

**FULTON WORKFORCE DEVELOPMENT BOARD MEETING  
CITY OF REFUGE  
1300 JOSEPH E. BOONE BLVD, ATLANTA  
AUGUST 15, 2019 – 9:30 A.M.**

**AGENDA**

- |             |   |                            |
|-------------|---|----------------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>  | <b>Alexis Leonard</b>      |
| <b>II.</b>  | <b>ROLL CALL</b>  | <b>Alexis Leonard</b>      |
|             | ○ <b>Welcome and Introductions</b>                            | <b>Chairman Robb Pitts</b> |
| <b>III.</b> | <b>PUBLIC ACCESS</b>  | <b>Citizen Comments</b>    |
| <b>IV.</b>  | <b>REGULAR AGENDA</b>   |                            |
|             | • <b>ACTION ITEM: Election of LWDB Chair</b>                  |                            |
|             | • <b>ACTION ITEM: Election of LWDB Vice-Chair</b>             |                            |
|             | • <b>ACTION ITEM: Approve Agenda</b>                          |                            |
|             | • <b>ACTION ITEM: Adopt Previous LWDB Minutes – 5/16/2019</b> |                            |
| <b>V.</b>   | <b>COMMITTEE REPORTS</b>                                      |                            |

**BOARD VISIBILITY & DEVELOPMENT**

**PERFORMANCE & ACCOUNTABILITY**

**Stephanie Rooks**

- **ACTION ITEM: Secondary Review Procedures**
- **ACTION ITEM: Data Validation and Documentation**
- **ACTION ITEM: Case File Control**
- **ACTION ITEM: TABE 11 & 12 Implementation**

**YOUTH**

**Yulonda Darden-Beauford**

**FINANCE**

**Andy Macke**

- **ACTION ITEM: Funding Transfer (Dislocated Worker to Adult)**
- **Presentation of PY 19 Budget**
- **ACTION ITEM: Adopt PY19 Budget**

**Brett Lacy**

**VI. DIRECTOR'S REPORT**

**Brett Lacy**

**VII. CHAIRPERSON'S REPORT**

**VIII. PROGRAM PRESENTATIONS**

**ResCare**

**IX. CLOSING REMARKS AND ADJOURNMENT**

**OPTIONAL TOUR TO BEGIN UPON CONCLUSION OF AGENDA: City of Refuge**

***AGENDA IS SUBJECT TO CHANGE***

***\*An Executive Committee Meeting will be held in the event there is not a Quorum of the Full Board\****



## 6. Committee Reports and Recommendations

### Board Visibility & Development Committee

P. Herrington, Chairperson of the Board Visibility & Development Committee, is excused. In his place, R. McNair, Vice-Chairperson of the Board Visibility & Development Committee provided the committee report.

#### **Revision of LWDB Bylaws**

The Board Visibility & Development, hereinafter referred to as the BVD Committee, has reviewed the bylaws, and recommend several amendments. A redlined version of the recommendation was provided to each member of the LWDB members for review if needed. The most significant recommendation is the establishment of the Finance Committee. The Finance committee responsibilities would be as followed: to review and provide guidance on WorkSource Fulton financial matters; regularly review the organization's revenues and expenditures; review and approve an annual budget, and present to the full WorkSource Fulton LWDB. In an effort to prevent duplicated efforts, the financial responsibilities of the board currently housed under the Performance & Accountability Committee would be removed.

Another essential update is the amendment of the BVD Committee description. The BVD Committee's primary functions would be as followed: ensure all LWDB members receive the proper orientation and are involved in at least one LWDB Committee. Its primary functions are; defining and refining Standing Committees and their memberships, recommending amendments to the Bylaws, soliciting new member nominees to be presented to the CLEO for approval; identifying key stakeholders and developing partnerships to foster long-term business alliances across industry lines.

The final recommendation is an update from the term *taskforce* to *committee* through the entirety of the document. The BVD Committee submits the LWDB Bylaws as presented for full board approval. Chairperson Price requested a motion to accept the LWDB Bylaws as presented.

**Required Action:** N/A

**Motioned:** A. Macke

**Seconded:** S. Rooks

**Motion Acceptance/Declination:** The motion was approved to accept the amendments of the LWDB Bylaws by a unanimous vote of the LWDB members. All in favor. No opposes. No abstentions. The motion carriers with accepting the amendment to the LWDB Bylaws.

### Performance & Accountability Committee

S. Rooks, Chairperson of the Performance & Accountability Committee, provided the committee report. As discussed at the previous board meeting, each committee was to articulate a mission statement and elect a vice-chair. There were no nominations accepted for the Performance & Accountability Committee, hereinafter referred to as the P&A Committee. The election has been tabled while the committee works to structure a mission and goals to ensure viable nominees.

Multiple policies, new and amended, were reviewed by the P&A Committee. After careful analysis, each policy was presented to the full LWDB for final approval. A copy of each policy was provided to LWDB members for review.

#### **Sub Recipient Monitoring Policy**

The Sub Recipient Monitoring Policy is the adoption of the monitoring process for sub-recipients such as ResCare and In the Door. The P&A Committee submits the policy as presented for approval. Chairperson Price requested a motion to accept the new Sub Recipient Policy.

**Required Action:** No further action required

**Motioned:** S. Rooks      **Seconded:** B. Reid

**Motion Acceptance/Declination:** The motion was approved to accept the Sub Recipient Monitoring Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the new Sub Recipient Policy.

### **Sanctions Policy**

The Sanctions Policy inputs a process of corrective actions when a sub-recipient is noncompliant. The sanctions will be categorized as a Level 1-Sanction A, Level 2- Sanction B, or Level 3- Sanction C. Further details are included in the Sanctions Policy handout. The P&A Committee submits the policy as presented for approval.

Chairperson Price requested a motion to accept the Sanctions Policy.

**Required Action:** No further action required

**Motioned:** S. Rooks      **Seconded:** E. Scott

**Motion Acceptance/Declination:** The motion was approved to accept the Sanctions Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the new Sanctions Policy as presented.

### **Provider Payment Policy Revision**

The Provider Payment Policy was previously presented to the LWDB at the February 26th meeting. The board referred the policy back to the P&A Committee to address the burden on training providers that do not receive the last 25% of the ITA under the Exception to the requirement that the “certification must occur within 30 – 60 days. The Committee determined previously submitted revisions are on par with the other Metro areas and agreed that since this affects so few people, no further changes to the policy should be made. The P&A Committee submits the policy as presented for approval. Chairperson Price requested a motion to accept the Provider Payment Policy.

**Required Action:** No further action required

**Motioned:** B. Reid      **Seconded:** E. Scott

**Motion Acceptance/Declination:** The motion was approved to accept the Provider Payment Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the amended Provider Payment Policy as presented.

### **Nondiscrimination/ EO Policy**

The update of the Nondiscrimination/ EO Policy list David Keyes, Data & Performance Manager, as the point of contact for WorkSource Fulton complaints. The Performance & Accountability Committee submits the policy as presented for approval. Chairperson Price requested a motion to accept the Nondiscrimination/ EO Policy.

**Required Action:** No further action required

**Motioned:** R. McNair      **Seconded:** D. Tucker

**Motion Acceptance/Declination:** The motion was approved to accept the Nondiscrimination/ EO Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the amended the Nondiscrimination/ EO Policy as presented.

### **Metro Atlanta Regional Workforce Plan**

The Regional plan is required by WIOA Laws. The Metro Atlanta Regional Workforce Plan is made for four years and is updated every two years. The State has reviewed and accepted the plan. The Performance & Accountability Committee submits the Metro Atlanta Regional Workforce Plan as presented for approval. Chairperson Price requested a motion to accept Metro Atlanta Regional Workforce Plan.

**Required Action:** N/A

**Motioned:** A. Nickerson      **Seconded:** E. Scott

**Motion Acceptance/Declination:** The motion was approved to accept the Metro Atlanta Regional Workforce Plan by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the Metro Atlanta Regional Workforce Plan as presented.

### **Youth Council**

Y. Darden- Beauford, Chairperson of Youth Council, is excused. In her place, M. Violet, Program Manager, provided the report. As discussed at the previous board meeting, each committee was to articulate a mission statement and elect a vice-chair. The youth council was not able to meet as of yet. Y. Darden- Beauford will be sending out a poll to set a standard date to assist in meeting more frequently, and hopefully obtain more members.

Chairperson Price, expressed interest in the development of a youth entrepreneurship initiative. M. Vialet informed the board that youth entrepreneurship is on the list of goals/ interest for the Youth Council, but was not presented to the LWDB members as the mission and goals have not been finalized by the committee. B. Lacy, Division Manager, informed the LWDB members that WorkSource Fulton has put forth the request to the State and the regional office for information and samples on youth entrepreneurship programs using grant dollars. No response has been received. The best route would be to start with research on what programs exist using grant dollars, and to get an understanding of best practices. The board supports the notion of a youth entrepreneurship initiative, and looks forward to progress in research.

## 7. Financial Report

A. Macke, group leader and pending Financial Committee Chair, presented the financial report on behalf of the finance committee development group and WorkSource Fulton finance staff. In anticipation of approval, the finance committee development group met to outline the proposed goals of the pending Finance Committee. The goals are as followed: to ensure timely and accurate information is presented to the board for full transparency and accountability; inform the LWDB on WorkSource Fulton financial conditions; identify opportunities to collaborate and support Metro Atlanta regional initiatives, and identify additional funding opportunities to expand support for both program clients and businesses in Fulton County. In support of full transparency, a dashboard should be created in order for the LWDB board to quickly ascertain where the funds stand. Input from the LWDB is requested. Additionally, to make certain WorkSource Fulton is financially effective, the finance committee development group recommends identifying benchmarks, best uses of funds, and best practices.

The financial audit completed regularly by Fulton County has taken place. The audit has come back clean with no recommendation, but the pending Finance Committee will be responsible for review all financial audit reports, and ensure the information is being communicated to the LWDB.

The finance committee development group reviewed the Financial Status Report (FSR) for the 3rd Quarter, which ended March 31, 2019. The FSR shows the obligations and remaining balances of the Fiscal Year 2017 grants that end June 30, 2019, as well as the Fiscal Year 2018 grants that end June 30, 2020. The Fiscal Year 2018 grants require that 80% of the funds must be committed by June 30, 2019.

### Funds Transfers: Dislocated Worker to Adult

The number of Adult clients continues to rise as the number of Dislocated Worker clients are still stagnant. It is requested that of \$490,000 from the Dislocated Worker grant is transferred to serve Adult clients. The funds would be sent on ITAs and other services for the Adult population. The transfer would be a part of the funds that end on June 30, 2019. The Funds Transfers: Dislocated Worker to Adults is submitted as presented for approval. Chairperson Price requested a motion to accept Funds Transfers: Dislocated Worker to Adult.

**Required Action:** No further action required

**Motioned:** J. Stepakoff **Seconded:** S. Rooks

**Motion Acceptance/Declination:** The motion was approved to accept the Funds Transfer: Dislocated Worker to Adults by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carriers with accepting the Funds Transfer: Dislocated Worker to Adults.

## 8. Director's Report

B. Lacy provided the Director's Report. As discussed at the previous LWDB Meeting, Key Performance Indicators (K.P.I.s) were created to provide a better visual indication of activities. Since the program year began on July 1, 2018, there have been 5476 customer visits to the resource rooms. 395 customers have enrolled in WIOA services, and 155 of the enrollments are in a training program.

While reviewing financial K.P.I.s, the most important aspect is the remaining balance of the funds that expire on June 30, 2019. The larger obligation in the remaining balance are funds allocated to ResCare; several ResCare invoices are being processed which bring the balance down. The Dislocated Worker Funds will drop as well, as the fund transfer to the adult programming bucket was just approved. Majority of the unobligated funds are staff salaries and operational cost that cannot be obligated. The monthly burn rate is supporting evidence that the funds will be expensed and zeroed out by June 30, 2019. The Fulton County Board of Commissioners took up the action item to renew the ResCare contract. The approval allowed us to hit our obligation for the funds ending June 30, 2020. Across the three funding streams, funds are about 82% obligated. We are not be at risk for any recapture by the state. The One-Stop Operator contract will be up for approval at next month's BOC meeting.

The purchase of a mobile unit has been a major push from our WorkSource Fulton Board and the Fulton County Board of Commissioners. The bus has been purchased from Career Source Capital Region, the WorkSource arm in Tallahassee, Florida. It is a few years old but has fewer than 5,000 miles. A brand new bus is almost \$500,000, and WorkSource Fulton was able to purchase this bus for \$25,000. The bus is on its way and once it arrives, it will be wrapped with the WorkSource Fulton branding and will serve as our mobile unit that will be used throughout Fulton County to bring services directly to customers.

As mentioned previously by A. Macke, WorkSource Fulton has been audited for our Annual State Monitoring by the Technical College System of Georgia. Last year we had 9 findings; 8 have been resolved, and technical assistance from the state was requested for the other. This year, there were 7 findings for PY17, which was before ResCare took over: one in finance, four in programs, two in clients, and the one remaining open from last year. Two of the seven have been resolved. In August, the LWDB will take action to resolve 4 of the findings. In addition to the Annual State Monitoring, WorkSource Fulton was one of three local areas selected by the U.S Department of Labor for the State of Georgia's review period. The outcomes have not been received from the US D.O.L audit as of yet.

Our Regional Coordination plans to submit an application for another round of the industry partnership grant. The budget is not final, but it seems like it will be a \$1,000,000.00 for another two-year grant to push forward in I.T, healthcare, and logistics sectors. Additionally, our Regional Coordination was awarded a grant from the National Fund for Workforce Development through Atlanta Career Rise to focus on coordination across the board. The collaboration is working on common intake form and processing. This will smooth out the process not only for clients, but also for organizations and employers trying to access WorkSource. More information will be shared as progress is made.

## 9. ResCare Presentation

L. Hamilton, ResCare Regional Director, provided the ResCare Presentation. Orientations are on every other week on Tuesday and Thursday, depending on the location. Youth Orientation takes place on a weekly basis. To date: 859 clients have attended orientation. In addition to orientations, Next Up meetings are then held to help clients understand what documents are needed. Career Workshops are held to help clients plan the direction they would like to take for their careers. The enrollment conversion rate is about 17%. When an LWDB member inquired about the low conversation, L. Hamilton explained that the clients feel the process is laborious. Knowing that Georgia has a robust post-secondary training system, and a variety of funding sources, clients chose to go elsewhere. The Dislocated Worker enrollment is low, and ResCare is in the process of trying to improve the enrollment rates.

Operations vs. Participant cost is about a 60%/ 40% split. ResCare being in the start-up year has a significant impact on the ratio. As time progresses, the ratio should even out to about 50%/ 50%. 36 youth are currently in WEX, additional 30 starting this May. Youth WEX is on track to meet targets.

LWDB members made several requests of ResCare to provide the following: sector report on client's placements and training enrollments; a target metric for the number of individuals served per dollar spent that represents; demographics on current population served.

L. Hamilton will work with ResCare staff to provide requested information.

#### **10. Community Development S.Y.I.P. Representation**

K. Sessoms, the Summer Youth Internship Program Administrator, gave a brief overview of S.Y.I.P. S.Y.I.P. is currently in its third year. This year over 700 applications were submitted for 150 slots. The program period is five weeks, beginning June 12th through July 16th. Participants must be 16-24 years old. Those selected will be paid \$12 and may work up to 30 hours per week, with a maximum of the 150 hours. With over 50 participating worksites, a variety of positions, in and outside of Fulton County, were made available to participants. This year, Fulton County was able to serve a larger group due to the collaboration of Community Development and WorkSource Fulton.

#### **11. Chairperson's Report**

L. Price, Chairperson, provided a brief report. L. Price's term as chairperson has come to an end. At the next board meeting, CLEO Pitts will submit his nominations for a new Chairperson and Vice-Chairperson. L. Price thanked staff and LWDB for all of the hard work, and looks forward to working with the team in the future.

#### **12. Adjournment**

Meeting adjourned by Chairperson Price at 1:03 P.M.

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Revised ~~December 16, 2016~~ July 30, 2019

## Section H SECONDARY REVIEW AND RECONCILIATION OF PAYMENT INFORMATION

### Standards:

- 1) All supportive service information for participants must be entered in the Georgia Work Ready Online Participant Portal (Type of supportive service, amount, date of service etc.). All supporting documentation for a participant's supportive services can either be scanned into the Georgia Work Ready Online Participant Portal or maintained in another system or physical case file (Participant time sheets, income determination, UI records, supportive service request form, etc.)
- 2) All supportive services must have been approved and recorded in GSS prior to the participant receiving or obtaining the goods or services, Backdated requests for services will not be approved. The amount, type and timeframe in which the supportive service was given must be accurate and reconciled with the case file and all accounting records. If a participant receives a supportive services increase, whether that is the addition of a new service or the increase in the amount of an existing service, that information must be updated in the Georgia Work Ready Online Participant Portal in real time. No payment can be made to the participant until that amount has been updated in the Georgia Work Ready Online Participant Portal. Supporting documentation of the participants qualifying WIOA activity, for which the participant is receiving supportive services, should be included in the case file and/or scanned into the participants Georgia Work Ready Online Participant Portal profile. Examples of this supporting documentation are but not limited to in-training participant time sheets signed by instructor/supervisor, documents proving participation in other types of intensive or training services.

### Policy:

- 1) All supportive service information for participants shall be entered in the Georgia Work Ready Online Participant Portal (GSS) (Type of supportive service, amount, date of service etc.). All supporting documentation for a participant's supportive services shall be maintained in the physical case record file (Participant time sheets, income



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determination, UI records, supportive service request form, Payment Voucher copies, etc.)

2) All supportive services must have been approved and recorded in GSS prior to the participant receiving or obtaining the goods or services, Backdated requests for services will not be approved. The amount, type and timeframe in which the supportive service was given must be accurate and reconciled with the case file and all accounting records. If a participant receives a supportive services increase, whether that is the addition of a new service or the increase in the amount of an existing service, that information must be updated in the GSS in real time. No payment can be made to the participant until that amount has been updated in the GSS. Supporting documentation of the participants qualifying WIOA activity, for which the participant is receiving supportive services, shall be included in the case record file. Examples of this supporting documentation are but not limited to in-training participant time sheets signed by instructor/supervisor, documents proving participation in other types of intensive or training services.

#### Procedures:

##### WorkSource Fulton staff will ensure that the subrecipient will:

1. Obtain the current version of the ITA and Supportive Service spreadsheet with the check amount, date on the check, and the customer's name for the period since the last reconciliation and use as the reconciliation checklist.
2. Review the case record file for the printout of the electronic check, screenshot from [AMS \(see example below\)enterprise management system](#), or Pre-paid Card or money order payment receipt matching the expenditure and correct the Participant case record file when errors are found. Mark the checklist to count errors by source and type. Print the associated screens from [AMSenterprise managent system](#) that show the check number and check date or Pre-paid Card or money order payment receipt matching the expenditure and insert them in the Participant case record file with the respective Supportive Services Checklist and Request Forms
3. Review the case record file for the signed Payment Voucher and Commitment Letter. Mark the checklist to count errors by source and type. After the Fiscal Officer uploads the approved Payment Voucher and Commitment Letter to the P drive, print the signed Payment Voucher and Commitment Letter and insert them in the Participant case record file with the respective Supportive



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4. Review the GSS for data entries matching the expenditure and correct the GSS data entries when errors are found. Mark the checklist to count errors by source and type.
5. Report statistical summary and detail of errors corrected by source and type to supervisors and managers.

#### Case Management Profiles

- Select 'Programs' (The applicant's application and participation record will have already been completed)
- Click on all the '+' until you see the participant's activity chart
- Select 'Create Activity'

#### General Information

- Customer Program Group – Select the correct funding stream
- LWDA Region – LWDA's region will display and cannot be changed
- Office Location – Select the correct office location

#### Enrollment Information

- Select Activity Code
- Activity Codes must be set-up prior to assigning customers through the 'Manage Provider' page
- Select Activity Code '185 – Supportive Service – Other' [for example]
- Enter actual begin date of supportive service for activity code 185
- Enter projected end date of supportive service for activity code 185
- Select 'next'

#### Enrollment Service Provider Information

- Select 'Provider' (provider or vendor who will be providing the supportive service)
- Select 'Service, Course or Contract'
- Select 'Other'
- Select 'next'

#### Enrollment Cost Information Page

- 'Total Support Service Costs – Fee Based'
- Enter the 'Other Costs' and tab to see the total Enrollment Costs



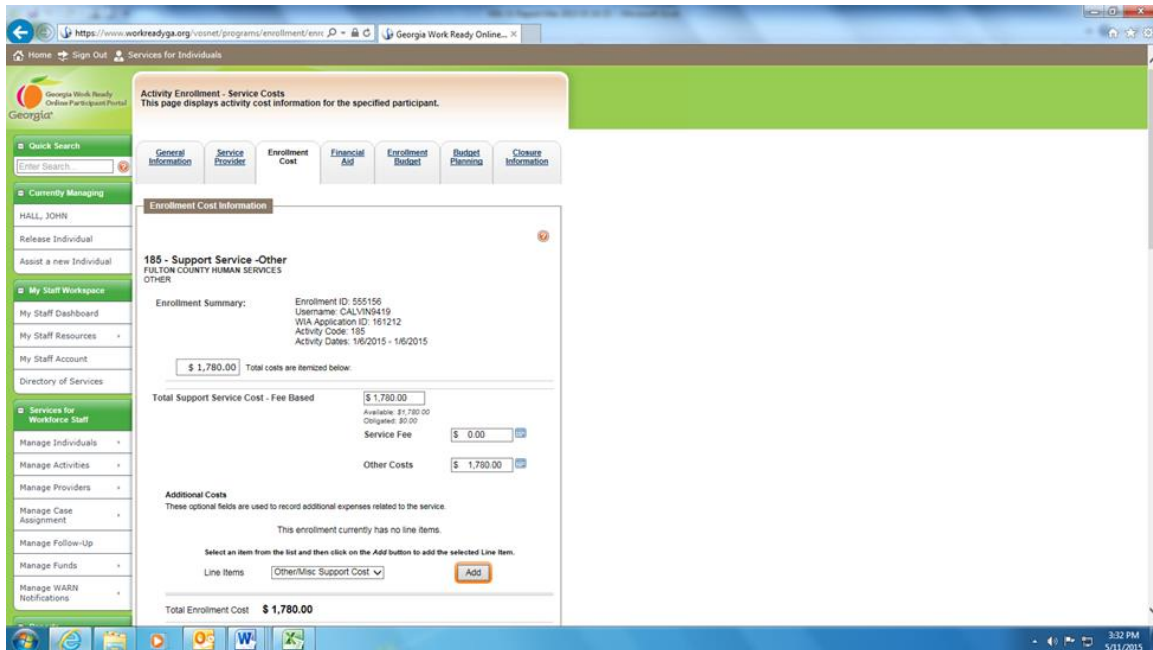
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- Skip Financial Aid
- Enrollment Budget Page
- Enrollment Budget Information
- Select 'Click Here to Select a Budget'
- Select a budget – hit enter



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The screenshot shows the 'Activity Enrollment - Budget' page in the Georgia Work Ready Online system. The page displays enrollment summary information for a participant named JOHN HALL. A 'Select a Budget' dialog box is open, showing a table of available budgets with columns for Budget Amount and Available Balance.

Available Budgets	Budget Amount	Available Balance
FY14 Dislocated Worker FY14 DW LWIA Availability (10/1/2013 - 6/30/2015) Region 6 [LWIA/Region]	\$1,341,910.00	\$1,341,910.00
FY15 Dislocated Worker FY15 DW Local Availability (10/1/2014 - 6/30/2016) Region 6 [LWIA/Region]	\$1,322,084.00	\$1,322,084.00
PY13 Dislocated Worker LWIA Grant Award Period (7/1/2013 - 6/30/2015) Region 6 [LWIA/Region]	\$147,565.00	\$147,565.00

### Budget Allocation

- Under Action – Select ‘Edit’
- Enter the amount funded under ‘Funded Amount’



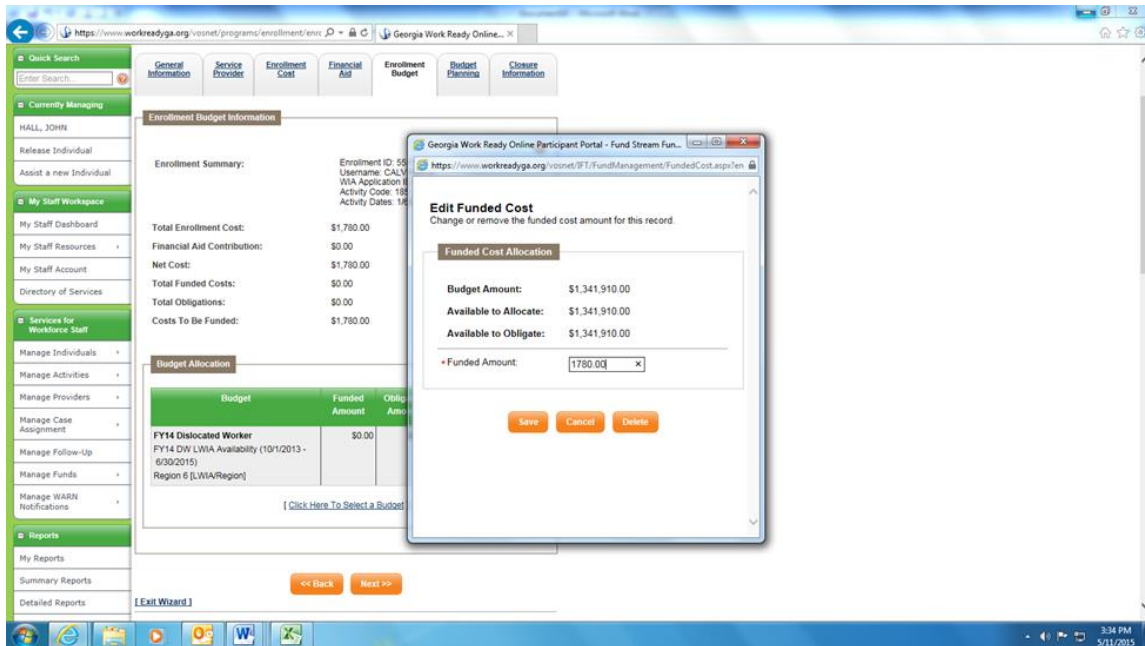
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Select 'Save'





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The screenshot shows the 'Enrollment Budget Information' page in the Georgia Work Ready Online system. The page title is 'Activity Enrollment - Budget' and it states 'This page displays activity budget information for the specified participant.' The page is divided into several sections:

- Enrollment Summary:** Enrollment ID: 555156, Username: CALVIN9419, WIA Application ID: 191212, Activity Code: 185, Activity Dates: 1/6/2015 - 1/6/2015.
- Cost Breakdown:**
  - Total Enrollment Cost: \$1,780.00
  - Financial Aid Contribution: \$0.00
  - Net Cost: \$1,780.00
  - Total Funded Costs: \$1,780.00
  - Total Obligations: \$0.00
  - Costs To Be Funded: \$0.00
- Budget Allocation Table:**

Budget	Funded Amount	Obligated Amount	Current Balance	Action
FY14 Dislocated Worker FY14 DW LWA Availability (10/1/2013 - 6/30/2015) Region 6 [LWA/Region]	\$1,780.00	\$0.00	\$1,780.00	Edit History

[ Click Here To Select a Budget ]

Select 'Next'

Skip Budget Planning Page

Closure Information

Select 'Finish'

Repeat all steps above for each supportive service, i.e., childcare, housing, etc. with the correct activity code



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Example printout of electronic check:

BOARD OF COMMISSIONERS OF FULTON COUNTY, GEORGIA  
ATLANTA, GEORGIA 30303

PAID TO:   
ATLANTA, GA 30318

CHECK NUMBER: 00000000379340  
CHECK DATE: 10/29/2014

Invoice Number	Invoice Date	Line No	Invoice Amount	Fund	Dept	Unit	Sub Unit	Activity	Function	Major Program	Program	Phase	Object	Sub Object	Revenue	Sub Revenue	BSA
WY28-14-246	9/30/2014	1	\$200.00	461	121	WY28							1169				
NET:			\$200.00														

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Screen shot from [AMSenterprise managent system](#):

The screenshot displays the AMS Advantage web application interface. The browser address bar shows the URL: <http://wdclawb1.co.fulton.ga.us/webapp/FINPROD/Advantage/>. The application header includes the user name "Welcome, Omar Jarrett" and navigation links for "Inquiries", "Invoicing & Payments", and "Ordering & Receiving". The main content area is titled "Automated Disbursement(AD)" and shows the following details:

- Dept: 210 | ID: AD08141400000014262 | Ver: 1 | Function: New | Phase: Final | Modified by ajames\_00142014
- Document Name: [Empty field]
- Record Date: 08/15/2014
- Budget FY: 2014
- Fiscal Year: 2014
- Period: 8
- Bank Account: 01
- Check/EFT Number: 00000000374766
- Routing ID Number: [Empty field]
- Transit Routing Number: [Empty field]
- Check/EFT Amount: \$1,800.00
- Check/EFT Issue Date: 08/15/2014
- Print Status Indicator: Printed
- Disbursement Category: [Empty field]
- Internal Reconciliation: N/A
- Run ID: 1033862

At the bottom of the screen, there is a table with the following data:

Vendor	No. of Lines: 1	Vendor Line: 1	Legal Name: TOP RENTAL, LLC
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$1,800.00
Posting	No. of Lines: 2	Posting Line: 1	

The interface also includes a "List View" button, "Disbursement Query" and "Disbursement Detail Query" buttons, and a footer with "Print", "Processing", "Workflow", "File", and "Close" options. The system clock shows 12:48 PM on 6/19/2015.



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**Departmental Sponsor:**

~~Housing and Community~~ Select Fulton Economic  
Development  
Workforce Development Division

**Policy Review Date:**

~~September 2017~~ July 2019

**References:**

Workforce Development Division  
Policies and Procedures

Federal Register, Workforce Investment Act, Part II  
subpart H Section 680.800

~~Georgia Department of Economic Development,  
Workforce Division~~ TCSG OWD, Policy and  
Procedures, 05.17.19 SWDB-Approved-PP August  
10, 2016, 3.4.4 SUPPORTIVE SERVICES

CAR for LWDA 06-2015-16-7

Finding Number: ResCare 06-2018-19-05

**Responsible Parties:**

~~MIS Coordinator~~ Data and Performance Manager,  
Site Supervisors and WIOA Coordinator, WIOA  
Financial Officer, Career Center Staff, Subrecipient



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**SUBJECT: DATA VALIDATION AND DOCUMENTATION**

DATE: ~~December 1, 2007~~ July 30, 2019 | Workforce Development Division

### Section S DATA VALIDATION

#### **Standards:**

All documents used must comply with the Data Validation Crosswalk.

Georgia receives WIOA funding from the USDOL Employment and Training Administration (ETA) based on achieving negotiated performance. ETA's expectations are that work is done in a timely manner and correctly reported on a quarterly basis. ETA reserves the right to sanction any state that does not meet negotiated performance or reporting is consistently incorrect, as verified through the data validation process.

Many aspects of daily work for WIOA programs affect performance reporting for WIOA programs. As part of quality control, WorkSource Fulton will review these functions to determine whether subrecipients are adequately and appropriately meeting deadlines and documentation requirements. All participant case files are to be kept electronically in the Georgia Work Ready Online Participant Portal (GWROPP). All documentation must be maintained in GWROPP for any participant enrolled after January 1, 2019.

#### **Policy:**

All customer documents require compliance with the Data Validation Information.

##### **A. Data Entry**

Timely data entry affects performance reporting and WorkSource Fulton staff workload if information needs to be backdated. Timely data entry will be determined based on files reviewed at random times and during desk reviews prior to monitoring visits.

##### **B. Correct Data Entry**

Correct data entry affects performance reporting and WorkSource Fulton staff resources assigned to make corrections to data in Georgia Work Ready Online Participant Portal (GWROPP). Data entry problems include missing fields from the WIOA participant application. The WIOA participant application is the only source of documentation for many fields required for quarterly reporting to ETA. ETA compiles statistics on demographic data for different WIOA populations to determine how they are effectively



## Policy and Procedures Manual

### SUBJECT: DATA VALIDATION AND DOCUMENTATION

DATE: ~~December 1, 2007~~ July 30, 2019 | Workforce Development Division

being served through the program. Incorrect data skews these statistics and does not show an accurate representation of service to WIOA participants. Data in GWROPP should be checked before hitting the Save button to ensure that correct data has been entered in GWROPP. Incorrect data problems will be identified during monitoring visits.

#### C. Appropriate Documentation

Many elements of WIOA enrollment require appropriate documentation be placed in participant files. Documentation sources can be identified on the WIOA participant application or the program verification worksheets. Missing documentation will be identified during monitoring visits.

#### D. Credential Records

The Youth program “Attainment of a Degree or Certificate” performance measure requires the recording of a credential attained during the participant’s enrollment or within three quarters after exit. Credentials must be documented using a transcript, certificate, diploma, or a letter from an appropriate school system. If there is not a specific date on the credential (i.e., May 2012), the actual date must be case noted. If not recorded, credentials will not be counted for performance reporting. Deficiencies in credential entry will be identified through quarterly reporting and monitoring.

There is no performance measure relating to attainment of a credential for Adult or Dislocated Worker performance. However, attainment of a credential is a data element required for quarterly reporting for these programs. Credentials earned by Adult and Dislocated Worker participants must be collected. Deficiencies in credential entry will be identified through monitoring.

#### E. Follow-Up Contact

Follow-up information is used for performance reporting in cases where unemployment insurance or federal wage records are not found. Follow-up contact is required for all Youth participants, and for Adult and Dislocated Worker participants who exit to employment. Follow-up contact information can be used for three performance measures performance measures:



## Policy and Procedures Manual

**SUBJECT: DATA VALIDATION AND DOCUMENTATION**

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i. Entered Employment: Follow-up contact is used for participants employed during the first quarter after exit (Adult, Dislocated Worker, and National Emergency Grant performance).

ii. Employment Retention: Follow-up contact is used for participants employed during the first, second, and third quarters after exit (Adult, Dislocated Worker, and National Emergency Grant performance).

iii. Placement in Employment or Education: Follow-up contact is used for Youth participants who are in employment or post-secondary education/advanced training/occupational skills training during the first quarter after exit.

Follow-up contact is required to be recorded. The information should state the employer name, address, phone number, and job title if the participant is employed. If the participant is in some type of training after being exited, a brief description should be noted.

Follow-up contact is the only source for verifying that a Youth participant is in some type of training after they are exited from the WIOA Youth program. Therefore, it is very important that this information be recorded.

Deficiencies in completing follow-up contact will be identified through monitoring.

### **Procedures:**

The Career Center Staff must have required documents for the file to be in compliance with Fulton County Workforce Innovation and Opportunity Act (WIOA) policies and procedures. The documents needed may be submitted with other documents according to the Data Validation Reference.

ETA has the option of sanctioning states for not meeting acceptable performance. Acceptable performance depends on information entered correctly in GWROPP and appropriate documentation placed in participant files. Deficiencies in any of the above areas will result in a subrecipient being placed on a corrective action plan. If deficiencies are identified after a subrecipient has been placed on corrective action, a portion of WIOA funding may be revoked.



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### SUBJECT: DATA VALIDATION AND DOCUMENTATION

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Problems with any of the above functions may be identified through monitoring or through day-to-day functions. WorkSource Fulton will determine whether there are errors for any of the areas identified above, and whether they are substantial enough to warrant corrective action or possible sanction.

<u>The following table shows the progression for determining deficiencies: Baseline: First year monitoring findings:</u>	<u>WorkSource Fulton staff will identify any monitoring findings and discuss these with subrecipients during exit interview. Deficiencies will be noted on monitoring reports after onsite review.</u>
<u>Corrective Action: Second year monitoring findings:</u>	<u>WorkSource Fulton staff will identify monitoring findings that have not been resolved from the previous year's monitoring or continue to be an issue. subrecipients may be placed on corrective action notice if there are unresolved problems or issues that continue to occur.</u>
<u>Sanctioning: Third year finding:</u>	<u>Monitoring findings that have not been resolved from the previous year or continue to occur may result in sanctioning of a service provider.</u>

WorkSource Fulton will provide technical assistance to any subrecipient deemed deficient in any of the problem areas identified above. WorkSource Fulton may also request technical assistance from USDOL for help in resolving identified problems. subrecipients are always encouraged to ask questions or ask for help from WorkSource Fulton or any other service provider.

#### II. Quality Control Improvement

There are several options to improve quality of the requirements for each of the functions listed above. These options include but are not limited to the following:

- A. A Peer-to-peer review to improve quality control for all areas identified above. This provides the ability to correct data and can serve as a learning tool for subrecipients.
- B. Technical Assistance (TA) is available to any subrecipient who wants or needs assistance.
- C. Statewide TA sessions may be held yearly to share information and best practices.



## Policy and Procedures Manual

**SUBJECT: DATA VALIDATION AND DOCUMENTATION**

DATE: ~~December 1, 2007~~ July 30, 2019 | Workforce Development Division

D. Requests help from program managers or management information staff.

**Departmental Sponsor:** ~~Housing and Community Development~~  
~~Department~~ Select Fulton Economic Development  
Workforce Development Division

**Policy Review Date:** ~~September 2014~~ July 2019

**References:** US Department of Labor – Data Validation  
TCSG OWD Policy and Procedure  
05.17.19 SWDB-Approved-PP

**Responsible Parties:** WIOA ~~Coordinator; Site Supervisor~~ Program  
Manager;  
Career Center Staff

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## Policy and Procedures Manual

SUBJECT: DATA VALIDATION AND DOCUMENTATION

DATE: ~~December 1, 2007~~ July 30, 2019 | Workforce Development Division

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## Policy and Procedures Manual

**SUBJECT: Case File Control**

DATE: July 30, 2019

Workforce Development Division

### CHAPTER 12 - Case File Control

#### Section A Submitting and Returning Files For Review

##### **Standards:**

Tracking the custody of a file is the component of a records management system that ensures records can be located when needed. Accurate recording and knowledge of the whereabouts of all paper records is essential if the information they contain is to be located quickly and efficiently. One of the main causes of lost records is that its next destination is not recorded anywhere. If a member of staff is away, other staff needs to know what information is held by them and how to locate it. A records tracking procedure used by everyone in the division will enable staff to locate the required information even if relevant staff are absent. We need file custody tracking to keep track of the records we hold so that it can be located and managed effectively, and so that we can respond to freedom of information or data protection requests within the statutory deadlines.

##### **Policy:**

The physical movement of paper records shall be documented to ensure that it can be located when required. The records tracking procedure shall record the unique number such as State Identification (SID), name of file (participant), the staff person and location having custody of the file, the date of movement, and the subsequent staff person and location taking custody of it.

Use this Procedure when submitting files to another staff person for review, monitoring, auditing, or other authorized purpose and when returning files to the original custodian. This procedure applies to all unique participant case record files starting from the origination of the individual participant case by any staff member to the final request to transfer the unique file to archive storage outside the division. All other records not included in a unique participant case file are not covered by this procedure such as Intake



## Policy and Procedures Manual

**SUBJECT: Case File Control**

DATE: July 30, 2019

Workforce Development Division

forms of Core customers, Eligibility documents of customers not entered in the State database, sign-in sheets, etc.

### **Procedures:**

1. The staff person with custody of the file shall originate the File Custody Transfer Memo as the Sender including the Receiving staff person and location taking custody of the files, the Date of Transfer, Unique Number, File Name, and Sender signature and date for each file listed.
2. The Sender shall obtain the approval signature and date of the Supervisor on the form, file a copy of the form in the binder labeled “Case File Custody and Transfer Records” on the Supervisor’s desk and enter the information on the log.
3. Transfer the files and the File Custody Transfer Memo from the Sender to the Receiver.
4. The Receiver shall sign and date for each file listed when the file has been received.
5. The Receiver keeps a copy of the File Custody Transfer Memo, and makes another copy of the form for the Supervisor, and then returns the original to the Sender.
6. The Supervisor files the copy in the binder labeled “Case File Custody and Transfer Records” on the Supervisor’s desk and enters the information on the log.
7. After taking custody of the files, the Receiver is the custodian of the files and shall become the Sender to return the files to the previous staff person or any other authorized staff person.

### **Section B File Storage Room Check-out and Check-in**

#### **Standards:**

All case files shall be stored in the designated file store room. Case files shall be requested by staff taking custody of the file. The designated storage room staff shall maintain the log sheet of participant case files signed-out and signed-in.



## Policy and Procedures Manual

**SUBJECT: Case File Control**

DATE: July 30, 2019

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### **Section C File Archive and Destruction**

It is the policy of Fulton County to ensure that its records are created and maintained in such a manner that meets the needs of Fulton County offices; improves services, security, utility, and functionality; and preserves those records of continuing research value.

Disposition (transfer to offsite storage facility and/or destruction of any records created or collected by a County Department, Office, or Court in the course of carrying out the various services, functions, and mandates with which the Fulton County Government is charged, cannot be accomplished except under conditions set forth in an approved record retention guideline.

Under authority of Georgia Code, O.C.G.A. 50-18-99 and the Code of Laws of Fulton County, Sections 23-8-1 thru 23-8-7, Fulton County has established a records management plan. The Data Processing Department is responsible for the administration of the Fulton County Information and Records Management Program. The purpose of this program is to promote efficient use of records from creation, through active use, on to appropriate disposition.

Records created or collected by Fulton County offices and courts will be transferred to the Fulton County Records Center only under authority of an approved records retention guideline.

#### **Retention of Documentation**

All federal grant documents (including but not limited to Time Allocation Forms, Semi-Annual Certifications, and Variance Reports) shall be retained for a minimum of five (5) fiscal years after the end of the grant period. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5-year period, whichever is later.



## Policy and Procedures Manual

**SUBJECT: Case File Control**

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Data Processing Department will:

- (1) Operate and maintain the Fulton County Records Center to provide safe and secure offsite storage of county records.
- (2) Review all records transfer inventory forms to ensure that records set for transfer to the Records Center are covered by the appropriate approved records retention guideline.
- (3) Maintain a listing of approved records retention guidelines for all Fulton County Departments, Offices, and Courts.

All Departments, Offices, and Courts of Fulton County will:

- (1) Ensure that all records set for transfer to the Records Center are identified on a prescribed records inventory form, to be provided by the Data Processing Department, Information and Image Management Division.
- (2) Identify on the prescribed records inventory form the approved records retention guideline covering those records to be transferred to the Records Center.

### **Procedures:**

1. Staff person requesting file shall enter the following on the log sheet:
  - a. Full Name of Participant and unique number
  - b. Date/Time Out
  - c. Case Manager name in State database
  - d. Staff Name requesting File Custody
2. Designated storage room staff shall receive request and retrieve file from storage.
3. Staff with file custody shall return file to storage room staff by close of business
4. Designated storage room staff shall return file to storage room and enter "Date/Time In" on the log sheet

### **Archive Procedures:**



## Policy and Procedures Manual

**SUBJECT: Case File Control**

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- (1) All records set for transfer to the Records Center will be identified on a prescribed records inventory form. All records set for transfer will be associated with an approved records retention guideline.
- (2) All records inventory forms will be reviewed by the Data Processing Department, Information and Image Management Division. This office will provide advice and assistance in identifying appropriate records retention guidelines for records set for transfer to the Records Center.
- (3) No records will be accepted for transfer to the Records center except under the authority of an approved records retention guideline.

**Departmental Sponsor:**

Select Fulton Economic Development  
Workforce Development Division

**Policy Review Date:**

July 2019

**References:**

20 C.F.R. §683.300 states, "All States and other direct grant recipients must report financial, participant, and other performance data in accordance with instructions issued by the Secretary."

**Responsible Parties:**

Career Center Staff



## Policy and Procedures Manual

**SUBJECT: Case File Control**

DATE: July 30, 2019

Workforce Development Division

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## Policy and Procedures Manual

### SUBJECT: TABE 11 AND 12 IMPLEMENTATION

DATE: July 30, 2019

Workforce Development Division

## CHAPTER 1 ONE STOP DELIVERY SYSTEM

### *Section W TABE 11 AND 12 IMPLEMENTATION*

#### **Standards:**

Adult Education is mandated by the U.S. Department of Education (DOE) and the National Reporting System for Adult Education (NRS) to use valid and reliable assessment to report students' completion of Educational Funding Levels (EFL). The DOE and NRS have mandated the transition from TABE 9 & 10 to TABE 11 & 12, effective April 1, 2019. After discussions between Office of Workforce Development (OWD) and TCSG's Office of Adult Education, it was determined that additional guidance on this transition should be provided by OWD to clarify the requirements regarding the use of TABE tests for WIOA participants.

#### **Policy:**

When enrolling participants into TCSG Adult Education services, OWD requires that Local Workforce Development Areas (LWDA) update TABE 9 & 10 to TABE 11 & 12 in accordance with the guidelines in Workforce Implementation Guidance (WIG) Letter PS-18-003, TABE 11 & 12 IMPLEMENTATION Attachment -1.

OWD is not mandating the use of only TABE 11/12 for all WIOA participants; rather only for those participants seeking to attend TCSG Adult Education programs. It is OWD's preference that LWDA begin to phase out the TABE 9/10 as it will become unsupported by the NRS on July 1, 2019. However, LWDA can continue to use the TABE 9/10 for other participants as appropriate to exhaust their inventory.

#### **Procedures:**

##### **Transitioning from TABE 9&10 to 11&12:**

##### **Important Dates and Information**

Please review these important dates and information as we transition to the new TABE 11&12 assessment. Please feel free to proactively share this information with program personnel and post this notice in teacher workrooms.

##### ***TABE 9&10***

- **TABE 9&10 sunsets as an NRS approved assessment on June 30, 2019.** The last date to use TABE 9&10 as a:





## Policy and Procedures Manual

### SUBJECT: TABE 11 AND 12 IMPLEMENTATION

DATE: July 30, 2019

Workforce Development Division

- **Pre-test is March 31, 2019.**
- **Post-test is June 30, 2019.**
- **Students who pre-test on TABE 9&10** by March 31, 2019 must finish any and all post-testing for the fiscal year on TABE 9&10.
- **TABE 9&10/11&12 are NOT comparable test forms.** The tests cannot be mixed and matched. GALIS will not accept a post-test from a non-comparable assessment from the pre-test.
- **TABE 9&10 scores will NOT rollover from FY19 into FY20.**
- **Students who finish FY19 on TABE 9&10**, and continue their enrollment into FY20, must take a TABE 11&12 pre-test when they return for the new fiscal year.
- **More specific guidance will be provided by May 15, 2019 for students who will continue their enrollment into FY20.**

#### ***TABE 11&12***

- **All new students enrolling on April 1, 2019 or after, must** be administered TABE 11&12 as their pre-test and for any post-tests.
- Please note that TABE 11&12 has significantly longer test administration times than the TABE 9&10.
- **To increase flexibility in testing, all students age 18+ are now able to take one, two, or all three subject area tests (Reading, Math, and Language).** The Georgia Office of Adult Education recommends that most students take at least two subject area tests in order to increase the likelihood of a measurable skills gain via pre/post-testing. Please note, however, that programs will need to consider the logistics surrounding the longer assessment times. Grant Program Support Coordinators are ready to assist programs with thinking through these logistics considerations.
- Starting with TABE 11&12, programs can choose to **administer just the Reading and Math tests to all Underage Youth (16 & 17-year-olds).** The Language test is optional for this group of students.

#### **Departmental Sponsor:**

Select Fulton Economic Development  
Workforce Development Division

#### **Policy Review Date:**

July 2019

#### **References:**

Workforce Innovation Opportunity Act (WIOA)  
TCSG OWD WIG PS-18-003 TABE 11 & 12  
IMPLEMENTATION

#### **Responsible Parties:**

Career Center Staff



## Policy and Procedures Manual

**SUBJECT: TABE 11 AND 12 IMPLEMENTATION**

DATE: July 30, 2019

Workforce Development Division

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**Fulton County Government  
Budget Narrative  
July 1, 2019 – June 30, 2020**

**A. INTRODUCTION**

The Fulton County, Workforce Division is aligned with the functions of economic development and workforce development as required by WIOA. This will enable Fulton County to more effectively connect recipients of training with new and growing employers in need of a trained and qualified workforce.

**B. PROGRAM YEAR EXPENSES**

Fulton County Government, Select Fulton, Workforce Division, similar to other Georgia LWDB's is sourced provider model. This model will enable staff and the Fulton LWDB to focus on tailoring a more holistic approach to workforce development activities rather than executing the front line functions of the grant.

**a. CONTRACTUAL SERVICES**

<b>Providers – Professional Services</b>	<b>Budgeted Amount</b>
In The Door, LLC – One Stop Operator	\$103,085.00
ResCare, dba, Arbor,	\$2,300,000.00
Atlanta Regional Commission – ITA Performance Admin.	\$12,000.00
Norred Security – South Fulton Career Center - Carryover Remaining Balance on Contract	\$15,000.00
<b>TOTAL CONTRACTUAL</b>	<b>\$2,430,085.00</b>

- In the Door, LLC is the One-Stop Operator provider. Provider will manage the Fulton North Career Center for WorkSource Fulton, referrals of mandated WIOA partners provide linkage and engagement of business and community organizations.
- ResCare is a sub-recipient that will provide case management, referral, linkages, and provide staff and customers access to resources and linkage with community agencies for Career Center and Youth services. Provider will submit reports and make presentation to the Local Workforce Development Board, developing and maintaining relationships with employers to connect job opportunities for enrolled participants, attending meetings as needed for the program.
- Atlanta Regional Commission – ITA Administration agreement is in place for Regional ITA Performance of Eligible Training Providers and approval of new providers.
- Norred Security provides Security at the South Fulton Career Center for a leased facility utilized as a location to serve residents of Fulton County. Fulton anticipates moving in a new building January 1, 2020 and terminating the agreement with Norred at that time as other security is already in place at the proposed new One-Stop location.

**b. SALARIES AND FRINGE**

Initial salaries and fringe benefit costs are calculated for (14) personnel. With a sourced provider on boarded in 2018 created a reduction to personnel from 28 to 14 essential staff restructured accordingly. The rates do not exceed forty-eight percent (48%) of staff salaries and accounts for the full package of benefits that consists of (a) medical, dental, and vision coverage; (b) short-term and long-term disability insurance; (c) holiday and sick leave pay; life insurance; and (e) FICA and Unemployment Insurance. The County offers a Match retirement benefits through 401-A and 457 Defined Contribution plans for all full time employees. Staff is responsible for the sub-recipient monitoring, development, administration, financial reporting, data validation and also attending meetings and conferences as necessary for the period of performance beginning on July 1, 2019 through June 30, 2020.

**c. TRAVEL AND TRAINING**

Staff is expected to travel for approved county/state to visit sites for program field work, to attend meetings, and conferences that are necessary to accomplish proposals objectives or disseminate its results. Board members are expected to travel to represent WorkSource Fulton to attend meetings and conferences that are necessary to accomplish the local and regional state approved plan. Travel expenses include (M&IE) per diem rate, lodging, and fees. Rates are established by the Federal General Services Administration (GSA) and do not require substantiation of receipts. Location-specific information for M&IE can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). *Travel: Mileage reimbursement to direct staff for local travel to and from training sites, employer sites and partner sites and any out of town professional development training for of miles/yr. at the rate of 0.58 based on the GSA rate.*

**d. PROFESSIONAL DEVELOPMENT**

Professional development includes travel costs associated with acquiring continuing educational requirements for the performance of work duties and/or maintenance of professional licensing required for the position

**e. EQUIPMENT – Non-Capitalizable depreciation value under \$5,000**

Equipment purchase is for day to day operations of the Mobile Bus, One-Stop American Job Centers which includes but is not limited to the following; computer desktops, laptops, docking stations, printers, scanners, shredders, etc.....

Mobile phones are provided to staff to communicate when conducting outreach, engagement, and meetings with regional partners and stakeholders. Supports staff performing administrative and programmatic functions that will work out of various satellite offices for administrative and financial required activities for the WIOA program in accordance with the Uniform Grant Guidance outlined in Uniform Grant Guidance, 2 CFR 233. Estimated costs to the grant amount for this cost category is \$21,099.00.

**f. SUPPLIES**

Total direct charges to this cost category includes consumable supplies for program staff and participants, binders, file folders, printer paper, toner, staples, and all other necessary office supplies. Purchases will be conducted in adherence to the Fulton County Government Procurement and Purchasing policies and procedures and the Uniform Grant Guidance, 2 CFR 200.94 and will only utilize the county/state approved office supply vendor rates. *Supplies are for general office functions for program staff and participants which includes postage and copier usage.*

**g. PHOTOCOPIER**

This cost is associated with photocopies made by staff for day to day administrative functions of the program. Charges are based on quantity, and ink. Charges are tabulated monthly by the County's Information Technology Department based on usage.

**h. OTHER**

Consultants: Solicitation for an audit firm to develop sub recipient monitoring tools and completing a risk assessment of the program for compliance with federal, state, and local regulations;

Hospitality: Is an expense incurred to entertain dignitaries or clients to promote the County's business, programs or support the County's objectives. As a cost to promote the County, it may include meals (food and beverage - no alcohol), tickets, sponsorships, accommodation, and other amenities at taxpayer expense. Hospitality may be extended in an economical manner when it can facilitate government business and/or is considered desirable as a matter of courtesy or protocol when engaging in discussion of official public matters with or sponsoring formal conference for representatives from other governments, business and industry, providing people from national, international or charitable organizations with an understanding or appreciation of Fulton County and the workings of its government;

Outreach: Advertising is budgeted for promotional items and marketing of workforce services. This includes hiring events, and for local and regional engagement with stakeholders in public, private business, and community based organizations;

Subscriptions: Includes fees associated with customer online surveys for performance reporting on customer satisfaction and program delivery;

Publications: Includes the Federal Grant Management Handbook which is available in print, online and dual formats, Thompsons Grants' provides the Office of Management and Budget (OMB) guidance to stay in compliance with government funding. This resource is a resource for grant expenditures, documentation and reporting.

Database & Software: Applications includes the cost of system applications for Data Management Information Systems and Labor Market Information required for tracking and reporting in accordance with the WIOA regulations;

Memberships: Include fees associated with but not limited to, Chamber of Commerce memberships, industry associations, and industry specific literature.

Fuel: This includes the cost of fuel for the WorkSource Fulton Mobile Bus. Costs are associated for local and regional workforce and community engagement activities year round.

**C. SPENDING PRIORITIES AND NEW SPENDING**

**a. Sourced Provider Model**

ResCare was awarded a contract for services of up to \$2.3MM from Fulton County in June 2019 to expire in June 2020, with the option for renewals. Currently, we have budgeted \$2,300,000.00 for this sub-recipient and will evaluate additionally funding as

the provider hits specific performance metrics and milestones. The intent is to continually earmark grant funds for a sourced provider annually as new grant awards become available.

**b. Business Services Enhancement**

A re-evaluation of our current Business Services unit will occur this year with the intent of better aligning efforts in Economic Development with our Workforce Division. A cost sharing model of general funds and WIOA grant funds will be developed to allow business services staff to speak on WIOA related employer opportunities, while also giving greater flexibility to staff to discuss more county specific public service issues.

**c. Integration of Economic Development**

A review of all programmatic efforts and opportunities to align them with the functions of Economic Development will also be carried out this year. Items like hiring fairs, business services, WEX and other programs will be evaluated to see what connectivity between projects touched by Economic Development on the front end can be complimented by Workforce Development on the back end.

**D. LWDB BUDGETING PROCESS**

Staff has worked closely with the LWDB to develop a sourced model startup plan with a 3<sup>rd</sup> party provider to carry out Career Center and Youth services. A budgeting plan is developed to earmark funds for a procured provider, ResCare Workforce services. These funds will serve as the core budget of all programmatic efforts. The Finance Committee reviews the proposed budget and makes recommendation and changes before submitting the budget to the full LWDB for approval.

**E. PLANS TO SPEND**

The majority of prior year funds (2018 - 2019) and (2019 - 2020) are committed to ResCare Workforce, One-Stop Operator, and the Performance of Eligible Individual Training Provider's services as a sub-recipient to carry out Career Center and Youth services. Additional planning will be carried out through the year to 1) restructure current staff from programmatic efforts to monitoring of a sub-recipient, 2) re-tooling our Business Services unit to better align with Economic Development and 3) programmatic tie ins to Economic Development.

<b>Fulton County Select Fulton, WorkSource Fulton</b>	
<b>WIOA Grant Program - Administrative, Adult, DW, and Youth</b>	<b>Amount</b>
Personnel	\$907,859
Fringe & Benefits Cost does not exceed (0.48%) and FICA (0.0835%)	\$327,796
Training	\$13,530
Professional Development	\$15,000
Equipment	\$21,099.00

Supplies	\$3,500
Photocopier	\$9,545
Consultants	100,000.00
Subcontractors	\$2,430,085.00
Hospitality	\$4,000.00
Outreach	\$75,000.00
Subscriptions	\$360.00
Publications	\$150.00
Memberships	7,298.00
Database Fees/Software applications	\$8,000.00
Fuel – Mobile Bus	\$9,810.00
Overhead: Office Space, Utilities, Vehicle Insurance (In-Kind Contribution/Leveraged Resources)	0.00
In-Kind Contribution/Leveraged Resources One-Stop Cost Sharing Infrastructure Agreement	\$0.00
<b>Total Direct</b>	<b>\$3,933,032.00</b>
<b>Indirect @ 38.47%</b>	<b>\$0.00</b>
<b>Total Budgeted</b>	<b>\$3,933,032.00</b>

- a. TOTAL DIRECT CHARGES = \$3,933,032.00**  
Comprised of items B (a) – B (e).

**F. INDIRECT CHARGES**

Indirect costs to program for Fulton County’s services to support the Select Fulton, Division of Workforce Development including but not limited to financial, human resource, procurement, purchasing, information technology support, janitorial, maintenance, and lease at approved rate of 38.47% via the HHS cognizant agency based on the approved county Cost Allocation Plan 2018 and approved Indirect Cost Rate. Indirect costs are not currently funded.

**G. WIOA BUDGET TOTALS: \$3,933,032.00**

PY19 Grant Detailed Budget Worksheet			
Total Estimated Costs			
1	Personnel (Direct Labor)	\$	907,859
2	Fringe Benefits	\$	327,796
3	Travel - Training	\$	13,530.00
4	Professional Development	\$	15,000 ★
5	Equipment	\$	21,099.00
6	Supplies	\$	3,500.00
7	Photocopier	\$	9,545
8	Consultants	\$	100,000.00 ★
9	Subcontractors	\$	2,430,085.00
10	Hospitality	\$	4,000.00 ★
11	Outreach	\$	75,000.00 ★
12	Subscriptions	\$	360.00
13	Publications	\$	150.00
14	Memberships	\$	7,298.00 ★
15	Database Fees/Software	\$	8,000.00 ★
16	Fuel	\$	9,810.00
17	Vehicle Insurance	\$	-
★	<i>LWDB Decision Point</i>		
	<b>TOTAL EXPENSES:</b>	\$	<b>3,933,032</b>
Total Estimated Revenue			
1	PY 18 Carryover	\$	2,578,776
2	PY 19 Projected Award	\$	3,082,113
3	FY19 Fulton General Fund (Personnel)	\$	-
	<b>TOTAL REVENUE:</b>	\$	<b>5,660,889</b>
	Estimated PY 19 Balance	\$	1,727,856
	(Obligated for PY 20 ResCare Activities)		

**Assumptions:**

Funds available in rolling two year periods  
 \$2,578,776 must be expended by June 30, 2020  
 \$3,082,113 must be expended by June 30, 2021

PY 19 must be 80% obligated by June 30, 2020  
 Personnel/Operating funded through PY 19 Funds  
 Subcontractors funded through PY 18 Funds  
 Balance at end of year obligated for PY 20 ResCare Activities

Additional federal funds may be available through Reallocation in Q2  
 Additional federal funds may be available through Governor's Reserve



LOCAL WORKFORCE AREA 06  
 WORKSOURCE FULTON  
 PY 2019 DETAILED BUDGET WORKSHEET



Uniform Grant Guidance [2 CFR PART 200]

(Exp. 07/31/2021)

WIOA Grant Detailed Budget Worksheet

Name and Address:		Fulton County Government				Division: WorkSource Fulton		Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of							
Department: Select Fulton		3700 Martin Luther King Jr. Drive				Atlanta, GA 30331									
Category															
Grant Detailed Description of Budget (for grant period July 1, 2019 to June 30, 2020)															
		Estimated Hours	Rate per Hour	Estimated Cost	Performance (2.84%)	Personnel	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income		
<b>1. Personnel (Direct Labor)</b>															
<b>Subtotal Direct Labor Cost (14) Personnel</b>				\$ 876,447.00	\$ 31,411.86	\$ 907,858.86	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
<b>2. Fringe Benefits</b>		SS-FICA/MED	Rate (%)	Base	Estimated Fringe Cost	Fringe Cost & FICA/MED	WIOA Share Fringe Benefits	County Match Health/Dental/Visio n/Life/Retiree/H/L/ V	County Match Defined Contribution Employer- 401-A	County Match Defined Contribution Employer 457 (2%)	Unemploment Ins/Disability Ins.	State Share	Local/Tribal Share	Other Funds	Program Income
<b>Subtotal Fringe Benefits Cost</b>		45,626.36			\$ 282,169.84	\$ 327,796.20	\$ 327,796.20	\$ 205,630.36	\$ 72,071.22	\$ 3,328.24	\$ 1,140.02	#N/A	#N/A	#N/A	#N/A
<b>Total Labor Cost</b>						\$ 1,235,655.06									
<b>Direct Costs</b>															
<b>3. Mileage</b>							WIOA Share	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	
<b>3a. Transportation - (Mileage) Local Private Vehicle</b>		Mileage	Rate per Mile	Estimated Cost											
Division Manager		700	\$ 0.58	\$ 406.00											
Program Manager		200	\$ 0.58	\$ 116.00											
Program Manager MIS		200	\$ 0.58	\$ 116.00											
Grant Administration Manager		200	\$ 0.58	\$ 116.00											
Department Accountant		100	\$ 0.58	\$ 58.00											
Facilities IT Coordinator		100	\$ 0.58	\$ 58.00											
Social Services Coordinator I		100	\$ 0.58	\$ 58.00											
Business Services		100	\$ 0.58	\$ 58.00											
Senior Rec. Admin.		100	\$ 0.58	\$ 58.00											
Admin. II		100	\$ 0.58	\$ 58.00											
Community Engagemen Liasion		100	\$ 0.58	\$ 58.00											
Community Engagement Specialist		100	\$ 0.58	\$ 58.00											
Community Engagement Specialist		100	\$ 0.58	\$ 58.00											
Community Engagement Specialist		100	\$ 0.58	\$ 58.00											
<b>Subtotal Mileage</b>				\$ 870.00		\$ 870.00		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>3b. Parking Reimbursement</b>		Meetings/Events	Person	Rate per Day	Estimated Cost		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	
Off-site Parking for Partner Meetings		5	5	8	\$ 200.00										
Parking for Local Regional Meetings		4	5	8	\$ 160.00										
<b>Subtotal Parking</b>					\$ 360.00		\$ 360.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>4. Training</b>							WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	
<b>4a. Training - Airfare (show destination)</b>			Trips	Fare	Estimated Cost										
<b>Subtotal - Transportation - Airfare</b>					\$ -		\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	
<b>4b. Travel - Training Costs</b>											
	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
14 persons - Lodging for training	14	150.00	\$ 2,100.00								
2 persons - Lodging for 1 night GWLA Meetings	2	150.00	\$ 300.00								
2 persons - Travel to TCSG WIOA mandatory training	4	200.00	\$ 800.00								
14 persons - Travel to Southeastern Assoc. Trng. Asso	14	650.00	\$ 9,100.00								
			\$ -								
Subtotal - Training - Other				\$ 12,300.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
<b>5. Registration Fees</b>											
	<b>Person</b>	<b>Rate per Day</b>	<b>Estimated Cost</b>								
			\$ -								
			\$ -								
			\$ -		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
<b>6. Professional Development</b>											
	<b>Person</b>	<b>Rate per person</b>	<b>Estimated Cost</b>								
Subtotal Professional Dev.	14	1071.42	\$ 14,999.88	\$14,999.88	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
<b>7. Equipment - Non Capitable (Only items under \$5,000 depreciated value)</b>											
	<b>Qty.</b>	<b>Months</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>							
12 persons Mobile phones	12	12	\$47.00	\$ 6,768.00	\$ 6,768.00						
1 person Hotspot	1	12	\$5.00	\$ 60.00	\$953	\$ 60.00					
12 Laptops, laptop bag and USB adapter	12		\$953.00	\$ 11,436.00							
15 docking stations	15		\$189.00	\$ 2,835.00							
Subtotal Equipment Cost				\$ 21,099.00	\$ 21,099.00	#N/A	#N/A	#N/A	#N/A	#N/A	
Grant Detailed Description of Budget (for grant period July 1, 2019 to June 30, 2020)											
Detailed Description of Budget											
<b>8. Supplies and Materials (Items under \$5,000 Depreciated Value)</b>											
<b>8a. Consumable Supplies</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
Supplies for staff	1	3,500.00	\$ 3,500.00								
Subtotal - Consumable Supplies				\$ 3,500.00	\$ 3,500.00	#N/A	#N/A	#N/A	#N/A	#N/A	
<b>9. Photocopier Charges</b>											
	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
14 Staff with Copy Cards (BW copies)	250,346.00	\$ 0.01	\$ 2,503.46								
14 Staff with Copy Cards (Color)	110,000.00	\$ 0.03	\$ 3,300.00								
14 Staff with Copy Cards (Print)	187,093.00	\$ 0.02	\$ 3,741.86								
Subtotal Photocopier				\$ 9,545.32	\$ 9,545.32	#N/A	#N/A	#N/A	#N/A	#N/A	
<b>10. Consultants (Professional Services)</b>											
	<b>Days</b>	<b>Rate per Day</b>	<b>Estimated Cost</b>								
KPMG	1		\$100,000								
Total Consultants Cost				\$100,000	\$ 100,000.00	#N/A	#N/A	#N/A	#N/A	#N/A	

				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>11. Contracts and Sub-Grantees (List individually)</b>											
Contractor - ResCare	Quantity	Unit Cost	Estimated Cost								
Contractor - In the Door	1	#####	\$ 2,300,000.00								
Contractor - Atlanta Regional Commission (ITA Perf.)	1	#####	\$ 103,085.00								
Norred Security	1	#####	\$ 12,000.00								
			\$ 15,000.00								
			\$ -								
<b>Total Subcontracts Cost</b>			<b>\$ 2,430,085.00</b>	<b>\$ 2,430,085.00</b>							
Grant Detailed Budget Worksheet											
<b>Detailed Description of Budget</b>											Other
					#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>Other Direct Cost</b>											
<b>12. Hospitality - Hiring Events, Board Meetings, Partner Meetings, Regional Meetings</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Catering	Quantity	Unit Cost	Estimated Cost								
	8.00	\$ 500.00	\$ 4,000.00								
Subtotal - Hospitality			\$ 4,000.00	\$ 4,000.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>13. Marketing Outreach - Printing, stationary, business cards, flyers, brochures</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Advertising Promotional Items	Quantity	Unit Cost	Estimated Cost								
	3.00	\$ 5,000.00	\$ 15,000.00								
Regional Outreach Campaign	1.00	#####	\$ 60,000.00								
Subtotal - Advertising			\$ 75,000.00	\$ 75,000.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>14. Miscellaneous</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
	Quantity	Unit Cost	Estimated Cost								
			\$ -								#N/A
Subtotal - Miscellaneous			\$ -	\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>15. Subscriptions</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item	Quantity	Unit Cost	Estimated Cost								
Survey Monkey	1	\$ 360.00	\$ 360.00								
Labor Market Information (LMI)											
Subtotal Subscriptions			\$ 360.00	\$ 360.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>16. Professional Publications/Journ</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item	Quantity	Unit Cost	Estimated Cost								#N/A
Grant Management Handbook - Thompsons Publisher	1	\$ 150.00	\$ 150.00								#N/A
Subtotal Publications			\$ 150.00	\$ 150.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>16. Memberships</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local Metro Region Match Share	Other	Program Income
	Quantity	Unit Cost	Estimated Cost								
Georgia Wkice Leadership Assoc. Membership	1	\$ 1,648.00	\$ 1,648.00	\$ 1,648.00							
SETA Memberships 2019	14	\$ 25.00	\$ 350.00	\$ 350.00							
United Way Metro Area of Atlanta - CareerRise	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00							
Gov't Finance Officers Assoc.	2	\$ 150.00	\$ 300.00	\$ 300.00							
Subtotal Memberships			\$ 7,298.00	\$ 7,298.00	#N/A	#N/A	#N/A	#N/A	\$5,000	#N/A	#N/A
<b>17. Database Software</b>				WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tri	Other	Program
WIOA MIS Data Software Application	Quantity	Unit Cost	Estimated Cost								
	1	\$ 8,000.00	\$ 8,000.00								
Subtotal Database Fees/Software			\$ 8,000.00	\$ 8,000.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Grant Detailed Description of Budget (for grant period July 1, 2019 to June 30, 2020)												
<b>18. Vehicle</b>					WIOAShare	County Match		Other WIOAFunds	Other Federal Share	State Share	Local/Tribal Share	Other
<b>18a. Equipment (Capitalizable Over \$5,000 depreciable)</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>									
<b>Mobile Unit (Bus)</b>			\$ -									
			\$ -									
Subtotal - Equipment			\$ -		\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>18b. Vehicle Gas &amp; Diesel Fuel</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
	3000	\$ 3.27	\$ 9,810.00									
			\$ -									
Subtotal - Fuel			\$ 9,810.00		\$ 9,810.00	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>18c. Vehicle Insurance fees</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -									
			\$ -									
Subtotal - Vehicle Insurance			\$ -		\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>18d. Vehicle Repairs &amp; maintenance</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -									
			\$ -									
Subtotal - Vehicle Repairs & Maintenance			\$ -		\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>20. IT equipment- Computers, scanner, printer, etc.. Non-Capitizable (Only items under \$5,000 depreciated value)</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal Computers			\$ -		\$ -							
<b>20. Contingeny</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -									
			\$ -			#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Subtotal - Contingencies			\$ -		\$ -							
<b>21. Miscellaneous</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -									
			\$ -									
Subtotal - Miscellaneous			\$ -		\$ -	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>Total Direct Costs</b>			\$ 3,933,032.26		\$ 3,933,032.26	\$ 281,029.82	#N/A	#N/A	#N/A	\$ 5,000	#N/A	#N/A
<b>22. Indirect Costs</b>	<b>Rate</b>	<b>Base</b>	<b>Estimated Cost</b>		WIOAShare	County Match	Other Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Type</b>	38%	#####	#N/A		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
<b>Total Indirect Costs</b>			\$ -									
<b>Total Estimated Costs (Subtotal Direct + Total Indirect)</b>			\$ 3,933,032		\$ 3,933,032							



# Work Source Projects Update

June 20, 2019



# Worksource Bus

**Project Scope:** Purchased of used bus for Worksource training and development. Includes acquisition, repair and outfit.

**Status:** All repairs have been completed. Remaining items to be completed include IT outfit, wrap and Worksource driver sourcing and staff training.

**Action Items & Projected Completion Dates:**

IT equipment installation 1<sup>st</sup> and 2<sup>nd</sup> week of July – July 12<sup>th</sup>

Staff Training – Week of July 22<sup>nd</sup>

Wrap – TBD with target of July 26<sup>th</sup>

**Projected Completion Date:** July 26<sup>th</sup>, 2019





# Adamsville Worksource Renovation

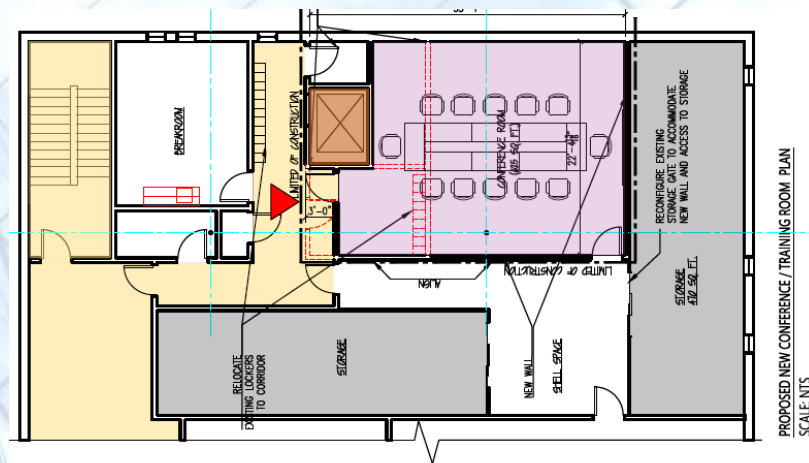
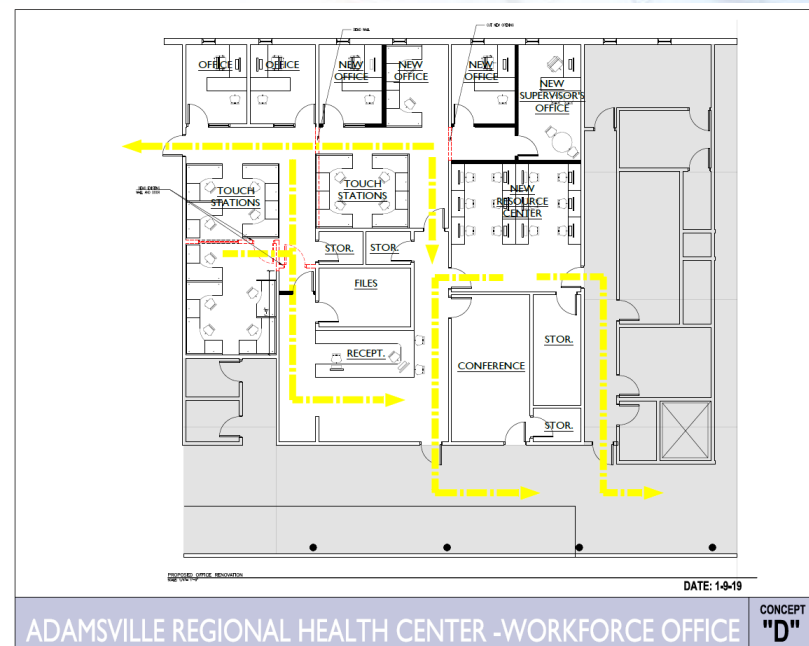
**Project Scope:** Renovation of space for additional services and staff at Adamsville Location. Includes the construction of a new building conference room in shelled space to accommodate renovation.

**Status:** Demo and construction has begun. Fire protection, cage, furniture and HVAC work has been procured and scheduled.

**Action Items & Projected Completion Dates:**

Keith Johnson/DREAM to provide bi-weekly status – ongoing

**Projected Completion Date:** August 30<sup>th</sup>, 2019





# Worksource Relocation – South Annex

**Project Scope:** Relocate Worksource operations to South Annex. Comprehensive renovation of space.

**Status:** Layout being finalized with construction budget scope to be developed in next 2 weeks. Aggressive target to start construction by August 1<sup>st</sup>.

**Action Items & Projected Completion Dates:**

Finalize layout – Richard/Samir – June 21<sup>st</sup>

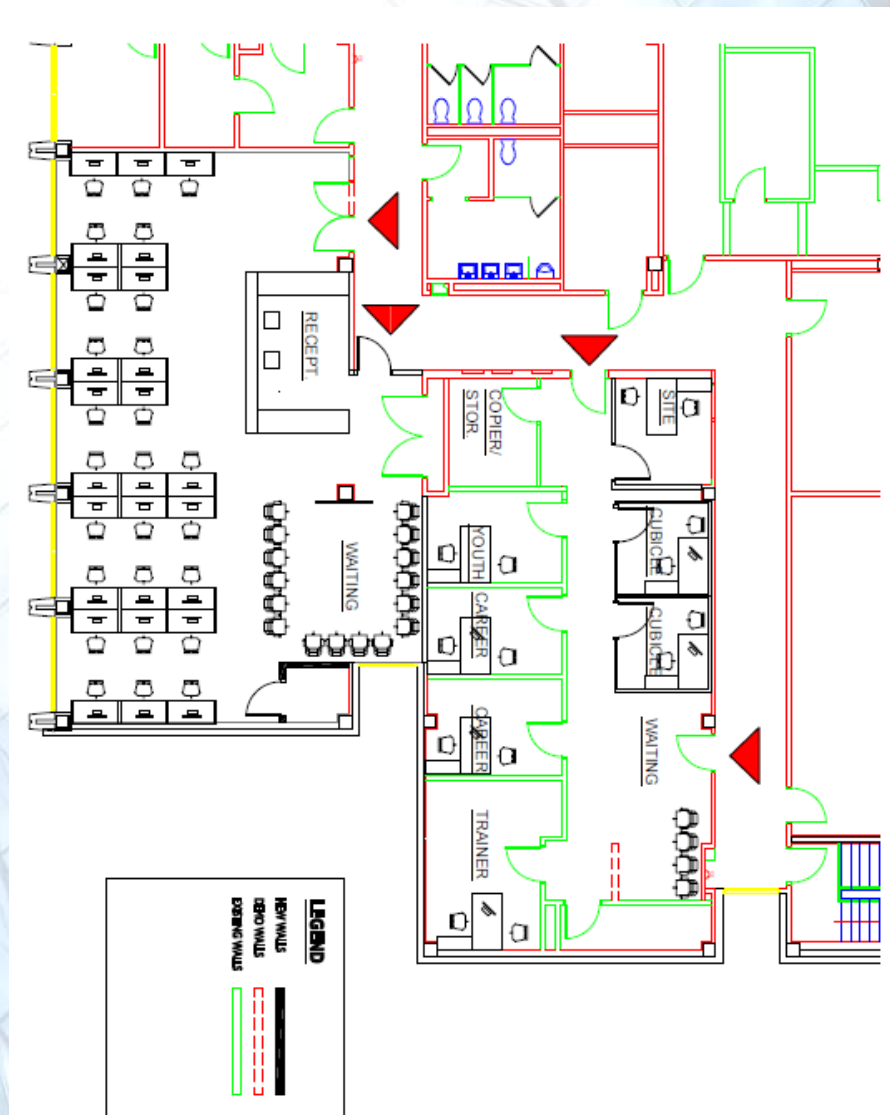
Scope and Pricing – Joe Davis/DREAM/IT – July 5<sup>th</sup>

Secure Funding – Ellis Kirby – July 12<sup>th</sup>

Project procurement/planning – Joe Davis/DREAM/IT – July 26<sup>th</sup>

Begin Construction – August 1<sup>st</sup>

**Projected Completion Date:** December 1<sup>st</sup>, 2019





Fulton

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# KEY PERFORMANCE INDICATORS

August 15, 2019

# KEY PERFORMANCE INDICATORS

Program Year 18: 7/2018 – 6/2019

# MAJOR

employment  
events



in partnership

with  **State Farm**<sup>®</sup>

United States  
**Census**<sup>™</sup>  
Bureau

**amazon**

resulted  
in over

**84** hires

# 159

participants  
entered

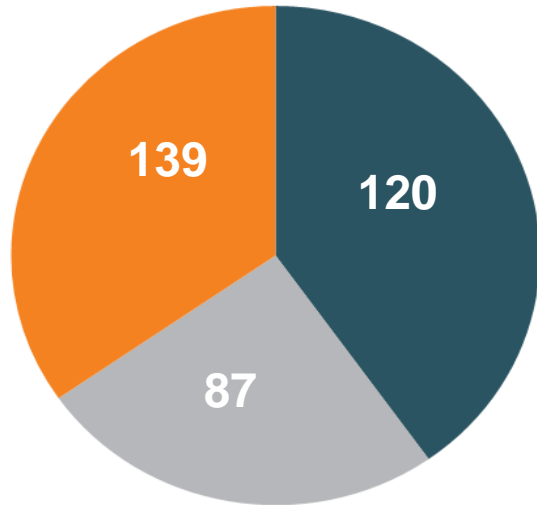


# EMPLOYMENT

# KEY PERFORMANCE INDICATORS

## Program Year 18: 7/2018 – 3/2019

Customers Enrolled PY18



- Adult
- Dislocated Worker
- Youth

**8096**

customer visits to Resource Areas

**346**

customers enrolled into WIOA services

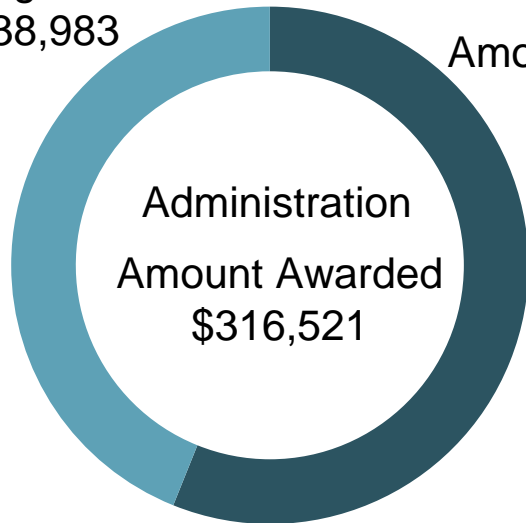
**202**

customers placed in training programs

# KEY PERFORMANCE INDICATORS

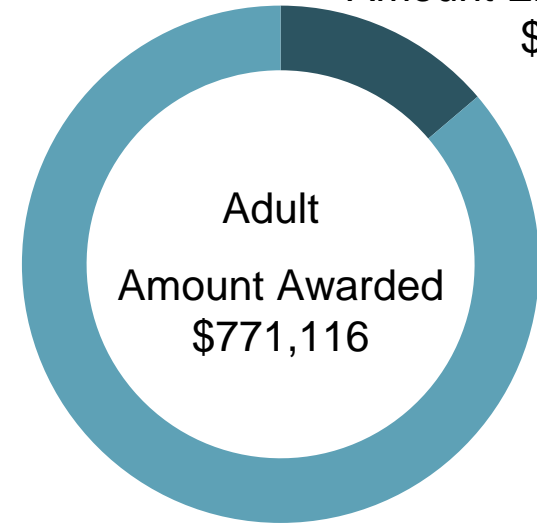
## Funds expiring June 2020

Amount Obligated  
\$138,983



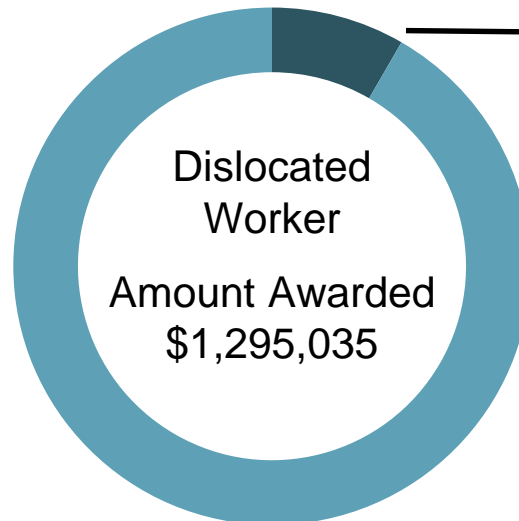
Amount Expended  
\$177,538

Amount Expended  
\$106,265



Amount Obligated  
\$664,851

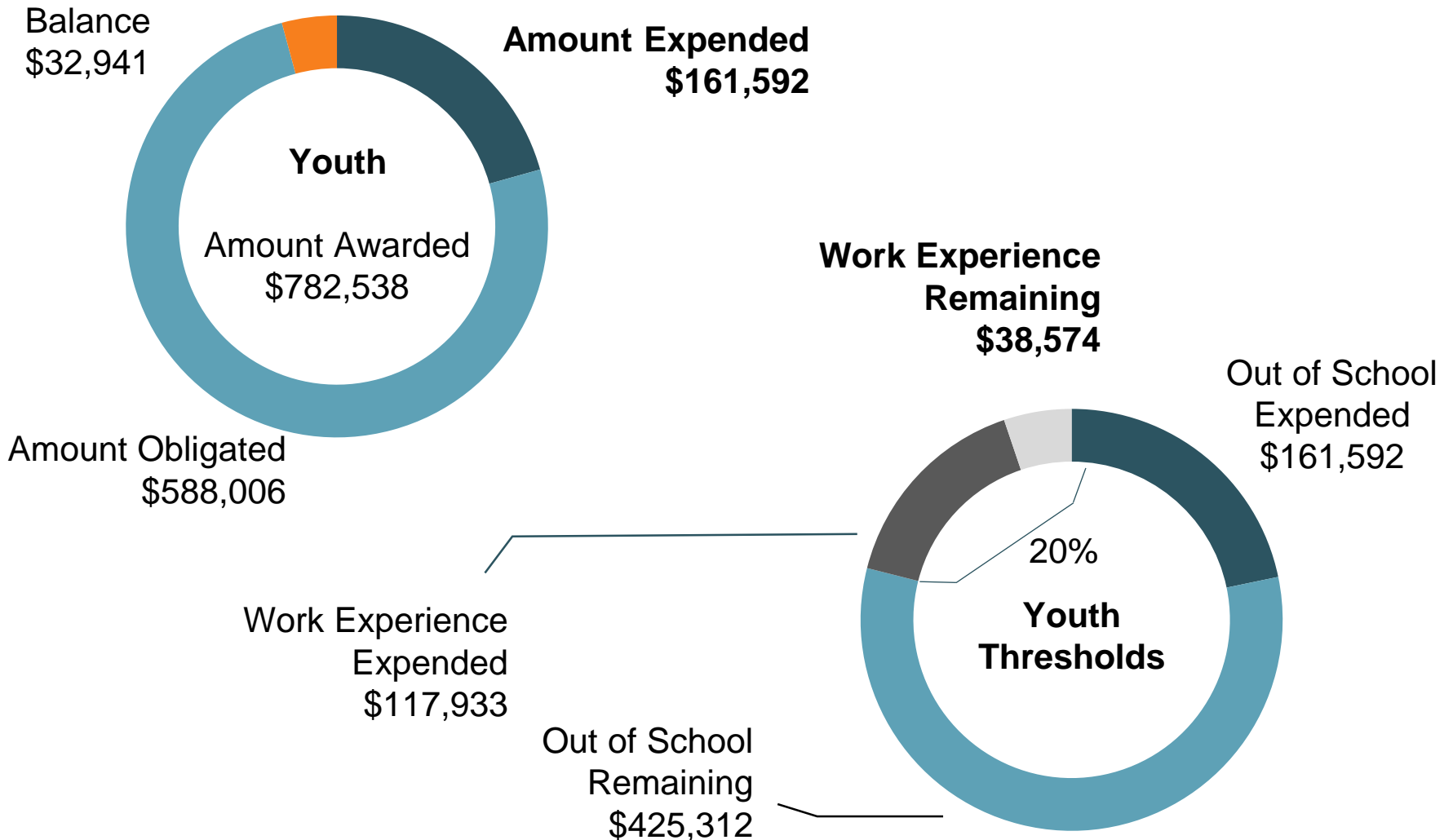
Amount Obligated  
\$1,186,936



Amount Expended  
\$108,099

# KEY PERFORMANCE INDICATORS

## Funds expiring June 2020

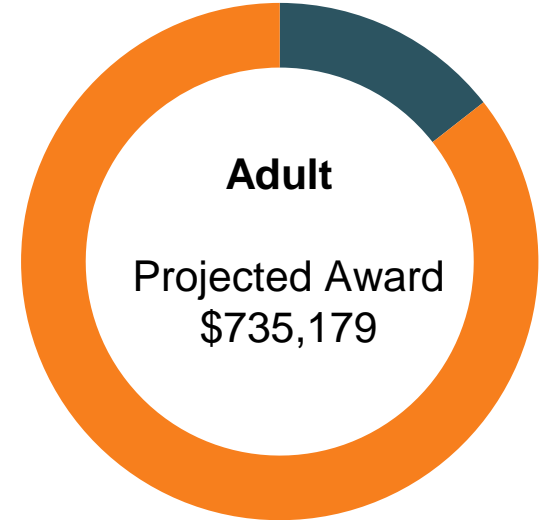


# KEY PERFORMANCE INDICATORS

## Funds expiring June 2021



Amount Expended  
\$0  
**July Award**  
**\$37,428**  
 October Projection  
**\$270,783**



Amount Expended  
\$0  
**July Award**  
**\$106,170**  
 October Projection  
**\$629,009**



Amount Expended  
\$0  
**July Award**  
**\$268,114**  
 October Projection  
**\$1,060,739**

# KEY PERFORMANCE INDICATORS

## Funds expiring June 2021



Amount Expended  
\$0  
Amount Obligated  
\$0

Work Experience  
Remaining  
\$141,975

Out of School  
Remaining  
\$532,404

