition of a displaced homemaker.

**Policy Updates**

The purpose of WIOA Title IB dislocated worker program is to provide services to individuals who have been terminated or laid off, or have received notice of termination or layoff, from employment generally due to plant closures or downsizing; and who meet the dislocated worker definition of a displaced homemaker. National Emergency Grants will temporarily expand the definition of a Dislocated Worker and service capacity of dislocated worker training and employment programs at the state and local levels by providing funding to assist in response to large, unexpected economic events which cause significant job losses. As such, eligibility will be expanded based on the criteria identified within the NEG

Attachment: Full DW Worker Policy

**Action Required:** Approval of policy update



# One - Stop Partner Referral Form

\* Required

## 1. Referring Partner Agency \*

- WorkSource Cobb
- GDOL
- GDOL Disabled Veterans Outreach Program (DVOP)
- Chattahoochee Tech
- GVRA
- Adult Education/ Literacy Action
- Job Corps
- AARP/ SCSEP
- Cobb County CDBG
- Other/ Organization Not Listed

## 2. Referring Partner Representative Name

3. Referring Partner Representative Phone Number \*

4. Referring Partner Rep. Email \*

5. Receiving Agency \*

- Work Source Cobb
- GDOL Disabled Veterans Outreach Program (DVOP)
- GDOL
- Chattahoochee Tech
- GVRA
- Adult Education/ Literacy Action
- Job Corps
- AARP/ SCSEP
- Cobb County CDBG
- Other/ Organization Not Listed

6. If agency is not listed above, please share here.

7. Receiving Agency Representative Name \*

8. Customer Name \*

9. Customer Phone Number \*

10. Customer Email \*

11. Last 4 Digits of SSN

12. Type of Service Requested \*

Next



## One - Stop Partner Referral Form

**\*\*Only to be completed by Receiving Agency\*\***

Please Click Submit

### 13. Receiving Agency Follow-up Notes

Enter your answer

### 14. Date notes were entered

Please input date in format of M/d/yyyy 

Back

Submit

Never give out your password. Report abuse

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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## How to share One-Stop Partner Referral Form:

1. Go to <https://forms.office.com>
2. Click sign-in:      Email: [referral@cobbworks.org](mailto:referral@cobbworks.org)
3. There is a survey icon that states (“One- Stop Partner Referral Form”).
4. Click on the icon (One- Stop Partner Referral Form)
5. At the top right corner of the form, click “Share”
6. Click the on the “Envelope Icon” to launch your email
7. The recipients email address in the “To” box
8. Click send!

## How to generate a report for the One-Stop Partner Referral Form

1. Go to <https://forms.office.com>
2. Click sign-in:      Email: [referral@cobbworks.org](mailto:referral@cobbworks.org)
3. There is a survey icon that states (“One- Stop Partner Referral Form”).
4. Click on the icon (One- Stop Partner Referral Form)
5. At the top of the form, click “Responses”
6. Click the green & white cross icon that states (“Open in Excel”)
7. In “Sheets” mode, click File > Download as > Microsoft Excel
8. Click open at the bottom to open the spreadsheet.
9. Modify spreadsheet to create report (click “Enable Editing” at the top).

## Customized Training – Contract

### Section 1: Contract

A. The Customized Training Contract is between, \_\_\_\_\_, herein referred to as the “Employer” and CobbWorks, Inc. operating as WorkSource Cobb, herein after referred to as “WorkSource Cobb or WSC. Customized training is designed to provide local areas with flexibility to ensure that training meets the unique needs of job seekers and employers or groups of employers.

#### B. Purpose:

Under the terms and conditions of this contract, the Employer agrees to provide training for Workforce Innovation and Opportunity Act (WIOA) eligible new incoming employees with the employer’s commitment to hire upon successful completion of the training.

The training program is intended to support employers in introducing new technologies, production or service procedures, and to upgrade employees to new jobs that require additional skills, workplace literacy, or for other appropriate purposes.

### Section 2: Contact Information

*Complete the contact information for the Provider and the Employer.*

<b>Provider:</b> WorkSource Cobb	<b>Contact Person:</b>	<b>Telephone #:</b>
<b>Provider Address:</b>  463 Commerce Park Drive Suite 100 Marietta, GA 30060	<b>Email:</b>	<b>Fax:</b> 770-528-8078
	<b>FAIN #:</b>	<b>Contract Type:</b> <input type="checkbox"/> Customized Training
<b>Employer Name:</b>	<b>FEIN #:</b>	<b>UBI #:</b>
<b>Employer Address:</b>	<b>Contact Person:</b>	<b>Email:</b>
	<b>Telephone #:</b>	<b>Fax #:</b>

### Section 3: General Terms and Conditions

#### A. Period of Performance

The Contract shall be effective as of ( \_\_\_\_\_ Date) through ( \_\_\_\_\_ Date) or until all approved training initiated under the Contract is completed, whichever is first. The period of performance and/or the time required is limited for an individual to become proficient in the skills for

which the training is being provided. Funding cannot be used retroactively and will only be reimbursement for training that occurs within the contract period. The Employer will not be reimbursed for trainees that do not complete the training.

**B. Time Limitations Training**

In determining the appropriate length of the CT agreement, WSC and Employer shall utilize USDOL's O\*NET OnLine specific vocational preparation (SVP) codes

**C. Funding:**

Funding for the services rendered as part of this Contract is provided by funds from the Workforce Innovation and Opportunity Act of 2014, as amended (herein referred to as "WIOA") and/or other funding sources. The Employer agrees that in the event that funds for carrying out the functions to which the contract relates are suspended or terminated in whole or in part, this Contract shall be terminated immediately without further obligation of WSC, except that WSC shall reimburse Employer for the previously incurred cost.

**D. Invoicing and Reimbursements:**

Payments to Employers shall be made upon the receipt of an invoice to WSC. Invoices, along with documents verifying the reimbursement for allowable expenses (i.e. training expenses, supplies) incurred during the period of training, shall be submitted to WSC on a monthly basis or at the end of the training period (not both).

WSC reserves the right to withhold reimbursement of any cost, if determined, that said cost(s) are not allowable and/or incurred prior to the execution of the Contract. Failure to comply, may result in the repayment of all reimbursed funds and termination of this Contract. Invoices free of errors and/or omissions shall be processed within 30 business days after receipt. Final expenses must be reported thirty (30) days after training activities are completed or end date, whichever is the earliest end date of the program activity. All payments are contingent on the availability of funds.

The Employer must comply with the approved customized training application requirements and budget. Failure to comply may result in repayment of all customized training reimbursements and termination of this agreement.

The Employer may be reimbursed for not more than 50% (percent) of the costs incurred in providing the training up to a maximum of \$8,000.00 per participant or \$100,000.00. Employers that have multiple sites within the area will be limited to physical locations in two (2) counties. Costs of a customized training program should be inclusive of all legitimate costs to the business that are necessary to provide customized training. Multiple sites within the same county will be funded as one location at this time. The CT employee reimbursement may be "site independent," meaning that each site will have a payment and trainee cap. **All payments are contingent upon availability of funding.**

The cost may include:

- cost of instruction (staff/instructor time);
- costs of curriculum development;
- training materials and books;
- certification/testing
- off-site training space (e.g. classroom, rental, etc.)
- the purchase of equipment

- administration and renovation of facilities are not allowable.**
- The costs do not include employee wages during training.**

**E. Invoice Submission**

**Cobb County Vendor Application/W-9 Form (Reimbursement Purposes):**

Invoices are forwarded to Cobb County for payment after CobbWorks processing

In order for any invoices and/or reimbursements to be processed through Cobb County Government, a vendor application must be completed and W-9 submitted. Once completed, submit to WorkSource Cobb a copy of newly Created Vendor Number.

Click link to create a Vendor Number:

<https://vendor.cobbcounty.org/webapp/VSSProd/AltSelfService>

W-9 is required from all vendors and must be received before payment can be issued.

Before an invoice can be paid, the following documentation must be received:

- Copy of paid employer or training provider invoice. The invoice should include the date(s) and type(s) of training provided.
- Copy of the check with which the invoice was paid or other documentation as evidence of payment.
- For each training program or session, a copy of the participant roster, which includes trainees' names, last four (4) digits of SSN, the date(s) and type(s) of training, completion and credentials/ certificates awarded should be noted on each roster.
- In addition, this roster should include the signature of the trainer or employer certifying that the listed employees did participate in the training.
- Documentation of matching expenditures such as payroll registers, copies of paid travel costs, etc.

**Email invoices to Accounts Payable:** [www.accounts payable@cobbworks.org](mailto:www.accounts payable@cobbworks.org)

**Mail invoices to:**

Accounts Payable:

attn: Finance Department

463 Commerce Park Drive, Suite 100

Marietta, GA 30060

**F. Terms**

The parties to this contract hereby agree contracts shall not be made with Employers that:

- exhibit a pattern of not providing continued long-term employment opportunities after training completion;
- has laid off workers within 120 days to relocate to Georgia from another state.
- promote or support the use, possession or distribution of marijuana.

WSC will determine the eligibility of the employer (or group of employers) for CT taking into consideration:

- The number of employees participating in the training;
- The wages and benefits to the employees before the training and the wages and benefits to the employees after the training
- The existence of other training opportunities provided by the Employer;
- The employer's length of operation in the State of Georgia, with a

minimum requirement of six months;

- The characteristics of the participants;
- The ability to meet the special requirements of an employer (or group of employers), by allowing them to tailor and design work-based skills training.

The Employer will:

- Commit to hiring all participants who successfully complete training, retaining participants as full-time employees during the training period with the same wages, benefits, hours, and working conditions.
- Adhere to all conditions set forth in **Addendum A, Customized Training – Application** and subsequent addendums, which are labeled **Addendum B, Customized Training – Budget** and **Addendum C, Customized Training – Participant Roster**, attached hereto and made a part hereof.
- Hold WSC, its officers, agents and employees harmless from any and all claims of any kind, including, but not limited to, costs and expenses, on account of any suits or damages, including death, sickness or injury to persons or property arising from or connected with the program described herein and/or the operations of the Employer, its agents, representatives or employees.
- Agree that no individual in a decision making capacity will engage in any activity, including the administration of the CT contract supported by WIOA funds, if a conflict of interest with WSC, real or apparent, is present by signing the WSC Conflict of Interest Statement marked Attachment A.
- Comply with the provisions of the Georgia Illegal Immigrant Enforcement Act of 2011 by signing the attached affidavit marked Attachment D, attached hereto and made a part hereof.

#### Section 4. Certifications/Credentials

Employer agrees to provide to WorkSource Cobb any certification(s) and/or credential(s) obtained during the training period of the contract.

#### Section 5. Participant Information/Program Documentation

All documentation relative to the development of participant's (trainee) employment and/or training plan should be maintained by the Employer. WIOA requires certain information be collected by the local area for each program trainee. Participant information shall be collected by completion of a program application, which will be provided by WorkSource Cobb. Information may include, but is not limited to:

- Contact Information
- Social Security Number
- DOB
- Citizenship (right to work status)
- Selective Service

All employee documents submitted to WorkSource Cobb will be used for program eligibility determination, maintained for program records, and entered into a statewide system for data purposes.

#### Section 6. Modification/Amendments

This Contract may be modified only by execution of a written amendment signed by both parties. This Contract may be modified at any time prior to the last date of the Contract performance. No backdated or retroactive modifications will be allowed. If program documents, total training hours, the terms of the

Contract or the work locations changes, a written amendment must be submitted immediately for approval.

### Section 7. Monitoring

Employer allows representatives from WorkSource Cobb and/or federal, state, and local governmental entities to visit worksite(s) for the purposes of evaluating the program, counseling with participants, and monitoring safety requirements and working conditions.

Employer agrees that records (training invoices, payroll, fringe benefits and personnel) are subject to review, monitoring, and audit by WorkSource Cobb, the State and/or the federal government, at any time and without prior notice to the employer.

### Section 8: Assurances and Certifications

A. The Employer assures and certifies that:

- It will complete and sign **Contractor/Vendor Information Form (labeled Attachment A), Georgia Security and Immigration Compliance Act Affidavit and Certification Regarding Debarment and Suspension (labeled, Attachment B)**, attached hereto and made a part hereof
- It will provide a copy of its local occupational license
- It shall comply with all applicable Federal, State, and local laws, regulations and policies associated with the understanding whether such laws, regulations and policies are explicitly stated herein or are set forth in the grant contract between WSC and the state grantor, including the WIOA and its implementing regulations
- It is current in the filing and payment of all required State and Federal taxes.
- Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws) 29 CFR 37.38(b).
- 20 CFR Section 683.270 also specifies that a participant may not be employed in or assigned to a job if: (1) any other individual is on layoff from the same of any substantially equivalent job; (2) the Employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy created with the WIOA participant; (3) the job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers as of the date of the participation.
- 20 CFR Section 683.280 specifies that health and safety standards established under federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in programs and services under WIOA. To the extent that a State workers' compensation law applies, workers' compensation must be provided to participants in program and activities under WIOA on the same basis as the compensation is provided to other individuals in the State in similar employment. Information on how to comply with Georgia law is available at <http://sbwc.georgia.gov>.
- WIOA Section 188 specifies that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under or denied employment in the administration of or in connection with any such program or activity because of race, color, religion, sex (as otherwise permitted under Title IX of the Education Amendments of 1072), national origin, age,

disability or political affiliation or belief or solely because of the status of the individual as a participant in a program or activity receiving WIOA funds.

- WIOA Section 188 specifies that no participants shall be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship with the exception of maintenance of facilities that are not primarily use for instruction or worship and are operated by organizations providing services to WIOA participants.
- 29 CFR 38.10 (d) (e) (f). As provided in 20 CFR §38.3(b), 29 CFR part 32, subparts B and C and appendix A, which implement the requirements of Section 504 pertaining to employment practices and employment-related training, program accessibility, and reasonable accommodation, have been incorporated by reference. Employers, employment agencies, or other entities covered by Titles I and II of the ADA should be aware of obligations imposed by those titles. See 29 CFR part 1630 and 28 CFR part 35. Similarly, recipients that are also Employers covered by the anti-discrimination provision of the Immigration and Nationality Act should be aware of the obligations imposed by that provision. See 8 U.S.C. 1324b.
- WIOA Section 194 (5) No person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under this title.
- 20 CFR Section 683.270 specifies that a participant in a WIOA program activity must not displace (including a partial displacement such as a reduction in the hours of non-overtime work, wages of employment benefits) any currently employed employee (as of the date of the participation).
- 20 CFR Section 680.840 specifies that WIOA funds may not be used to directly or indirectly aid in filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling is otherwise an issue in a labor dispute involving a work stoppage.
- 20 CFR Section 680.830 specifies that funds provided to EMPLOYERS for CT training must not be used to directly or indirectly assist, promote or deter union organizing.
- If the Employer does not have an established employee grievance procedure, the Employer agrees to abide by the procedure provided by WorkSource Cobb.

### **Section 9. Termination**

Either the Employer or WorkSource Cobb may terminate this contract for any reason by providing the other party with a 30-day written notice. Notice must be posted by certified mail, returned receipt requested. If through any cause, the Employer shall fail to fulfill its obligations under this contract, or if the Employer shall violate any of the covenants, representations or stipulations of the contract, WorkSource Cobb shall have the right to immediately terminate the contract by giving written notice to the Employer of such termination. The Employer shall be entitled to receive just and equitable compensation for allowable cost incurred in the performance of its duties under this contract until termination.

WorkSource Cobb shall promptly notify the Employer in writing of the determination and reasons for the termination, together with the effective date, such notice must be posted by certified mail, return receipt requested. Notice of termination may specify a later date, but provision of a later date shall not relieve the Employer of ultimate liability for any funds later determined to be unallowable. The Employer and WorkSource Cobb agree to all the terms set forth in this contract upon execution.

### **Section 10. Signatures**

The Employer and WorkSource Cobb agree to all the terms in this Contract requirements by signing below.

Company Name:

Company Name: WorkSource Cobb

BY: \_\_\_\_\_

Employer Representative Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BY: \_\_\_\_\_

WorkSource Cobb Representative Signature

Print Name: Sonya Grant

Title: President/CEO

Date: \_\_\_\_\_

**ATTACHMENT A**

**EXHIBIT A  
WORK AUTHORIZATION CERTIFICATION (E-VERIFY)**

**Contractor Certification O.C.G.A. § 13-10-91(b)(1)**

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

--  
Typed/Printed Contracted Organization Name Contractor's E-Verify User Identification Number

--  
Typed/Printed Name of Certifying Official Date Authorized to Use E-Verify

--  
Signature

Date  
Page Break

## ATTACHMENT B

### **DEBARMENT AND SUSPENSION CERTIFICATION Instructions for Certifications**

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

- A. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- B. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. The terms covered transaction, **debarred**, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this document is being submitted for assistance in obtaining a copy of those regulations.
- D. The prospective lower tier participant agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier participant covered transaction with a person who is proposed for **debarment** under 48 CFR part 9, subpart 9.4, **debarred**, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- E. The prospective lower tier participant further agrees by submitting this document that it will include this clause titled "Certification Regarding **Debarment**, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- F. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for **debarment** under 48 CFR part 9, subpart 9.4, **debarred**, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but it not required to check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

- G. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- H. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for **debarment** under 48 CFR part 9, subpart 9.4, suspended, **debarred**, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or **debarment**.

### Certification

The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals are presently **debarred**, suspended, proposed for **debarment**, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this document.

Typed/Printed Contracted Organization Name

Typed/Printed Name of Certifying Official

Signature

Date

## ATTACHMENT C

### CONFLICT OF INTEREST CERTIFICATION

The employer agrees that no individual in a decision making capacity will engage in any activity, including the administration of the Customized Training (CT) contract supported by WIOA funds and/or other grant funding sources, if a conflict of interest, real or apparent, is present. A conflict of interest may arise in the event that an employee under this CT contract is an immediate family member (or partner) of an individual engaged in a decision making capacity with Cobb Workforce Development Board (WDB), WorkSource Cobb, or the employer.

Immediate family is defined as husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparents and grandchild, or an organization that has a financial or other interest in the firm or organization selected for the CT contract. In the event of a potential conflict of interest, the employer must notify the Cobb WDB in writing.

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Company Name

---

Authorized Signatory

---

Printed/Typed Name and Title

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## Addendum A

### Customized Training - Application

**Purpose:** To provide information for the WorkSource Cobb (WSC) to review and assure that all Customized Training (CT) requirements are met.

**Background:** WSC defines CT as training designed to improve the skills of workers and the competitiveness of an employer. It is intended to retain skilled employees or avert a potential layoff. CT may be offered to employers who, after assessment, are found to need training for existing employees to remain competitive.

#### Employer Information

Federal Tax ID No.:

Employer or Consortium Name:

Street Address:

City/State/Zip Code:

County:

Mailing Address:

City/State/Zip Code:

NAICS Code:

Contact Person's Name & Title:

Telephone Number:

Email Address:

1. Under what other names, if any, do you do business?  
Please list names and locations:
2. What is your chief product or service?
3. How long have you been in business in your current location?
4. Is the company current on all local, state, and federal tax obligations?

5. Is the business being sold, closed, relocated, or merging with another company?
6. Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions applicable to your firm?  
If yes, within how many?
7. Has company received payments under previous CT contracts?  
If yes, did company provide CT participants continued, long-term employment as regular employees after training?
8. How many employees do you have?  
Part-time:  
Full-time:  
Temporary:
9. Do you use a staffing agency?  
If yes, which one?  
Please describe the relationship:
10. Has the company experienced a layoff in the previous 12 months?  
If yes, please explain:

## Assurances

The Employer agrees the to the following:

1. Adhere to all conditions set forth in **ATTACHMENT A, Customized Training Application**, and subsequent addendums which are labeled **ADDENDUM A, Customized Working Training Budget**, **ADDENDUM B, Customized Training Roster** and **ADDENDUM C, Trainee Skills Gap/Training Plan** that were provided in the application and is subsequently made a part hereof.
2. Training funded can include, but is not limited to, industry or employer-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and skills such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the need and effect of the training. Employers will determine and select the types of training and training provider(s) that meet their training requirements before submitting an application for consideration.
3. Adhere to the WIOA requirements for paying the non-Federal share of the cost of providing the training. The non-Federal share provided by an Employer may include the amount of the wages paid by the Employer to a worker while the worker is attending training, equipment purchased for training, curriculum development costs, travel and lodging costs, etc. The Employer may provide the share in

cash or in kind, fairly evaluated. Official payroll records, time and attendance sheets, invoices for equipment purchases, etc. must be utilized to determine the amount of the Employer's share of cost. The Employer non-Federal share is dependent on the size of the Employer and shall not be less than:

- 10 percent of the cost, for Employers with not more than 50 employees;
  - 25 percent of the cost, for Employers with more than 50 employees but not more than 100 employees; and,
  - 50 percent of the cost, for Employers with more than 100 employees.
4. Provide documentation that indicates Employer size. Employer size is based on the number of employees currently employed at the local operation where the incumbent worker training placements will be made. Employer size is determined by the number of employees at the time of the execution of the incumbent worker training contract. This applies to all Employers, including Employers with seasonal or intermittent employee size fluctuations.
  5. Complete and sign Form W-9, Request for Taxpayer Identification Number and Certification attached hereto and made a part thereof.
  6. Hold WorkSource Cobb, its officers, agents and employees harmless from any and all claims or any kind, including, but not limited to, costs and expenses, on account of any suits or damages, including death, sickness or injury to persons or property arising from or connected with the program described herein and/or the operations of the EMPLOYER, its agents, representatives or employees.
  7. Comply with the requirements for debarment and suspension in accordance with Executive Order 12549 and 12689, 2 CFR 180 and the requirements for a drug-free workplace codified at 29 CFR Part 98.
  8. Comply with all applicable Federal, State and local laws including but not limited to: The Workforce Innovation and Opportunity Act of 2014 and its implementing regulations.
  9. CT contracts will not be written to provide skills for seasonal, temporary or intermittent employment.
  10. WIOA funds shall not be provided to reimburse CT training costs when the participant was referred and hired through a private employment agency and was required to pay a referral and placement fee.
  11. No training may be provided in agencies providing workers on a temporary basis to employers for which the agency receives compensation from the employer.
  12. CT employees will not be engaged in the construction, operation, or maintenance of any facility used for religious instruction or worship.
  13. That no individual in a decision-making capacity will engage in any activity, including the administration of the CT contract supported by Workforce Innovation and Opportunity Act (WIOA) funds, if a conflict of interest with WSC, real or apparent, is present.

14. There will be no preferential treatment of a person or group of people over other people or groups in the workplace.
15. No person shall – on the grounds of race, color, sex, age, disability, or national origin – be subjected to illegal employment discrimination.
16. It will maintain appropriate standards for health and safety in work and training environments.
17. It will comply with Georgia law regarding workers' compensation insurance for all CT employees. (Information on how to comply with Georgia law is found at: <http://sbwc.georgia.gov> .)
18. If they do not have an established employee grievance procedure, they agree to abide by the procedure provided by ARC.
19. It will participate in any follow-up efforts conducted by ARC or its authorized representative to evaluate CT effectiveness, including providing information on participants for ARC's required reporting.
20. It will not use funds provided for CT to directly or indirectly assist, promote or deter union organizing.
21. It will not use CT to impair existing contracts for services or collective bargaining agreements.
22. It will meet the provisions of the Georgia Illegal Immigrant Enforcement Act of 2011 by signing and complying with the required affidavit.

CobbWorks/WorkSource Cobb

## **CUSTOMIZED TRAINING (CT) EMPLOYER PRE-AWARD CHECKLIST**

---

### **EMPLOYER INFORMATION**

Employer name:

Type of business:

Contact person & title:

Employer address:

City/State/Zip Code:

Telephone number:

Email address:

Website address:

Years in current location:

Number of employees:

FEIN #

Former name under which  
employer conducted business:

Type of organization (circle one): Individual    Partnership    Limited Liability Corporation

- 1) Is the business being sold or merging with another company? Yes  No
- 2) What is your chief product or service?  
What is your NAICS code?
- 3) How many full-time employees do you have?  
How many new hires do you anticipate making in the next two years?  
What job titles/job descriptions will need to be filled (attach job descriptions if available)?

- 4) Do you use a staffing agency? Yes  No   
If so, which one?  
Please describe the relationship:
- 5) Are jobs expected to last a year or more in the normal course of business? Yes  No
- 6) What skills will your new hires need to acquire to be fully productive?
- 7) Do you have sufficient equipment, materials, and supervisory time and expertise to provide necessary training? Yes  No
- 8) What are your turnover patterns and causes and could we do anything to help lower turnover?
- 9) What licenses or entry qualifications do your workers need?
- 10) How many hours per week are trainees expected to work?  
What are the expected shift times and days?
- 11) Which fringe benefits are provided to regular employees?  
When are they made available?
- 12) Are you receiving any other state or federal assistance, such as from the Georgia Department of Economic Development or QuickStart? Yes  No
- 13) Is the facility handicapped accessible? Yes  No
- 14) Do you have a payroll system which records all paychecks and amounts?  
Can you verify wage payments quickly on site? Yes  No
- 15) Do you have an employment handbook and/or hiring procedures in place? Yes  No
- 16) Who is your Workers' Compensation carrier (if applicable)?  
Account #:  
Effective Dates:
- 17) Are any of the jobs considered for CT "independent contractors" or not employed by your firm during the entire training period? Yes  No

- 18) Are any of these jobs covered by a collective bargaining agreement?  
If so, obtain and attach a "concurrence letter" from the union. Yes  No
- 19) Are any employees on layoff currently? Yes  No
- 20) Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions? Yes  No
- 21) Has your company relocated from another area in the U.S. within the last 120 days, leaving any workers behind? Yes  No
- 22) How many previous CT trainees, over the last two years, have completed training and been retained by your firm? \_\_\_\_\_  
Number of total CT trainees over the last two years: \_\_\_\_\_  
Retention percentage: \_\_\_\_\_%  
If the retention percentage is below 75%, what improvements are planned?
- 23) Are any of the potential CT trainees immediate family members or anyone in a decision-making capacity of your company, CobbWorks/WorkSource Cobb or the CobbWorks/WorkSource Cobb Workforce Development Board? Yes  No
- 24) Do any of the potential CT trainees have a financial or other interest in your company? Yes  No
- 25) Are there any individuals in a decision-making capacity within the company that are immediate family members or anyone in a decision-making capacity at the CobbWorks/WorkSource Cobb or the CobbWorks/WorkSource Cobb Workforce Development Board? Yes  No

## MEETING FEDERAL CRITERIA

- 26) Has the company provided an E-Verify number (effective 10/31/2016, all employers must use the E-Verify program)? Yes  No
- 27) Company verifies WIOA (Workforce Innovation & Opportunity Act) funds will **NOT** be used to relocate operations in whole or in part. Yes  No
- 28) If the business relocated from another location in the U.S., did the relocation result in a layoff at the previous location? Yes  No  N/A

- 29) If a layoff occurred due to relocation, has the company operated in the location described in the Employer Information section for at least 120 days? Yes  No  N/A
- 30) Company commits to providing long-term employment for successful CT trainees. Yes  No
- 31) Company agrees that CT will **NOT** be used to directly or indirectly assist, promote, or deter union organizing. Yes  No
- 32) The CT will **NOT** result in the full or partial displacement of employed workers. Agree  Disagree
- 33) Trainee wages to be paid are at least equal to: Yes  No
- a. The Federal, state or local minimum wage (Fair Labor Standards Act).
- b. Other employees in the same occupation with similar experience.
- 34) New hires who successfully complete training will be provided the same Workers' Compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular employees. Yes  No
- 35) The employer will comply with the non-discrimination and equal opportunity provisions of the Workforce Innovation & Opportunity Act of 2014 and its regulations. Yes  No

**SIGNATURES**

***Authorized Signatures***

I hereby certify that the above information, to the best of my knowledge, is true and correct.

EMPLOYER:

DATE:

PRINT NAME:

TITLE:

**The outcome of this pre-award interview:**

The employer meets all requirements of the Customized Training pre-award. Yes  No

CobbWorks STAFF:

DATE:

PRINT NAME:

TITLE:

Has the staff researched the company to determine: products/services, financial stability, and community standing through the use of the Internet (website, Better Business Bureau, Chamber of Commerce of Development Authority affiliation, Annual Report, etc.)?      Yes  No



	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	

Rating Scale for Skills: 1 = no basic understanding, 2 = very little understanding, 3 = basic understanding, with gaps, 4 = intermediate mastery of skill, 5 = fully functional of skill

Supervisor Signature

Date

CT Participant Signature Date



		N/A 1 2 3 4 5
		N/A 1 2 3 4 5
		N/A 1 2 3 4 5
On-the-Job Training (OJT) Completion		YES NO

Rating Scale for Skills: 1 = no basic understanding, 2 = very little understanding, 3 = basic understanding, with gaps, 4 = intermediate mastery of skill, 5 = fully functional of skill

Supervisor Signature    Date    OJT Employee Signature    Date

### Customized Training (CT) Cost Worksheet

Title of Training Program			
# of Participants	Date		
	Version	Final	
Category	Training Costs		Explanation
	WIOA Eligible	Employer-Covered	
Training Registration/Tuition			(Ex: XXX Training tuition at \$2500 per person x 40 employees)
Instructor Wages (if not included in tuition)			(Ex: Additional instructor wages outside of tuition for 320 hours instruction)
Manuals/Textbooks			(Ex: Microsoft manuals @ \$30 x 10 employees = \$300)
Materials/Supplies			(Specify)
Certification/Testing			(Specify type and cost including testing, etc.)
Trainee Wages			(Ex: 20 employees @ \$19.60 x 320 hours training)
Training Equipment Purchased			(Specify and justify need)
Employee Training-Related Travel, Lodging and Food			(Specify and justify need)
On-site Facility Usage Costs			(Specify and justify need)
Off-site Training Space (e.g., Classroom Rental, etc.)			(Specify and justify need)
Other (Specify)			(Specify and justify need)
<b>Totals</b>	<b>A</b> \$0	<b>B</b> \$0	
<b>Total Training Costs</b>		<b>C</b> \$0	
<b>Employer's Non-Federal Share Percentage:</b>	50%	<b>Required Minimum Employer Contribution: (D)</b>	\$0
<b>Total WIOA Eligible Costs</b>		<b>Employer's Portion of WIOA Eligible Training Costs</b>	\$0
<b>Eligible IWT Reimbursement: (E)</b>	\$0	<b>Final Employer Contribution: (F)</b>	\$0

## WorkSource Cobb/CobbWorks WEX Participant Training Plan

WEX Participant Name:	WEX Employer Name:	
WEX Participant Phone No.:	WEX Supervisor's Name:	
WEX Participant E-Mail:	Phone No.:	
WEX Position Title:	E-Mail:	
O*NET Code:	Reimbursement Rate: <b>100%</b>	
Training Period: From	Hours per week: <b>40</b>	
Starting Hourly Wage: <b>\$10.00</b>	Total Hours: <b>480</b>	
Expected Hourly Wage at End of Training Period: <b>\$10.00</b>	WEX Funding Available : <b>\$4,800.00</b>	
Hire Date:	Career Advisor Name:	
Participant Funding Category (Circle one) <b>Adult</b> <b>X Youth</b> <b>DW</b> <b>Other</b> _____		

<u>Education/Training Related Skills Assessment</u>	<u>Initial Observation</u>	<u>Final Evaluation</u>
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	
	N/A 1 2 3 4 5	

**Rating Scale for Skills:**

**1 = no basic understanding, 2 = very little understanding 3 = basic understanding, with gaps, 4 = intermediate mastery of skill, 5 = fully functional of skill**

\_\_\_\_\_  
WEX Supervisor Signature                      Date

\_\_\_\_\_  
WEX Participant Signature                      Date

\_\_\_\_\_  
Parent Signature                                      Date  
(Required if intern is not 18 years or older)



Cobb

## WorkSource Cobb BOSS Program Internship Agreement

This intern agreement form should be reviewed and signed by participants to serve as acknowledgement of expectations. The BOSS Internship will function as a program component of the **WorkSource Cobb BOSS** program while still supplying internship experience opportunities.

Worksite Supervisor(s): \_\_\_\_\_

Worksite Address: \_\_\_\_\_

Worksite Phone: \_\_\_\_\_

1. WorkSource Cobb will handle the program eligibility determination and initial choice of interns for placement. No placements will be made until applicants have been considered eligible by WorkSource Cobb BOSS staff. \_\_\_\_\_
2. Internship Period: Placements are approved for six (6) weeks, with a possible four-week extension for a total of eight (12) weeks. Intern placement is dependent upon the funding levels and funding availability. \_\_\_\_\_
3. Remember your internship is dependent on your performance; you can be **FIRED**. \_\_\_\_\_
4. WorkSource Cobb will provide initial employment orientation and work readiness classes to each intern prior to actual placement on the worksite. The Worksite Supervisor and/or company representative will handle introducing specific job duties and responsibilities. The worksite will provide reasonable regulations for attendance and will set and reinforce expectations for excellent work habits of interns. \_\_\_\_\_
5. Work Time: WorkSource Cobb interns are scheduled for a **MAXIMUM of 8 hours/day and no more than 40 hours/week**. All work hours are dependent upon the intern's availability and worksite scheduling need. No overtime more than 40 hours/week will be approved. \_\_\_\_\_
6. Payment: WorkSource Cobb interns are paid on a bi-weekly basis. Interns are paid an hourly rate pay specified by funding source. Checks are **mailed** according to each pay date shown on the Payroll Distribution Schedule. \_\_\_\_\_
7. Timesheets: Timesheets are sent to WorkSource Cobb each Thursday by Close of Business (specific to your worksite). Submission of all timesheets **must** include signatures of both the Intern and Worksite Supervisor. **WorkSource Cobb/CobbWorks is NOT obligated to pay for time worked from any timesheet sent without the required signatures.** \_\_\_\_\_
8. Interns are considered non-exempt WorkSource Cobb employees. Interns will not be paid for holidays, extended hours, or overtime. \_\_\_\_\_
9. A **required** lunch is to be provided to all WorkSource Cobb interns. Timesheets submitted without either a 30 minute or 1-hour lunch shown will be automatically deducted. Final work time will be calculated by WorkSource Cobb and interns will be paid accordingly. \_\_\_\_\_
10. Interns are paid on a bi-weekly basis. Checks are **mailed** by either WorkSource Cobb and/or the payroll company on each pay date shown on the Payroll Distribution Schedule. A Payroll Distribution Schedule will be given by WorkSource Cobb BOSS Staff. \_\_\_\_\_
11. Change of Address: Any BOSS program intern incurring a change of address will be required to complete a **Change of Address Form** and submit to WorkSource Cobb BOSS staff. WorkSource Cobb **will not** accept a verbal request to change an address. For an address change to be reflected on an upcoming paycheck, it **MUST** be submitted no later than 7 business days before payday. \_\_\_\_\_
12. Professional Development: In the event Professional Development workshops are incorporated into your internship program, the dates are **mandatory!** Choosing NOT to attend may result in your **termination** from the worksite. \_\_\_\_\_

Intern Name: \_\_\_\_\_ Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if intern is not 18 years or older)

**WorkSource Cobb Policies and  
Procedures Manual  
Dislocated Worker Training Services  
Eligibility Policy**

**Purpose:**

The purpose of WIOA Title IB dislocated worker program is to provide services to individuals who have been terminated or laid off, or have received notice of termination or layoff, from employment generally due to plant closures or downsizing; and who meet the dislocated worker definition of a displaced homemaker. National Emergency Grants will temporarily expand the definition of Dislocated Worker and service capacity of dislocated worker training and employment programs at the state and local levels by providing funding to assist in response to large, unexpected economic events which cause significant job losses. As such, eligibility will be expanded based on the criteria identified within the NEG.

**Reference:**

*20 CFR § 675.300*

**Policy:**

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

1. The individual:
  - a. has been terminated or laid off through no fault of their own, or has received a notice of termination or layoff from employment;
  - b. is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; and
  - c. is unlikely to return to a previous industry or occupation.
  
2. The individual:
  - a. has been terminated or laid off through no fault of their own or has received a notice of no - fault termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
  - b. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
  - c. for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.
  
3. The individual was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community

in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.

4. The individual is a displaced homemaker, as defined in WIOA § 3 (16). A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:
  - a. Is unemployed or underemployed and experiencing difficulty finding or upgrading employment; and
  - b. Has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.
5. The individual is a separating service member from the Armed Services with a discharge other than dishonorable; the separating service member qualifies for dislocated worker activities based on the following criteria:
  - a. The separating service member has received a notice of separation (DD214) from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria (These documents must meet the requirement that the individual has received a notice of termination or layoff, to meet the required dislocated worker definition);
  - b. The separating service member is eligible for or has exhausted of unemployment compensation for Exservice members (UCX); and,
  - c. As a separating service member, the individual meets the eligibility criteria that the individual is unlikely to return to a previous industry or occupation in the military (TEGL 19 -16).
6. The individual is the spouse of a member of the Armed Forces on active duty who:
  - a. has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
  - b. is unemployed or underemployed and experiencing difficulty finding or upgrading employment.
7. The individual is underemployed, which is defined as:
  - a. A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; and/or
  - b. A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.
8. An individual who may have been separated for cause, filed an appeal to UI and was determined to be "no-

fault” and eligible for UI (based on that employer’s contributions) may be eligible as a dislocated worker.

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

The individual worked in a declining industry or occupation, as documented on State and locally developed labor market information, such as Georgia Labor Market Explorer, Burning Glass or EMSI. Local high demand, as well as declining occupation, lists must be developed by an appropriate entity, such as the local workforce development board, local Chamber of Commerce, economic development agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.

The individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more.

- The individual was “separated” from active military duty under conditions other than dishonorable.
  - The individual is the spouse of an active military member and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
  - Individual worked in an industry or occupation for which there are limited job orders in Georgia

- Labor Market Explorer at the time of eligibility determination, as documented by the LWDA.
- Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through an assessment of the individual’s educational achievement levels.
- Individual cannot return to their previous industry or occupation because they have physical or other limitations, which would prevent reentry into the former industry or occupation, as documented by a physician or other applicable professional (e.g., Psychiatrist, psychiatric social worker, chiropractor, etc.).
- Individuals laid off on a temporary basis with a specific return date and/or determined by UI to be attached to an employer (e.g., a leave of absence) do not meet the criteria of unlikely to return to work in a previous industry or occupation.

Currently employed dislocated workers may be determined eligible for services if the customer’s current employment meets all of the following conditions:

1. The individual is currently making less than 80% of former wages, and/or is in employment that uses significantly lesser skills or abilities than the job of dislocation, and

2. The individual's current employment and job of dislocation is not in a field or occupations that is generally known for sort time or contract work. In these instances, customers may be assessed for program eligibility at the time they are no longer working.

Note: All dislocated workers must also be determined to be "in need of additional training or services" and "unlikely to return to their previous occupation or industry without additional training". Individuals who have quit their jobs or have been separated for cause will not be considered or dislocated worker training services during periods of limited funding.

Cobb

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# KEY PERFORMANCE INDICATORS

Q2 – PY20

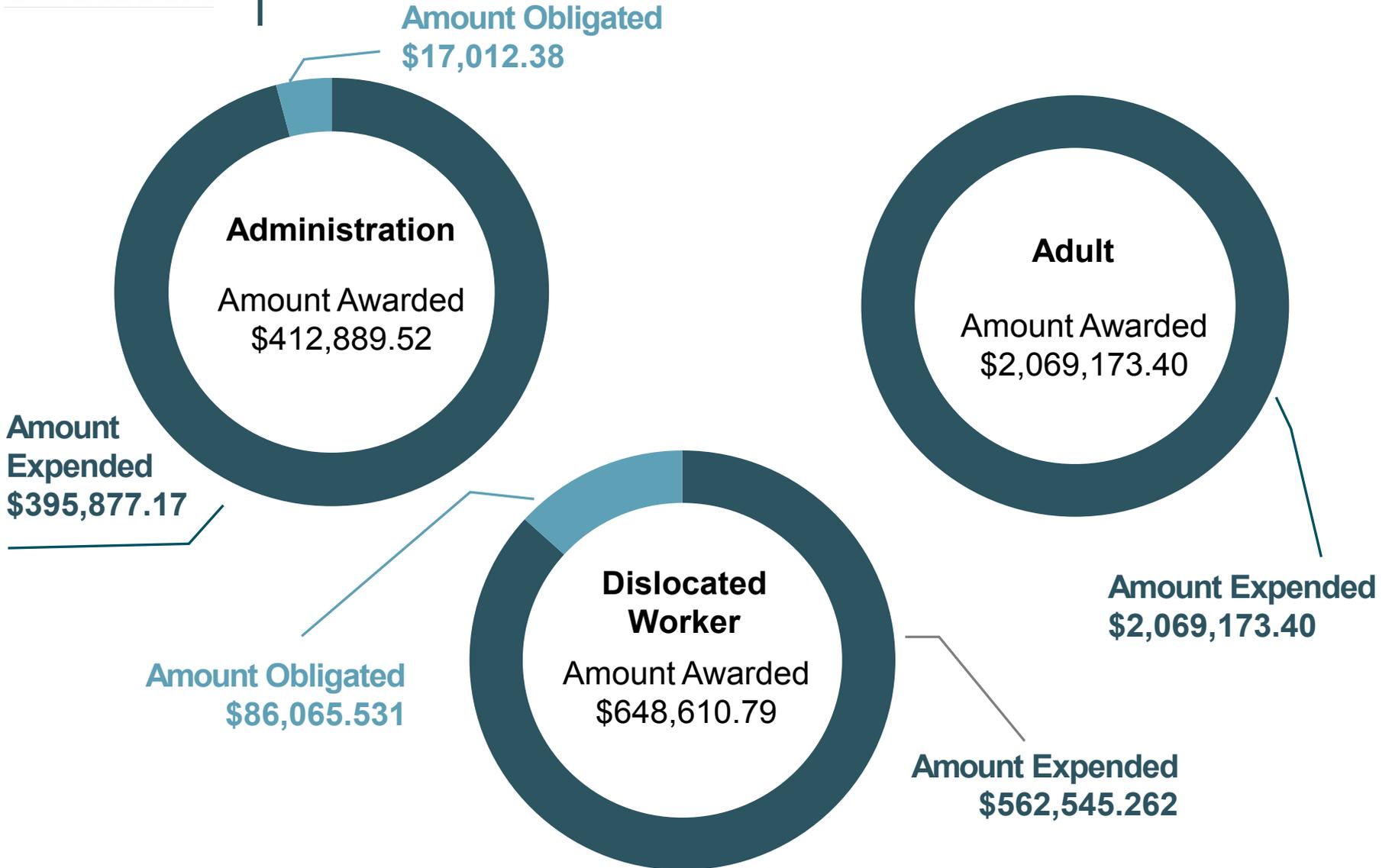


# Grant and Funding Sources

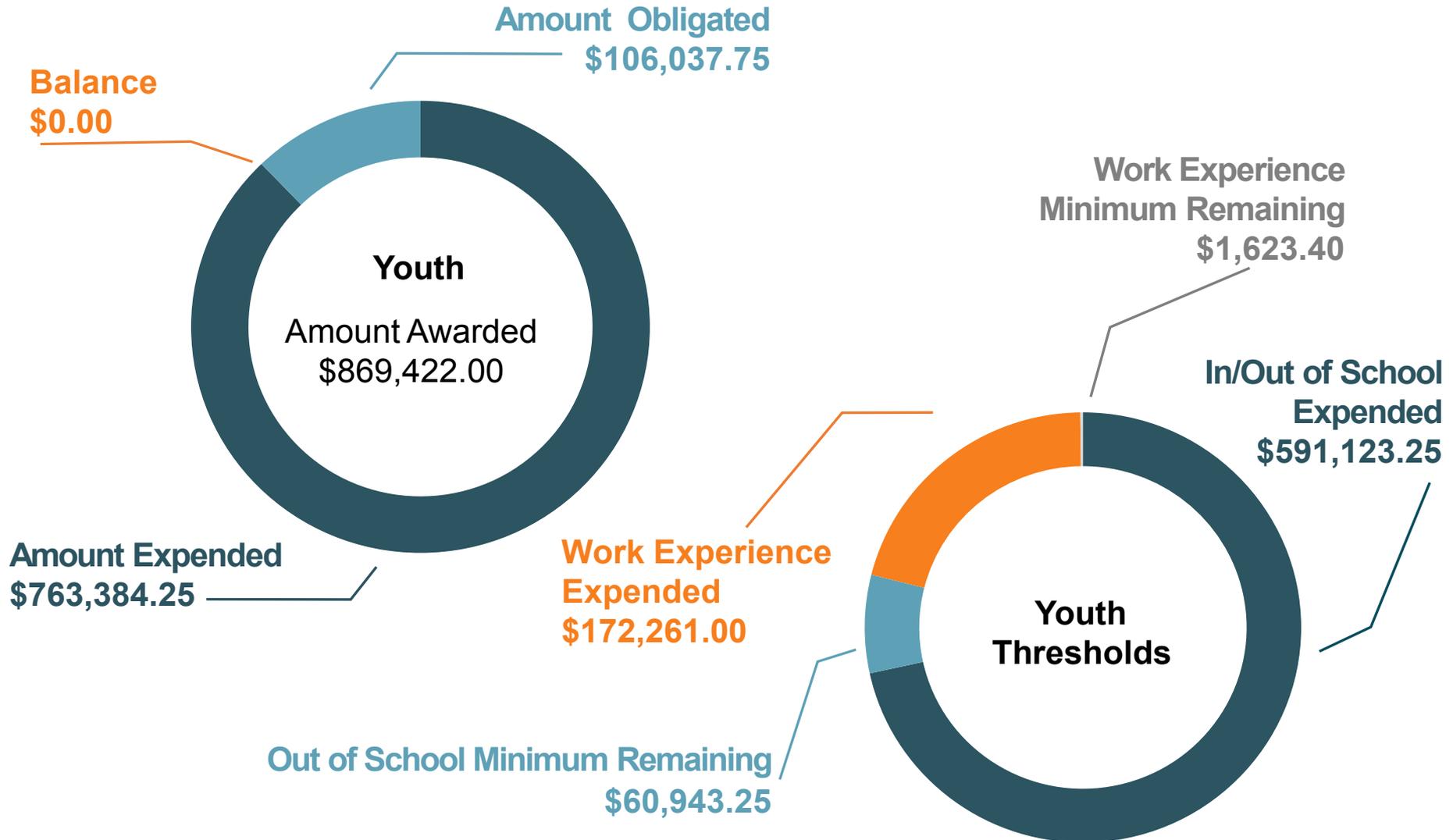
## PY 2019-2020 and PY 2020-2021

Grants	2019-2020	2020-2021
Adult	\$ 2,194,254.00	\$ 1,434,350.00
Dislocated worker	\$ 511,023.00	\$ 724,262.00
Youth	\$ 966,025.00	\$ 837,154.00
CSBG (Literacy)	\$ 70,000.00	\$ 60,000.00
Cares	-----	\$ 850,000.00
NEG	-----	\$ 650,000.00
CareerRise	-----	\$ 65,000.00
Additional NEG <i>Pending</i>	-----	\$ 801,290.00
<b>Total Funding</b>	<b>\$ 3,741,302.00</b>	<b>\$ 5,422,056.00</b>

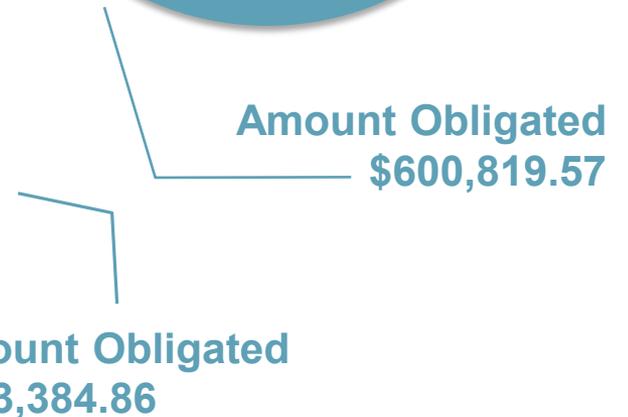
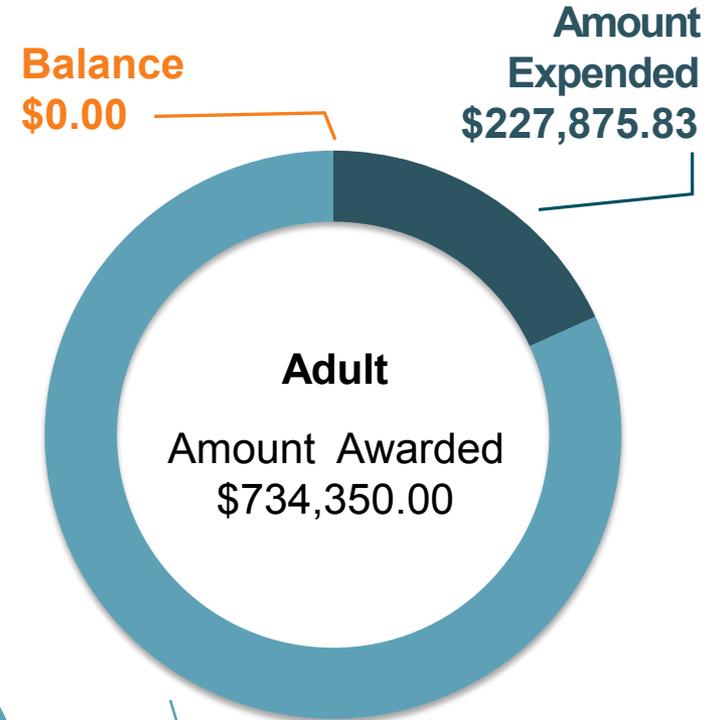
# WIOA Funds expiring June 2021



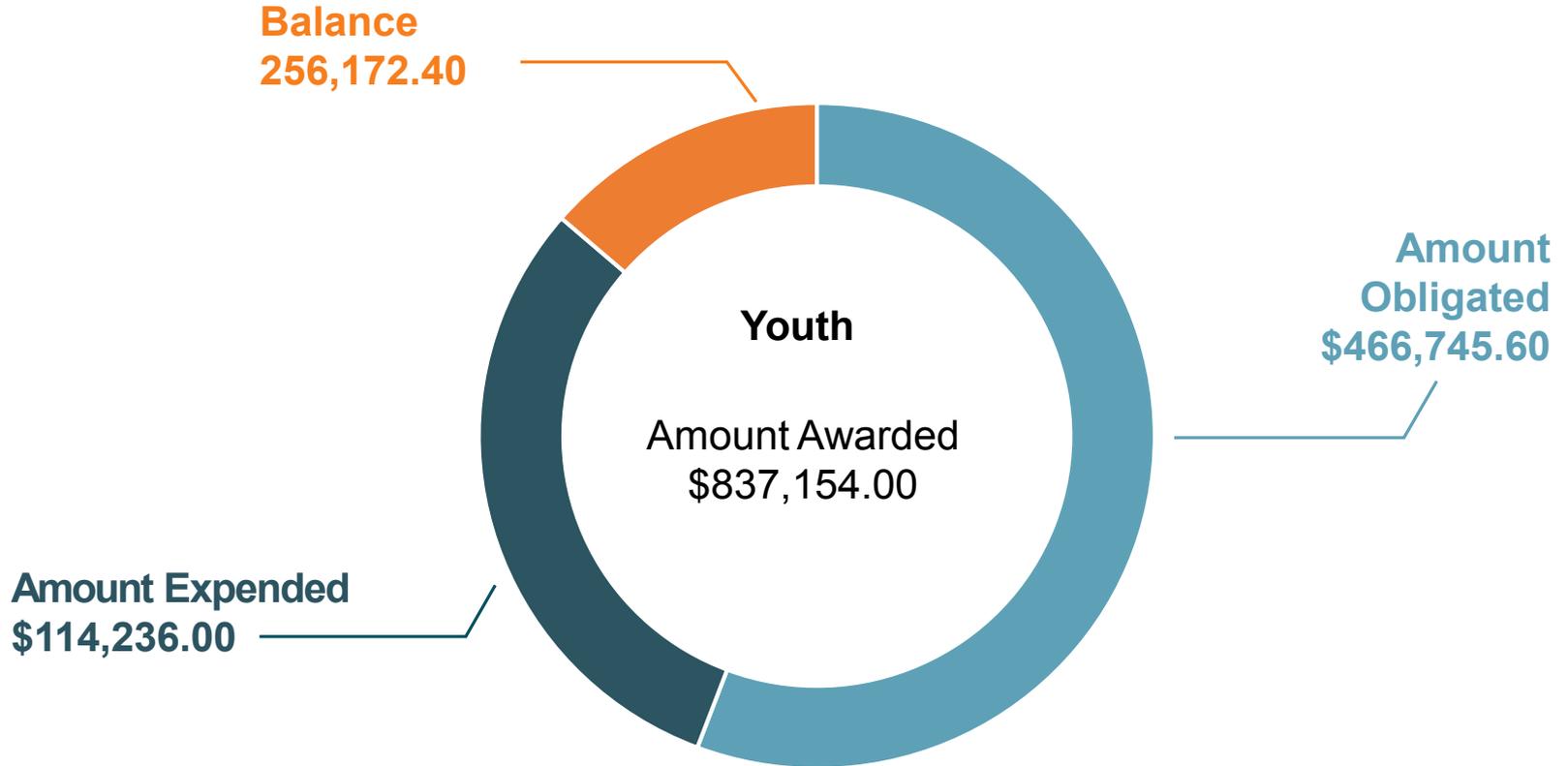
# WIOA Funds expiring June 2021



# WIOA Funds expiring June 2022

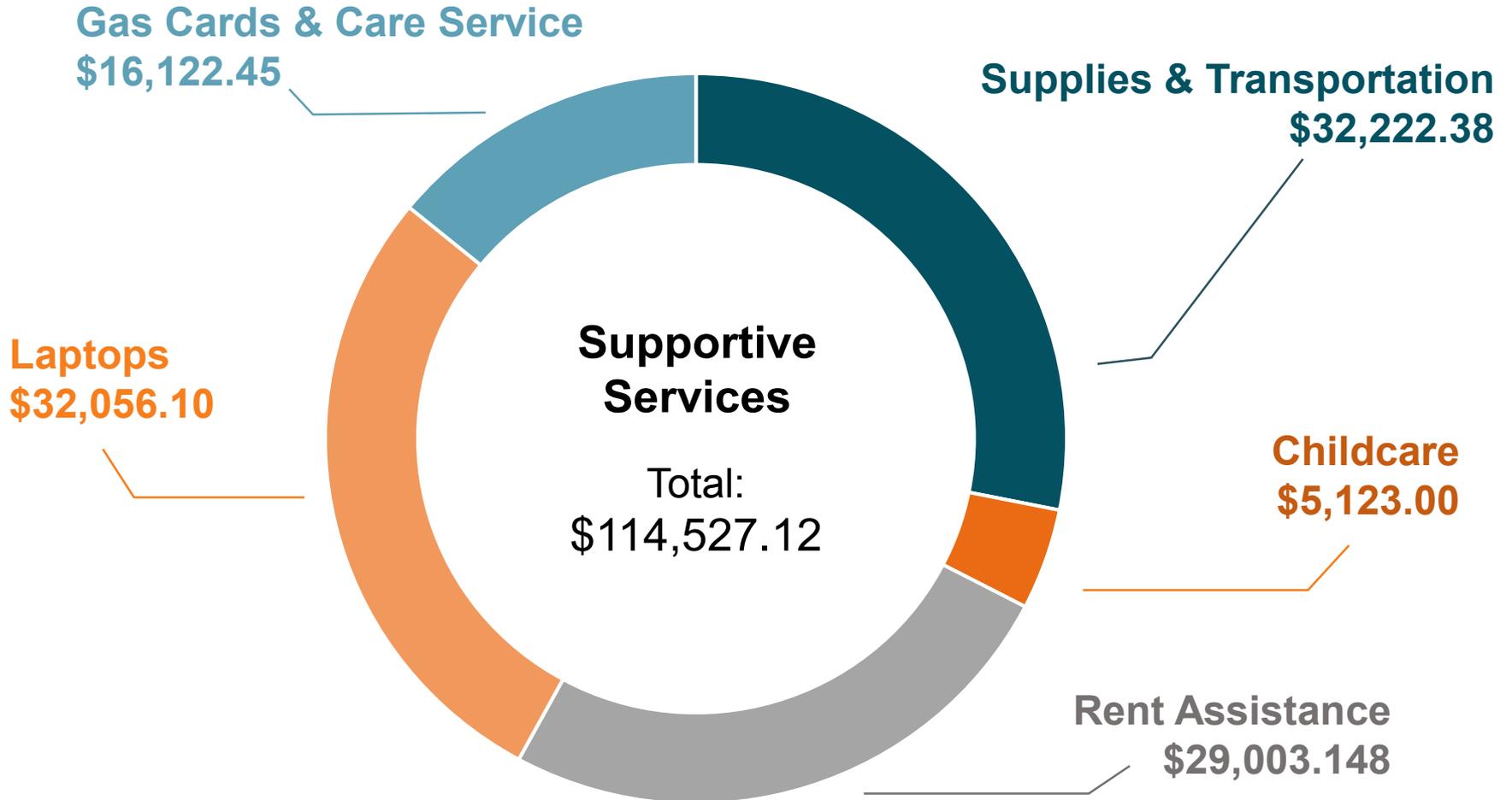


# WIOA Funds expiring June 2022



# Supportive Services

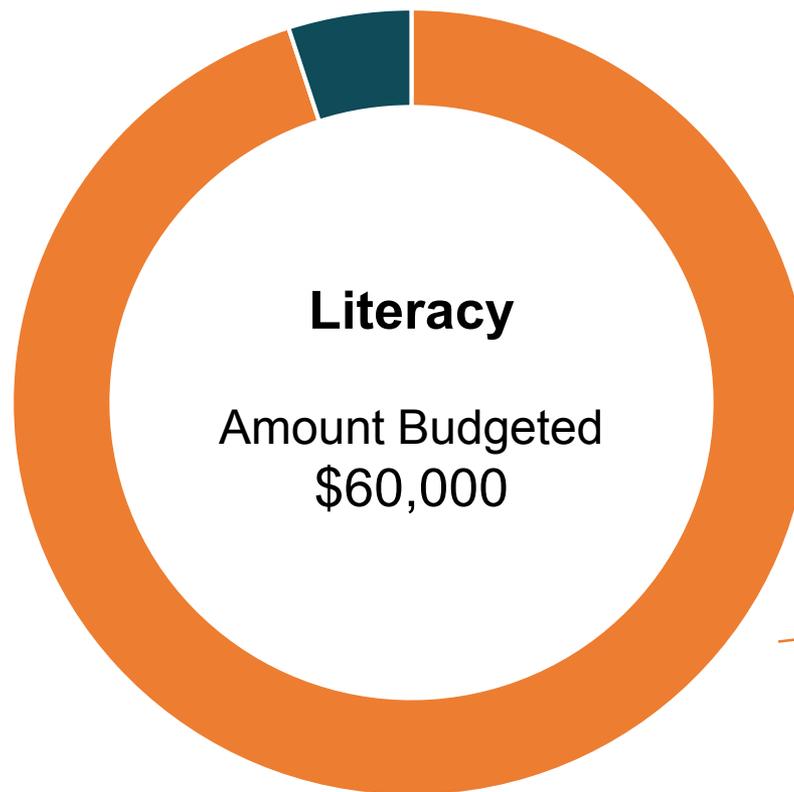
Program Year 20: Q1 & Q2



# Literacy Funds

Program Year 20: Q2 10/1/20 – 12/31/20

**Amount Expended**  
**\$2,987.11**



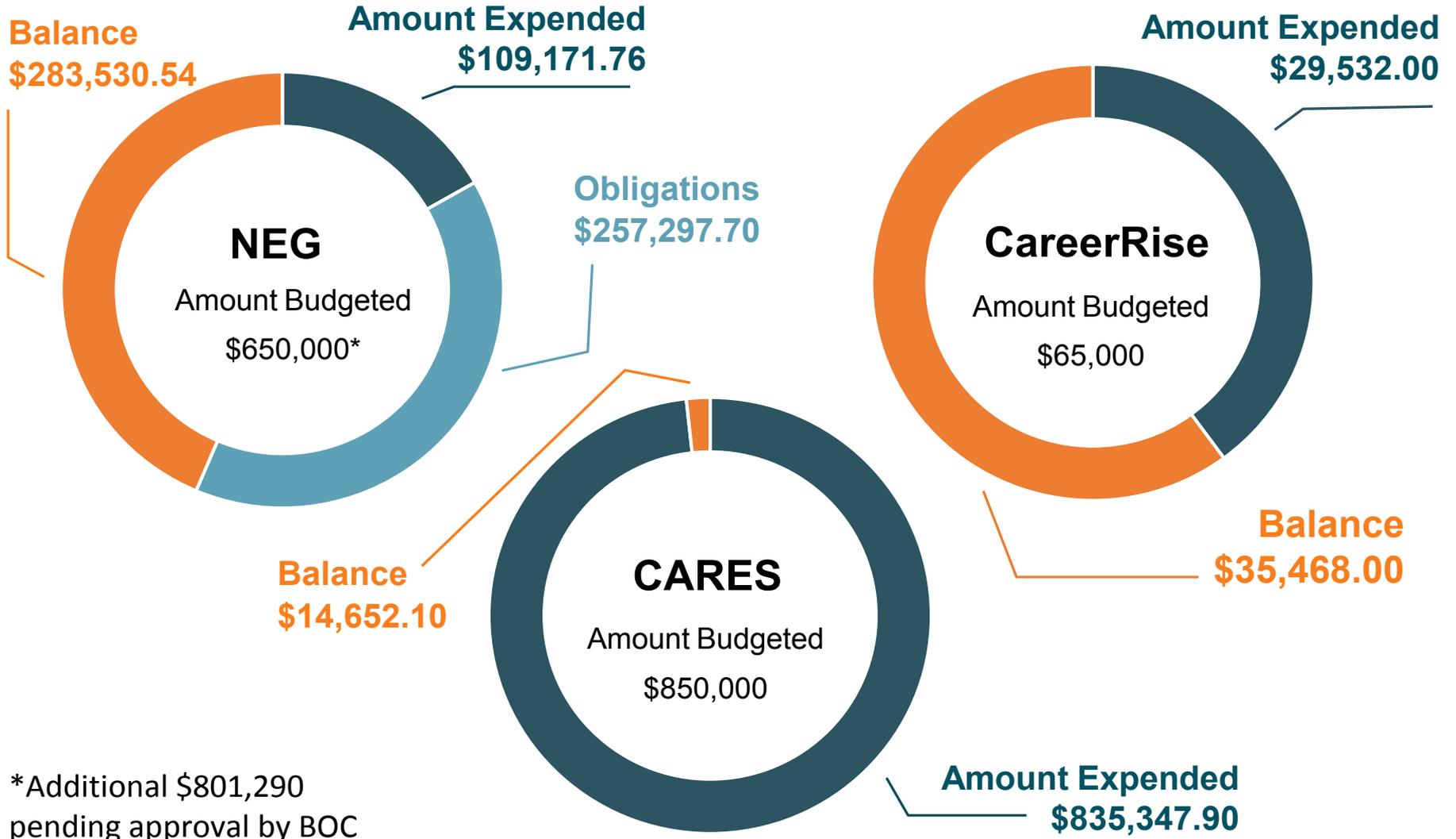
**Literacy**

Amount Budgeted  
**\$60,000**

**Balance**  
**\$57,012.89**

# Special Grants

Program Year 20: Q2 10/1/20 – 12/31/20



\*Additional \$801,290 pending approval by BOC

# Customers Served

Program Year 20: Q2 10/1/20 – 12/31/20



109

customers served  
through REACT  
program

1324

customer visits to Resource Center



41

customers served via  
Mobile Career Center  
(services began in September)

84

new customer center  
registrations

187

customers served  
virtually

20

customers served in career  
development workshops  
(Offered via webinar)

# Customers Served

## Program Year 20: Q1 & Q2 Cumulative



109

customers served  
through REACT  
program

1955

customer visits to Resource Center



1081

customers served virtually



52

customers served via  
Mobile Career Center

157

new customer center  
registrations

140

customers served in career  
development workshops  
(Offered via webinar)

# Employer Services

Program Year 20: Q2 10/1/20 – 12/31/20

On-the-Job  
Training

5

NEW OJT  
Placements

14

NEW  
OJT Contracts

10

Total **EMPLOYERS** Served



3

Paid Work  
Experience Sites

Incumbent  
Worker  
Training

16

NEW Incumbent  
Workers

2

NEW Incumbent  
Worker  
Contracts

# Employer Services

Program Year 20: **Q1 & Q2 Cumulative**

**On-the-Job  
Training**

**8**

**NEW OJT  
Placements**

**15**

**OJT Contracts**

**21**

**Total EMPLOYERS Served**



**6**

**Paid Work  
Experience Sites**

**Incumbent  
Worker  
Training**

**16**

**Incumbent Worker  
Placements**

**3**

**Incumbent Worker  
Contracts**

# Employer Services

Program Year 20: Q2 10/1/20 – 12/31/20

# Recruitment

**EVENTS** in  
partnership



with **2** businesses

# 7

participants  
attended



Rock Staffing

Solid Staffing Solutions



# Recruitment

EVENTS in  
partnership



with **5** businesses

# 19

participants  
attended

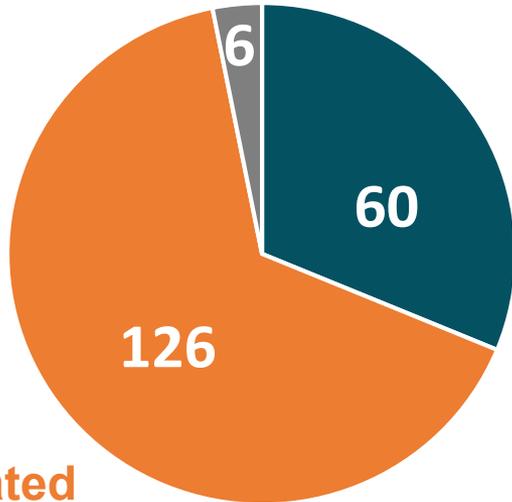


# Enrollment, Training and Employment

Program Year 20: Q2 10/1/20 – 12/31/20

## Customers Enrolled Q2 PY20

Youth



Adult

Dislocated  
Worker

**192**

customers newly enrolled  
into WIOA training services

**483**

customers in follow up

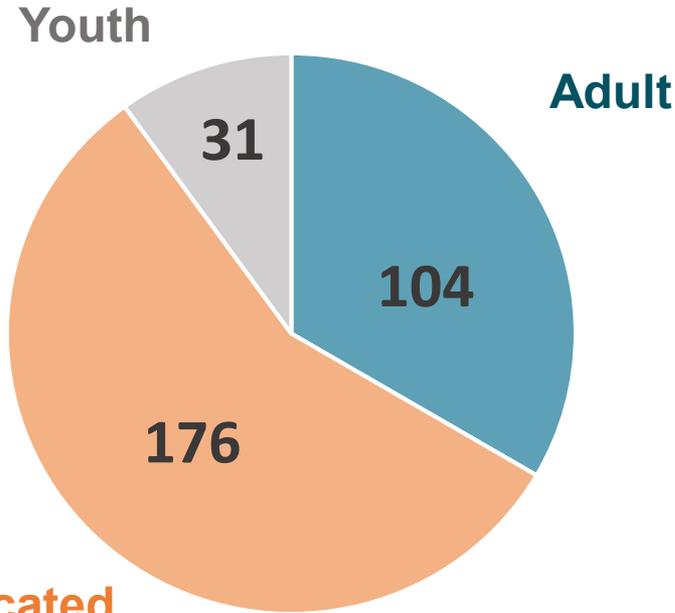
**316**

customers employed at  
training completion

**\$20.92** Average  
Hourly  
Wage

# Enrollment, Training and Employment

Program Year 20: Q1 & Q2 Cumulative



**452**

customers employed at  
training completion

**Dislocated  
Worker**

**311**

customers newly enrolled  
into WIOA training services

**\$20.17**

Average Hourly Wage

# GED Enrollments/Graduates

Program Year 20: Q2 10/1/20 – 12/31/20

Total **GED**  
Enrollments **18**

Total **GED**  
Graduates **12**

- As of **July 01**, **GED testing resumed** through the Technical College System of Georgia (TCSG).
- **GED classes resumed** on-site (WSC) as of **October 19, 2020**. Virtual classes are offered to participants during onsite class times via Zoom.
- WorkSource Cobb Classes: **Monday-Thursday** from **9:00 a.m. - 1:00 p.m.**
- Juvenile Court Classes: **Monday & Wednesday** from **1:30 p.m. - 4:30 p.m.** (onsite @ WSC).
- **TABE** assessments are conducted every **Tuesday**.

# **POWER UP!** Partnership with Prime Power Emergency Power Industry Apprenticeship

- **10 Total Participants**
- **November 9, 2020** – Participants began professional development and OSHA training
- **JANUARY 5, 2021** - Participants began apprenticeship training



# Contractor Customized Training Programs

Program Year 20: Q2 10/1/20 – 12/31/20

<b>Specialized Training Programs</b>				<b>Completion Rate</b>	<b>Credential Earned</b>
		<b>Enrolled</b>	<b>Completed</b>		
<b>WELDING</b>	Cohort #1	5	4	80%	100%
	Cohort #2	1	1	100%	100%
	Cohort #3	2	2	100%	100%
<b>TCP</b>	Cohort #5	29	*	*	*
<b>CEFGA</b>	Cohort #24	14	14	100%	100%
	Cohort #25	11	8	73%	100%
<b>Per Scholas</b>	Cohort #3	7	7	100%	100%
<b>Total</b>		<b>69</b>	<b>36</b>	92%	100

\* Currently in Class

# Chattahoochee Tech Contract

Program Year 20: Q2 10/1/20 – 12/31/20



- **8 new** individuals completed/graduated from healthcare training in December
- **8 new** individuals were scheduled to start January 11