

Southwest Georgia



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ONE-STOP MEMORANDUM OF UNDERSTANDING

Revision #1 – Approved by SWGA WDB on June 10, 2025 and Partners notified by email on 6/22/25 and given until 6/30/25 to respond with questions or requested changes and none were received. This revision included minor changes to Albany and Thomasville regarding WIOA staffing/additional space needs. In accordance with the MOU, Section 9. Amendments; (page 12) “the main body (i.e., the numbered sections) of this MOU may only be modified, revised or amended by the mutual written consent of all parties”. None of the necessary revisions affected the main body of the MOU, therefore will not require signatures.

THIS MEMORANDUM OF UNDERSTANDING (the "MOU") is made by and between: (A) the **Southwest Georgia Workforce Development Board** (the "Workforce Board"); (B) the **Southwest Georgia Local Chief Elected Officials Consortium** (the "LEO Consortium"); (C) the **City of Colquitt of Colquitt, GA** (the "City of Colquitt"); and (D) each of the undersigned **Workforce Innovation and Opportunity Act Partner Organizations/Programs** (collectively, the "One-Stop Partners").

BACKGROUND

- A. On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), Public Law 113-128, into law. WIOA is designed to strengthen the workforce development system through innovation, alignment, and improvement in employment, training, and education programs. WIOA supersedes the Workforce Investment Act of 1998 and amends other federal statutes, including the Adult Education and Family Literacy Act, the Wagner-Peyser Act and the Rehabilitation Act of 1973.
- B. As the entity responsible for providing workforce development services to businesses and job seekers within the Southwest Georgia Area in Georgia (the "Workforce Area"), the Workforce Board, with the agreement of the LEO Consortium, is required by Section 121 of WIOA to develop and enter into a memorandum of understanding with each One-Stop Partner that describes the operation of the "One-Stop Delivery System" in the Workforce Area including how services will be coordinated and how shared services and infrastructure costs will be funded.
- C. **Purpose**
The Workforce Board envisions Southwest Georgia as home to a well-trained, dynamic workforce that promotes continuous economic development and businesses that create an unsurpassed quality of life fueled by talent. The Workforce Board further envisions being an access point to programs, services and activities that assist people in achieving independence and self-sufficiency and a workforce system that collaborates to meet the needs of employer customers. It is the Workforce Board's daily mission to build for our Workforce Area a world-class workforce system that sustains and encourages economic growth. The Workforce Board is focused on the system capacity of building and helping to ensure the current and future system can meet the needs of eligible participants through: developing strategies to support staff training and awareness, disseminating best practices, and developing and continuously improving the One-Stop Delivery System.

The purpose of this MOU is to provide a framework for the delivery of comprehensive workforce development services to the job seeker and employer communities of the Workforce Area. By encouraging collaboration between the comprehensive One-Stop Center, affiliate site locations, and a network of One-Stop Partners, this framework is designed to promote employment and training strategies that reflect the local labor

market needs of the Workforce Area and its regional economies.

D. Definitions

The following terms shall be construed and interpreted as follows:

- i) **"City of Colquitt"** means City of Colquitt, Georgia the designated grant recipient/fiscal agent for the Southwest Georgia Workforce Development Local Workforce Development Area 17.
- ii) **"FTI"** means federal and state tax information including, without limitation, federal and state tax returns and such other tax-related information as may be protected by federal and state law and regulation.
- iii) **"LEO Consortium"** means the Southwest Georgia Local Elected Officials Consortium, which is comprised of Local Elected Officials from each sub-area within the Workforce Area. **"CLEO"** means the Chairman of the Southwest Georgia Local Elected Officials Consortium.
- iv) **"One-Stop-Partner"** means an entity described in WIOA §3(42).
- v) **"Parties"** means the Workforce Board, the LEO Consortium, and each of the One-Stop Partners.
- vi) **"PCI"** means payment card information data including any data related to credit card holders' names, credit card numbers, or the other credit card information as may be protected by state or federal law.
- vii) **"PII"** means personally identifiable information including, without limitation, any information about an individual that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
- viii) **"PHI"** means protected health information including, without limitation, any information about health status, provision of health care, or payment for health care that can be linked to a specific individual. PHI includes any part of an individual's medical record or payment history.
- ix) **"Confidential Information"** means all PHI, PII, PCI, and FTI.
- x) **"Workforce Board"** means the Southwest Georgia Workforce Development Board, Inc.

1. **EFFECTIVE DATE AND TERM**

The MOU shall commence with a renewal date of **July 1, 2024**; the date this MOU becomes fully executed (the "Effective Date"). This MOU shall remain in effect until **June 30, 2026**, unless terminated earlier or extended further by mutual agreement of the Parties as specified herein.

2. **DELEGATION OF ADMINISTRATIVE DUTIES TO CITY OF COLQUITT**

The Workforce Board hereby delegates all administrative duties relating to the operation of the One-Stop Delivery System in the Workforce Area to the City of Colquitt. These duties include, without limitation (a) keeping and maintaining the original copies of the MOU and the Attachments; (b) monitoring the effectiveness of the One-Stop Delivery System; (c)

procuring the One-Stop Operator and sub-recipients; and (d) ensuring audits are completed as appropriate.

3. DESIGNATION OF COMPREHENSIVE ONE-STOP CENTER; AFFILIATE SITE LOCATIONS

- A. The Workforce Board and LEO Consortium hereby designate the following location as the Workforce Area's comprehensive "One-Stop Center":

Albany Georgia Department of Labor Career Center
1608 South Slappey Boulevard
Albany, GA 31701
(229) 430-5010

The Albany Georgia Department of Labor Career Center will be evaluated by staff of the Workforce Board in accordance with certification criteria established by the State Workforce Board. Once this evaluation is completed, the results will be reviewed by the Workforce Board and CLEO in order to determine One-Stop Center and Affiliate Site Location certification status. Such evaluations will occur at least once every two years.

- B. City of Colquitt agrees to notify all Parties in the event that the Workforce Board and LEO Consortium change the location of the Workforce Area's comprehensive "One-Stop Center."
- C. City of Colquitt shall maintain an accurate list of all currently-operating affiliate site locations in the Workforce Area.
- D. Affiliate Site Locations must submit a request to the City of Colquitt in order to be designated as an Affiliate Site Location by the LEO Consortium/Workforce Board. Such requests may be submitted individually or as a group of sites. Once submitted, the affiliate site will be required to identify infrastructure and shared services costs to the City of Colquitt. Additionally, an evaluation process will be implemented prior to designation and in accordance with certification criteria established by the State Workforce Board. The following Georgia Department of Labor Career Center locations have submitted and have approved affiliate statuses.

Moultrie Career Center

220 North Main Street
Moultrie, GA 31768

Thomasville Career Center

403 North Broad Street
Thomasville, GA 31799-8113

4. ONE-STOP PARTNERS; SERVICES PROVIDED

A. One-Stop Partner Programs and Activities

WIOA §121(B) sets forth the following list of program and activities that are required to be carried out by One-Stop Partners. A list of all One-Stop Partners as of the Effective Date, their designated representatives and their contact information is set forth in Attachment A hereto and is incorporated by reference herein. City of Colquitt shall maintain a current list of all active One-Stop Partners.

- i) programs authorized under WIOA;
- ii) programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
- iii) Adult Education and Literacy Activities authorized under WIOA Title II;
- iv) programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741));
- v) activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- vi) career and technical education programs at the postsecondary level authorized under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (20 U.S.C. 2301 et seq.);
- vii) activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
- viii) activities authorized under Chapter 41 of Title 38, United States Code;
- ix) employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);
- x) employment and training activities carried out by the Department of Housing and Urban Development;
- xi) programs authorized under state unemployment compensation laws (in accordance with applicable federal law);
- xii) programs authorized under Section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
- xiii) programs authorized under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to WIOA §121(C).

WIOA §121(A) further provides that each entity that carries out one of these programs or activities shall: (i) provide access through the One-Stop Delivery System to such program or activities carried out by the entity, including making the career services described in WIOA §134(c)(2) that are applicable to the program or activities available at workforce centers (in addition to any other appropriate locations); (ii) use a portion of the funds available for the program and activities to maintain the One-Stop Delivery System, including contributions to the infrastructure costs of the comprehensive One-Stop Center in accordance with WIOA §121(h) and with the Uniform Guidance at 2 CFR Parts 200, 2900, and 3474 to provide applicable Career Services and to work collaboratively with the state and local areas to establish and maintain the One-Stop System (iii) enter into a MOU with the Workforce Board relating to the operation of the One-Stop System that meets the requirements of WIOA §121(c), 20 CFR 678.500(b), 34 CFR 361.500(6), and 34 CFR 463.500(b); (iv) participate in the operation of the One-Stop Delivery System consistent with the terms of the MOU, the requirements of WIOA Title I, and the requirements of the federal laws authorizing the program or activities; and (v) provide representation on the Workforce Board as required and participate on board committees as needed.

B. Specific One-Stop Partner Services

A comprehensive one-stop center is a physical location where job seeker and employer customers can access the programs, services, and activities of all required one-stop partners. The comprehensive one-stop center must provide: (1) Career services, described in § 678.430; (2) Access to training services described in § 680.200 of this chapter; (3) Access to any employment and training activities carried out under Sec. 134(d) of WIOA; (4) Access to programs and activities carried out by One-Stop Partners listed in § 678.400 through § 678.410, including the Employment Service Program authorized under the Wagner Peyser Act, as amended by WIOA Title III (Wagner-Peyser Act Employment Service Program); and (5) Workforce and labor market information.

Customers must have access to these programs, services, and activities during regular business days at a comprehensive One-Stop Center. The Workforce Board may establish other service hours at other times to accommodate the schedules of individuals who work on regular business days. The State Workforce Board will evaluate the hours of access to service as part of the evaluation of effectiveness in the One-Stop certification process.

“Access” to each partner program and its services means: (1) Having a program staff member physically present at the One-Stop Center; (2) Having a staff member from a different partner program physically present at the One-Stop Center appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or (3) Making available a direct linkage through technology to program staff who can provide meaningful information or services. A “direct linkage” means providing direct connection at the One-Stop Center, within a reasonable time, by phone or through a real-time web-based communication to a program staff member who can provide program information or services to the customer. A “direct linkage” cannot exclusively be providing a phone number or computer website or providing information, pamphlets, or materials.

Prior to its execution of this MOU, each One-Stop Partner shall provide information which sets forth the specific services that such One-Stop Partner will provide in the locations in which the One-Stop Partner operates. Submitted information will be used to complete the attachments referenced and incorporated within this Memorandum of Understanding.

Beginning on the Effective Date and continuing throughout the period that this MOU remains in effect, each One-Stop Partner agrees to work collaboratively with the Workforce Board, the LEO Consortium, the City of Colquitt and other One-Stop Partners to carry out the provisions of this MOU and to provide the applicable services as set forth in the Internal Operational Policies and Procedures Manual as developed by all One-Stop Partner Programs for the Comprehensive One-Stop Center and Affiliate Site Locations as applicable. Each One-Stop Partner agrees (a) to promptly notify the Workforce Board and the LEO Consortium if, for any reason, such One-Stop Partner fails to provide or is unable to provide the services as agreed to by all One-Stop Partners and outlined in the Internal Operational Policies and Procedures Manual (b) to amend the Infrastructure Funding Agreement and Overall Operating Costs Budget in accordance with Section 10 of this MOU if, for any reason, these items no longer accurately or completely describe the services provided by the One-Stop Partner. The City of Colquitt will maintain a copy of this MOU and associated Attachments.

5. ROLE OF THE ONE-STOP OPERATOR

The Workforce Board selected the one-stop operator, Arbor E&T, LLC d/b/a EQUUS Workforce Solutions through a competitive process in accordance with the Uniform guidance, WIOA and its implementing regulations, and local procurement laws and regulations. The State requires that the one-stop operator is re-competed at least every three years and no later than every four years. [Note: EQUUS Workforce Solutions through a competitive process was selected as the regional provider of WIOA adult and dislocated worker career and training services. A written agreement will be developed and included as an attachment to the MOU pursuant to §679.430 with the LWDB and CLEO to clarify internal controls and to prevent conflicts of interest.]

Each Party recognizes that the Workforce Board has competitively procured a One-Stop Operator and agrees to support and cooperate with the agency selected in accordance with the role established by the Workforce Board and outlined in the One-Stop Operator contract.

- A. The primary responsibility of the One-Stop Operator is to coordinate the basic and individualized career services as well as referrals to training services through the One-Stop System. Specific duties of the One-Stop Operator include, but are not limited to:
- i.) General coordination of all One-Stop Partner Staff and services conducted at the One-Stop Center and affiliate site locations;
 - ii.) Working with the Workforce Board Staff to design and implement the integration of One-Stop Partners' Staff and systems including the development of adequate methods of referrals, processes for sharing information, and ensuring the non-duplication of services;
 - iii.) Assisting in the development and implementation of the Workforce Board approved Internal Operational Policies for the One-Stop Center (e.g. days/hours of operation, dress code, customer service expectations, etc.);
 - iv.) Fostering partnerships within the Workforce Area One-Stop System to promote functioning as a multi-agency team and participating in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
 - v.) Maintaining Equal Employment Opportunity (EEO) compliance in the provision of and access to the Workforce Area One-Stop System services;
 - vi.) Ensuring that the One-Stop Center and affiliate sites are in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and are easily accessible to individuals with disabilities;
 - vii.) Ensuring that all partners co-located at the One-Stop Center and affiliate sites implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by state and local policy;
 - viii.) Coordinating staff training to ensure the ability to adequately perform assigned roles, have functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
 - ix.) Meeting with employers across the Workforce Area to gauge their needs and satisfaction with employer services as well as One-Stop System activities conducted to improve the overall quality of the local workforce;
 - x.) Promoting the One-Stop Center to local organizations, community groups, and the general public in order to increase awareness of available services

- to recruit new individuals and employers, and to enhance usage of the system by existing customers;
- xi.) In conjunction with appropriate Workforce Board Staff, recruiting additional partners and/or in-kind resources to support the One-Stop Center, as appropriate; and
- xii.) In conjunction with appropriate Workforce Board Staff, coordinating the signing and implementation of cooperative agreements (MOUs) with all mandated partners.

- B. Each Party to this agreement will provide input and participate in the development of the Internal Operational Policies for the One-Stop Center. Additionally, the Parties agree that co-located staff under their supervision will be informed of and abide by the policies and procedures contained in the manual.

6. CONFIDENTIALITY OF RECORDS

- A. Each Party shall restrict access to Confidential Information to its agents, employees, assigns and subcontractors as necessary to perform such Parties obligations under this MOU. All Parties shall ensure that all such agents, employees, assigns, and subcontractors who receive and/or access Confidential Information sign a copy of the model nondisclosure agreement provided, and that such nondisclosure agreements remain in force at all times that the agency, employee, assign or subcontractor has access to any Confidential Information. All Parties will ensure that access to software systems and files under its control that contain Confidential Information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. All Parties expressly agrees to take measures to ensure that no Confidential Information is accessible by unauthorized individuals.
- B. All Parties expressly agree to abide by all applicable federal, state, and local laws and regulations regarding Confidential Information, including PII from educational records, such as but not limited to 20 CFR Part 603, O.C.G.A. § 34-8-120, et. Seq., 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable state and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of the other Parties. All Parties will ensure that the collection and use of any information, systems, or records that contain Confidential Information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. All Parties shall provide the City of Colquitt with access, subject to such Party's reasonable security requirements, for purposes of inspecting and monitoring access and use of Confidential Information and evaluating security control effectiveness.
- C. This §6 shall be deemed to supplement and not replace any additional confidentiality requirements that a Party's funding authority or program may be bound by. All Parties shall continue to adhere to such other confidentiality requirements in addition to those set forth in this §6.
- D. To the extent that Confidential Information needs to be shared amongst the Parties for the Parties performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and require confidentiality and ethical certifications

signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures. With respect to the use and disclosure of FERPA- protected customer education records and the PII contained therein, any such data sharing agreement must comply with all the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99. With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

- E. Customer data may be shared with other programs, for those programs' purposes, within the One-Stop Center network only after the informed written consent of the individual has been obtained, where required.
- F. All Parties further agree that the collection, use, and disclosure of customers personally identifiable information (PII) is subject to various requirements set forth in federal and state privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements.
- G. All One-Stop Center and Partner Staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA protected education records, confidential information in UI records, and personal information in VR records.
- H. No Party shall disclose PII or other personal or confidential information, requested by legal process or otherwise, received from another party pursuant to this MOU, without the express written approval of the Party from which the information originated. In such matters, the Party from which the information originated will determine whether the information may legally be disclosed. The Party for which the information was requested may only release the requested information after receiving written instructions from the Party from which the information originated.

7. NOTICE PROCEDURE

For the purpose of this MOU, the persons listed below are designated the representatives of the Parties. All notices required or permitted under this MOU shall be in writing and shall be deemed given when (a) personally served or (b) three (3) days after deposit in the United States Mail, certified mail, return receipt requested, and addressed to the following Parties or to such other addressee(s) as may be designated herein. The Parties may designate in writing a new or substitute representative.

A. For the Workforce Board:

<p style="text-align: center;">Gabriel Lord, Chair Southwest Georgia Workforce Development Board 75 W Broad Street, Camilla Georgia 31730 229 – 336 - 2378</p>
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B. For the LEO Consortium:

Connie Hobbs, Chair
Chief Local Elected Official (CLEO)
Southwest Georgia Local Elected Officials Consortium
154 West St, Colquitt Georgia 39837
229 – 758 - 1000

C. For City of Colquitt:

Melody Pierce, WIOA Executive Director
75 W Broad Street, Camilla Georgia

Cory Thomas, City Manager
City of Colquitt
154 West Street, Colquitt Georgia 39837
229 – 758 - 1000

D. For the One-Stop Partners

A list of all One-Stop Partners as of the Effective Date, their designated representatives and their contact information is set forth in Attachment A hereto and is incorporated by reference herein. The City of Colquitt shall maintain a current list of all active One-Stop Partners.

8. REFERRAL SYSTEM AND ACCESSIBILITY

A. Referrals

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

- I. Commit to actively follow up on the results of referrals and assuring the Partner resources are being leveraged at an optimal level.
- II. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners programs represented in the One-Stop Center network.
- III. Develop and utilize common intake, eligibility determination, assessment, and registration(intake) forms.
- IV. Provide substantive referrals – develop Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under

partner programs.

- V. Develop materials summarizing their program requirements and making them available for Partners and customers.
- VI. Commit to robust and ongoing communication required for an effective referral process, and
- VII. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.

B. Accessibility

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

The One-Stop Center will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, considering reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

The Workforce Board will work with the Georgia State Workforce Development Board (SWDB) to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information.

Communication access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Parties agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals with hearing and vision impairments and individuals with speech-language impairments.

All Parties agree that they will not discriminate in their employment practices or services on the basis of gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. All Parties must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have disseminated to their employees and otherwise posted as required

by law. All Parties further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues.

All Parties will cooperate with compliance monitoring that is conducted at the local level to ensure that One-Stop Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen reading software programs (e.g. JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the One-Stop Center network.

9. AMENDMENTS; WITHDRAWAL; TERMINATION; SUBSTITUTION

The main body (i.e., the numbered sections) of this MOU may only be modified, revised, or amended by the mutual written consent of all parties. Notwithstanding the foregoing:

- (i) Any individual One-Stop Partner may, with the prior consent of the Workforce Board and the LEO Consortium, execute and deliver to the City of Colquitt an amended Attachment A to reflect changes in the contact information, services provided by such One-Stop Partner, and contributions or benefits received by such One-Stop Partner. Upon receipt of an applicable amended Attachment A from a One-Stop Partner, the City of Colquitt will replace the posted Attachment A in the MOU and will reflect such changes as appropriate.
- (ii) Any individual One-Stop Partner may withdraw from this MOU at any time by providing notice to the Workforce Board, the LEO Consortium and City of Colquitt in accordance with Section 8 of this MOU of such One-Stop Partner's intent to withdraw. Unless otherwise agreed to by the Workforce Board and the LEO Consortium, such withdrawal shall become effective sixty (60) days after delivery of such notice. Upon withdrawal from this MOU, such One-Stop Partner will be deemed to have automatically withdrawn from membership on such One-Stop Partner's local workforce board. Such withdrawal shall not (i) terminate this MOU; (ii) impact the rights and responsibilities of the remaining Parties under this MOU; (iii) relieve the withdrawing One-Stop Partner from any obligations that arise from a source outside of this MOU (including obligations that arise pursuant to the terms of a contract or grant agreement); or (iv) relieve the withdrawing One-Stop Partner from its obligations hereunder accruing prior to the effective date of its withdrawal.
- (iii) The Workforce Board, with the agreement of the LEO Consortium, may terminate the rights and obligations of any individual One-Stop Partner under this MOU at any time by providing notice in writing to the One-Stop Partner being terminated. Unless otherwise agreed by the Workforce Board and the LEO Consortium, such termination shall become effective sixty (60) days after delivery of such notice. Upon termination from this MOU, such One-Stop Partner will be deemed to have automatically terminated from membership on such One-Stop Partner's local workforce board. The termination of a One-Stop Partner pursuant to this section shall not (i) terminate this MOU; (ii) impact the rights and responsibilities of the remaining Parties under this MOU; (iii) relieve the terminated One-Stop Partner from any obligations that arise from a source outside of this MOU (including obligations that arise pursuant to the terms of a

contract or grant agreement); or (iv) relieve the terminated One-Stop Partner from its obligations hereunder accruing prior to the effective date of its termination.

- (iv) In the event that a One-Stop Partner withdraws or is terminated from this MOU, the Workforce Board, with the agreement of the LEO Consortium, may select and engage one or more replacement One-Stop Partner(s) by having each replacement One-Stop Partner execute a copy of this MOU with all Attachments. Unless otherwise agreed by the Workforce Board and the LEO Consortium, such replacement shall become effective only after the replacement One-Stop Partner (a) executes and delivers a copy of this MOU to the City of Colquitt. Upon receipt of an executed MOU and all applicable Attachments from a replacement One-Stop Partner, The City of Colquitt will retain the original executed MOU and update all applicable documents as appropriate.
- (v) Non-substantive changes such as minor budget revisions or adjustments made during an annual budget reconciliation does not require renewal of the MOU.
- (vi) Substantial changes, such as changes in One-Stop Partners, or a change due to the election of a new Chief Elected Official, will require renewal of the MOU.
- (vii) With the creation of an infrastructure financial agreement, either locally or through the state's response to an appeal, the MOU must be updated in accordance with 20 CFR 678.800 (e), 34 CFR 361.500 (e), and 34 CFR 463.500 (e). This updating, however, does not require renewal of the MOU.

10. ASSIGNMENT

The One-Stop Partners' rights and obligations hereunder are personal and may not be transferred, assigned, or subcontracted without the prior written consent of the Workforce Board and the LEO Consortium. Any attempt at assignment, transfer, or subcontracting without the written consent of the Workforce Board and the LEO Consortium shall be void.

11. SEVERABILITY

Any provision of this MOU that is deemed invalid or unenforceable shall not affect the validity or enforceability of the remaining provisions of this MOU, provided that the Parties can continue to perform their obligations under this MOU in accordance with its intent.

12. COMPLIANCE WITH LAW

The Parties shall strictly comply with all applicable federal and state laws, rules, and regulations in effect or hereafter established, including, without limitation, laws, rules and regulations applicable to discrimination and unfair employment practices. Any changes to such laws are deemed to have been incorporated into this MOU as of the date such changes take effect.

The City of Colquitt and all other parties to this agreement are prohibited from, and do not engage in, discriminating against individuals in the United States on the basis of race, color, religion, sex, national origin, age, gender identity, disability, political affiliation or

belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity.

All comprehensive one-stop centers and affiliate sites must be physically and programmatically accessible to individuals with disabilities, as described in 29 CFR part 38 and the implementing regulations of WIOA Sec. 188. Priority of services for veterans and eligible spouses must be applied in accordance with established policy and in compliance with the Jobs for Veterans Act and associated regulations.

13. NO THIRD PARTY BENEFICIARIES

This MOU and all rights and obligations hereunder are reserved solely for the Parties. Any benefits that any third parties receive as a result of this MOU or the Parties' performance hereunder are purely incidental and do not give such third parties any right to enforce the terms of this MOU.

14. RECORD MAINTENANCE AND INSPECTION

Each One-Stop Partner shall make, keep and maintain a complete file of all records, documents, communications, notes and other written materials, and electronic media files, pertaining in any manner to the performance of such One-Stop Partner hereunder until the later to occur of: (i) a period of three (3) years after the date this MOU expires or is earlier terminated, or (ii) the resolution of any pending disputes arising out of or relating to this MOU or the Parties' rights and obligations hereunder. This §14 shall be deemed to supplement and not replace any additional record maintenance and inspection requirements that a Party's funding authority or program may be bound by. All Parties shall continue to adhere to such other record maintenance and inspection requirements in addition to those set forth in this §14.

15. RESPONSIBILITY FOR EMPLOYMENT AND OTHER RELATED BENEFITS

All employees providing services pursuant to this MOU remain under the supervision and direction of their respective employing entity. If any employment or work related issues arise, such employing entity shall be solely responsible for the resolution of such issue. All Parties shall be solely responsible for providing all employment-related benefits to its employees and for complying with all employment laws and regulations, including without limitation all federal and state income tax, workers' compensation and unemployment insurance laws and regulations.

16. CONFLICTS OF INTEREST

All Parties acknowledge that with respect to this MOU, even the appearance of a conflict of interest is harmful to the WIOA programs' interests. All Parties shall refrain from any practices, activities, or relationships that reasonably may appear to be in conflict with the full performance of such Party's obligations under this MOU. The Parties to this Agreement agree that they shall in all respects comply with applicable federal and state laws and regulations pertaining to conflicts of interest including those found at 20 CFR 683.200 and 2 CFR 200.318.

All Parties to this Agreement, by its signature, asserts and assures that it is in compliance with the WIOA conflict of interest restrictions. Furthermore, all Parties agree to abide by the City of Colquitt/Workforce Board Code of Conduct as well as its own organizational code of conduct. To the extent that the two codes differ, all Parties shall follow the City of

Colquitt/Workforce Board Code of Conduct as it pertains to services provided through the One-Stop System. However, nothing in this provision shall be deemed to prevent Parties from abiding by a code of conduct that meets all of the requirements of the City of Colquitt/Workforce Board Code of Conduct, but places even higher restrictions upon the Party to this Agreement.

All Parties to this Agreement, by its signature, warrants that it has made or shall make full disclosures with respect to its intention to purchase any goods from or provide financial assistance to a family member, a related company or a subsidiary organization under this Agreement. Disclosure must be made in writing to and approved by the City of Colquitt in advance of any purchase or financial assistance. Family member is defined as husband, wife, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, grandparent and grandchild.

17. COUNTERPARTS

This MOU may be executed in multiple identical original counterparts, all of which shall constitute one agreement.

18. ENTIRE UNDERSTANDING

The MOU and Attachments represent the complete integration of all understandings between the Parties and all prior representations and understandings, oral or written, are merged herein. Prior or contemporaneous additions, deletions, or other changes hereto shall not have any effect whatsoever, unless embodied herein. The following Attachments are attached and made a part of this MOU:

Attachment A – One-Stop Partner Programs and Contact Information
Attachment B – Partner On-Site Representation Schedule
Attachment C – One-Stop Operating Budget & Cost Reconciliation Details
Attachment D – One-Stop Partner Assurances
Attachment E – One-Stop Infrastructure Cost Allocation Details
Attachment F – Other Shared Costs Allocation Details
Attachment G – Comprehensive One-Stop (Albany) Partner Contributions
Attachment H – Affiliate Site (Moultrie) Partner Contributions
Attachment I – Affiliate Site (Thomasville) Partner Contributions
Attachment J – One-Stop Referral Process

19. CHOICE OF LAW

Georgia law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this MOU. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this MOU, to the extent capable of execution. The venue for any legal proceedings between or among One-Stop Partners that relate to this Memorandum of Understanding and/or Infrastructure Funding Agreement shall be Fulton County, Georgia.

20. DISPUTE RESOLUTION

When one or more of the required One-Stop Partners can not agree on the funding for the local infrastructure agreement and the State Infrastructure Mechanism is applied, One-Stop Partners may submit an appeal in accordance with procedures established by the state. If the One-Stop Partner's appeal to the state regarding infrastructure costs results in a change to the One-Stop Partner's infrastructure cost contribution, the MOU must be updated to reflect the final infrastructure cost contributions by all One-Stop Partners.

For all other disputes, the Parties agree that they shall attempt in good faith to resolve any disputes that arise out of or relate to this MOU, or the Parties' rights and obligations hereunder, through informal discussions among the affected Parties, the Workforce Board, the LEO Consortium and the City of Colquitt. If such Parties are unable to resolve their dispute through informal discussion, such Parties agree to submit their dispute to the Workforce Board Executive Committee (the "Executive Committee") for resolution. The Executive Committee's determination shall be final.

21. HOLD HARMLESS

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. All Parties to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, state or non-state, for the consequences of any act or omission of any third party, state or non-state, for the consequences of any act or omission of any third party. The Parties acknowledge the Workforce Board and the One-Stop Center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the Workforce Board or the One-Stop Operator.

22. MOU RECORDKEEPING AND ADMINISTRATIVE TASKS

The City of Colquitt shall be responsible for maintaining the original, signed copies of this MOU, the Attachments, and any amendments thereto. The City of Colquitt shall be responsible for developing the One-Stop Website and ensuring that the One-Stop Website contains (i) current copies of the MOU and the Attachments; (ii) a current list of all active One-Stop Partners and their designated representatives and contact information; (iii) an accurate list of all currently-operating affiliate sites in the Workforce Area; and (iv) a model nondisclosure agreement to entered into by agents, employees, assigns, and subcontractors of the Parties.

23. INFRASTRUCTURE FUNDING AGREEMENT

The One-Stop Operating Budget & Cost Reconciliation Details to this agreement as Attachment C provides an agreed upon budget for infrastructure costs and the value of shared services in the comprehensive One-Stop. Infrastructure costs are also included for the proposed affiliate sites. Partner contributions to functions that benefit all partner programs are valued in the section showing shared services. The agreed upon basis for determining partner program allocations of infrastructure costs and benefits from shared services is also included in Attachment E and Attachment F. It is required that the

Infrastructure Funding Agreement and Other System Costs Budgets be reviewed annually, and if any substantial changes have occurred, be amended.

24. AUTHORIZATION

Each person signing this MOU represents and warrants that he or she is duly authorized to execute this MOU. Each Party represents and warrants to the other Parties that the execution and delivery of this MOU and the performance of such Party's obligations have been duly authorized. If requested by the City of Colquitt, each Party agrees to provide the City of Colquitt with proof of such authority within fifteen (15) days of receiving such request.

THE PARTIES HERETO HAVE EXECUTED THIS MOU

* Persons signing this MOU on behalf of a Party swear and affirm that they are authorized to act on behalf of such Party and acknowledge that the other Parties are relying on their representations to that effect.

Southwest Georgia Local Elected Officials Consortium Connie Hobbs, CLEO (Chief Local Elected Official) * By: _____ Date: _____	Southwest Georgia Workforce Development Board Gabriel Lord, Chair* By: _____ Date: _____
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City of Colquitt, GA Melody Pierce, WIOA Executive Director* By: _____ Date: _____	Georgia Department of Labor Dana Woodall, Chief Operating Officer * By: _____ Date: _____
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Georgia Vocational Rehabilitation Agency	Technical College System of Georgia Wagner-Peyser
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<p>Christopher Wells, Executive Director*</p> <p>By: _____</p> <p>Date: _____</p>	<p>Commissioner Greg Dozier *</p> <p>By: _____</p> <p>Date: _____</p>
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<p>Turner Job Corps Center</p> <p>Nathaniel Cooper, Center Director*</p> <p>By: _____</p> <p>Date: _____</p>	<p>Athens Community Council on Aging Administrator of Senior Community Service Employment Program</p> <p>Eve Anthony, CEO*</p> <p>By: _____</p> <p>Date: _____</p>
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<p>The Legacy Link, Inc. Administrator of Senior Community Service Employment Program</p> <p>Melissa Armstrong, CEO*</p> <p>By: _____</p> <p>Date: _____</p>	<p>Southern Regional Technical College</p> <p>Mr. Jim Glass, President*</p> <p>By: _____</p> <p>Date: _____</p>
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<p>Southeast Non-Profit Housing WIOA Title I-B Migrant Seasonal Farmworker Programs</p>	<p>Technical College System of Georgia Adult Education/Family Literacy Albany Technical College</p>
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<p>Jacob Rogers, CEO*</p> <p>By: _____</p> <p>Date: _____</p>	<p>Dr. Emmett L. Griswold, President*</p> <p>By: _____</p> <p>Date: _____</p>
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<p>YouthBuild, Albany Housing Authority</p> <p>Sharon Tarver-Evans, Executive Administrator*</p> <p>By: _____</p> <p>Date: _____</p>

* Persons signing this MOU on behalf of a Party swear and affirm that they are authorized to act on behalf of such Party and acknowledge that the other Parties are relying on their representations to that effect.

Attachment A

List of Partner Programs and Contact Information

Partner Program	Partner Organization	Designated Representative	Contact Information
WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	Technical College System of Georgia (TCSG)	Dr. Emmett L. Griswold, President Linda Coston, Vice President of Adult Education	1704 S. Slappey Blvd Albany, Georgia 31701 229-430-3518 egriswold@albanytech.edu lcoston@albanytech.edu
Career and technical education (CTE) programs at the postsecondary level, authorized under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (20 U.S.C. 2301 et seq.)	Albany Technical College (ATC)	Dr. Emmett L. Griswold, President	1704 S. Slappey Blvd Albany, Georgia 31701 229-430-3518 egriswold@albanytech.edu
Career and technical education (CTE) programs at the postsecondary level, authorized under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (20 U.S.C. 2301 et seq.)	Southern Regional Technical College (SRTC)	Leigh Wallace Vice President for Student Affairs Mr. Jim Glass, President	Moultrie Campus 800 Veterans Parkway North Moultrie, Georgia 31788 229-891-7000 lwallace@southernregional.edu
State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by title IV of WIOA	Georgia Vocational Rehabilitation Agency/Vocational Rehabilitation Program	Janet Walden District Manager D10 Jeffery Allen, Provider Relations Administrator Sharon Hall	200 Piedmont Avenue, SE, West Tower, 5 th floor, Atlanta, Georgia 30334 Local contact: Janet Walden 14250 US Hwy 19S Thomasville, GA 31757 Janet.Walden@gvs.ga.gov Jeff.Allen@gvs.ga.gov Sharon.Hall@gvs.ga.gov

Partner Program	Partner Organization	Designated Representative	Contact Information
Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Athens Community Council on Aging	Eve Anthony, CEO Rukiyah Muwwakkil SCSEP Subproject Director	Athens Community Council on Aging 135 Hoyt Street Athens, GA 30601 (706) 549-4850 Contact: Nita Norris nnorris@accaging.org 1608 South Slappey Blvd Albany, GA 31706 (229) 430-1901 rMuwwakkil@accaging.org
Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	The Legacy Link, Inc.	Melissa Armstrong SCSEP Director Christine Osasu SDCEP Managing Director	4080 Mundy Mill Road P.O. Box 1480 Oakwood, GA 30566 mlarmstrong@legacylink.org (678) 677-8501 cosasu@legacylink.org (571) 527-3974
Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Technical College System of Georgia	John Irvine, Director of Operations-Office of Workforce Development Sharon Warren, Regional Operations Manager-Office of Workforce Development	(470) 636-3116 jjirvine@tcsg.edu Sharon Warren (678) 223-1498 swarren@tcsg.edu
Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade	Georgia Department of Labor	Jennifer Loy	148 Andrew Young International Blvd NE Suite 718 Atlanta, GA 30303 Jennifer.loy@gdol.ga.gov

Partner Program	Partner Organization	Designated Representative	Contact Information
Act of 1974 (19 U.S.C. 2271 et seq.)			(912) 267-5214
1974 Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA	Technical College System of Georgia	John Irvine, Director of Operations-Office of Workforce Development Sharon Warren, Regional Operations Manager-Office of Workforce Development	(470) 636-3116 jjirvine@tcsge.edu Sharon Warren (678) 223-1498 swarren@tcsge.edu
Unemployment Insurance (UI) programs under state unemployment compensation laws.	Georgia Department of Labor	Denise Beckwith Stosh Bennett LeeAnne McGill Wallace Thornton Pamela Ferrell	148 Andrew Young International Blvd NE Suite 718 Atlanta, GA 30303 Denise.beckwith@gdol.ga.gov (404) 232-3196 (404) 232-732 Stosh.Bennett@gdol.ga.gov Wallace.Thornton@gdol.ga.gov LeeAnne.McGill@gdol.ga.gov Pamela.Ferrell@gdol.ga.gov
WIOA Title I-B Migrant Seasonal Farmworker Programs	Southeast NonProfit Housing	Barbara Mosely, Director of Strategic Initiatives Jacob Rogers, CEO	8801 Fast Park Dr. Suite 117 Raleigh, NC 27617 (919) 901-8979 bmosely@senph.org
WIOA Title I Adult, Dislocated Worker, and Youth Programs	WorkSource Southwest Georgia	Melody Pierce Executive Director	75 Broad Street Camilla, GA 31730 (229) 336 – 2378 mpierce@colquittga.org
WIOA Title 1 Job Corps	Turner Job Corps	Nathaniel Cooper, Center Director	2000 Schilling Avenue Albany, GA 31705

Partner Program	Partner Organization	Designated Representative	Contact Information
			Cooper.Nathaniel@jobcorps.org
WIOA YouthBuild	Albany Housing Authority	Sharon Tarver-Evans, Executive Administrator Lacey Carmon	sevens@albanyha.com lcarmon@albanyha.com (229) 434-4500 Ext. 1001 (229) 434-4505

The following required One-Stop Partner Programs do not have a presence in the region and therefore, are not a party to the local area's Memorandum of Understanding:

- Indian and Native American Programs (INA), WIOA sec. 166, 29 USC 3221
- Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169
- Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.)
- Employment and training activities carried out by the Department of Housing and Urban Development

Attachment B

Partner On-Site Representation Schedule

One-Stop Center - Albany (Comprehensive)			
Partner Program	# of Staff	Scheduled Days	Scheduled Hours
Technical College System of Georgia Adult Education – Albany Technical College	Direct Linkage		
Georgia Vocational Rehabilitation Agency Vocational Rehabilitation Program	1 @ 30 -35 hrs/wk	Mon- Fri Fri	11:00 am – 4:30 pm 8:00 am – 4:30 pm
Technical College System of Georgia Wagner-Peyser Employment Services (ES)	4 @ 40 hrs/wk	Mon - Fri	8:00am – 4:30pm
Georgia Department of Labor Unemployment Insurance (UI)	5 @ 20 hrs/wk	Mon - Fri	8:00am – 4:30pm
Georgia Department of Labor Trade Adjustment Assistance (TAA)	1 @ 40 hrs/wk	Mon - Fri	8:00am – 4:30pm
Technical College System of Georgia Jobs for Veterans State Grants (JVSG)	2 @ 40hrs/wk	Mon - Fri	8:00am – 4:30pm
WIOA Title I Adult, DW WorkSource Southwest Georgia	3 @ 40 hrs/wk	Mon. Wed. Thurs.Fri	8:00am – 4:30pm
WIOA Title I Youth WorkSource Southwest Georgia	4 @ 40 hrs/wk	Mon-Fri	8:00am – 4:30pm
Athens Community Council on Aging Senior Community Service Employment Program	2 @ 40 hrs/wk	Mon - Fri	8:30 am – 4:30 pm
Technical College System of Georgia Albany Technical College	Direct Linkage		
Technical College System of Georgia Southern Regional Technical College	Direct Linkage		
Migrant Seasonal Farm Worker Programs Telamon – Southeast Non-Profit Housing	Direct Linkage		
WIOA Title I Job Corps Turner Job Corps	1 @ 40 hrs/wk	Mon - Fri	8:30 am – 4:30 pm
Senior Community Service Employment Program The Legacy Link, Inc	Direct Linkage		
WIOA Youth Build Albany Housing Authority	Direct Linkage		

Attachment B

Partner On-Site Representation Schedule

One-Stop Center - Moultrie (Affiliate)			
Partner Program	# of Staff	Scheduled Days	Scheduled Hours
Technical College System of Georgia Wagner-Peyser Employment Services (ES)	1 @ 24 hrs/wk	Mon,Tues,Thu	8:00am – 4:30pm
Technical College System of Georgia Agriculture Outreach Program	1 @ 40 hrs/wk	Mon-Fri	8:00am – 4:30pm
Georgia Department of Labor Unemployment Insurance (UI)	7@20hrs/wk	Mon -Fri	8:00am – 4:30 pm
Technical College System of Georgia Jobs for Veterans State Grants (JVSG)	1 @ 40 hrs/wk	Mon-Fri (1)	8:00am – 4:30pm
WIOA Title I Adult, DW & Youth Services WorkSource Southwest Georgia	1 @ 40hrs/wk	Tues, Fri	8:00am – 4:30pm
List other programs available at current affiliate Migrant Seasonal Farmworkers Programs Telamon - Southeast Non-Profit Housing	1 @ 40 hrs/month	Mon-Fri	8:00am-4:30pm

Attachment B

Partner On-Site Representation Schedule

One-Stop Center - Thomasville (Affiliate)			
Partner Program	# of Staff	Scheduled Days	Scheduled Hours
Technical College System of Georgia Wagner-Peyser Employment Services (ES)	1@40 hrs/wk 1 @ 16 hrs/wk	Mon-Fri Wed,Fri	8:00am – 4:30pm 8:00am-4:00pm
Technical College System of Georgia Jobs for Veterans	1 @ 40 hrs/wk	Mon-Fri	8:00am – 4:30 pm
Technical College System of Georgia Agricultural Outreach Program	1@40hrs/wk	Mon-Fri	8:00am – 4:30pm
Georgia Department of Labor Unemployment Insurance (UI)	7@20hrs/wk	Mon -Fri	8:00am – 4:30 pm
WIOA Title I Adult, DW & Youth Services WorkSource Southwest Georgia	2@ 40hrs/wk	Mon-Fri	8:00am – 4:30pm

*NOTE: Southern Regional Technical College did not apply as an Affiliate Site, however a WIOA Representative is located at the Thomasville campus from Monday – Thursday from 8:00 a.m. – 4:30 p.m. Due to the college closing on Friday's and to prevent the interruption of services the WIOA Representative works at the Thomasville Career Center. Southern Regional Technical College is providing the office space as an in-kind contribution.

Attachment C

One-Stop Operating Budget, Annual Budget Allocation to Partners & Cost Reconciliation Details

	Comprehensive Albany	Affiliate Moultrie	Affiliate Thomasville
Lease Cost	\$	\$ 194,900.16	\$ 222,000.00
Facility Maintenance	\$ 9,279.00	\$ 1,344.00	\$ 7,999.03
Property and Casualty Insurance	\$ 2,874.42	\$ 204.47	\$ 62.44
Security Service	\$ 30,673.96	\$ 30,658.00	\$ 30,622.00
Cleaning Services	\$ 22,800.00	\$ 29,700.00	\$ 32,319.02
Utilities	\$ 33,969.30	\$ 38,000.06	\$ 40,091.19
Telecommunications/Internet	\$ 14,392.00	\$ 47,768.00	\$ 37,222.92
Equipment and Technology Costs			
Assistive Technology			
Total, Infrastructure Costs	\$ 113,989	\$ 342,575	\$ 370,317
1 DOL Services Specialist(Front Desk)	\$ 55,024		
1.5 DOL Service Specialist(Resource Room)	\$ 83,124		
Total Other Shared Costs	\$ 138,148		
Total Costs	\$ 252,137		

SHARED COST CATEGORY		TOTAL ANNUAL COST PER UNIT	Allocation Formula	ATTACHMENT C - ANNUAL ESTIMATED BUDGET ALLOCATION TO PARTNERS																				
Part 1: Infrastructure Costs				Title IB - WIOA		Georgia Department of Labor		Technical College		Telamon MSFW		Adult Education		Vocational Rehab		Perkins V Post-Secondary		SCSEP		Job Corps		YouthBuild		
				# of Units	Share of Cost	# of Units	Remaining Costs	# of Units	Share of Cost															
										# of Units	Share of Cost	# of Units	Share of Cost	# of Units	Share of Cost	# of Units	Share of Cost	# of Units	Share of Cost	# of Units	Share of Cost			
GDOL Facilities Costs*																								
Albany One-Stop Office		\$ 1,070.00	Charge per unit	3	\$ 3,210		\$ 96,365	4	\$ 4,280		\$ -		\$ -		\$ -		\$ -	2	\$ 2,140		\$ -		\$ -	
Albany One-Stop Cubicle		\$ 571.00	Charge per unit	9	\$ 5,139		\$ -	2	\$ 1,142	0.14	\$ 82	0.14	\$ 82	0.14	\$ 82	0.29	\$163	1.14	\$ 653	1.00	\$ 571	0.14	\$ 82	
Moultrie Affiliate One-Stop Office		\$ 5,816.00	Charge per unit		\$ -		\$ 327,453	1	\$ 5,816		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Moultrie Affiliate One-Stop Cubicle		\$ 3,102.00	Charge per unit	1	\$ 3,102		\$ -	2	\$ 6,204		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Thomasville Affiliate One-Stop Office		\$ 3,772.00	Charge per unit	2	\$ 7,544		\$ 343,661	4	\$ 15,088		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Thomasville Affiliate One-Stop Cubicle		\$ 2,012.00	Charge per unit	2	\$ 4,024		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Total, Infrastructure Costs		\$ 826,880		\$ 23,019		\$ 767,478		\$ 32,530		\$ 82		\$ 82		\$ 82		\$163		\$2,793		\$ 571		\$ 82		
% of Total Infrastructure Costs Allocated by Partner				2.78%		92.82%		3.93%		0.01%		0.01%		0.01%		0.02%		0.34%		0.07%		0.01%		
*Cost calculations for each Career Center can be found in Attachments G - J of the One-Stop MOU																								
**Additional technology costs, common identifier and marketing costs, and other infrastructure costs may be needed but will be determined at a later date																								
SHARED COST CATEGORY		TOTAL ANNUAL COST	Total # Referrals	ANNUAL ESTIMATED BUDGET ALLOCATION TO PARTNERS																				
Other Shared Costs				Title IB - WIOA		Georgia Department of Labor		Technical College		Telamon MSFW		Adult Education		Vocational Rehab		Perkins V Post-Secondary		SCSEP		Job Corps		YouthBuild		
				# of Referrals	Cost	# of Referrals	Cost	# of Referrals	Cost															
										# of Referrals	Cost	# of Referrals	Cost	# of Referrals	Cost	# of Referrals	Cost	# of Referrals	Cost	# of Referrals	Cost			
Other Shared Costs - Albany One-Stop																								
GDOL (Reception/Resource Room Staff)		\$ 138,148.00	(To be allocated based on actual number of partner referrals each quarter - Estimated for annual budget purposes the % of total Infrastructure Costs Allocated by Partner as noted above)																					
% of Infrastructure Costs Allocated by Partner																								
Total, Other Shared Costs		\$ 138,148.00	2.78%	\$ 3,846	92.82%	\$ 128,224	3.93%	\$ 5,435	0.01%	\$ 14	0.01%	\$ 14	0.01%	\$ 14	0.02%	\$ 27	0.34%	\$ 467	0.07%	\$ 95	0.01%	\$ 14		
Total Est. Annual One-Stop Costs		\$ 965,028	\$ 26,865	\$ 895,701	\$ 37,965	\$ 95	\$ 95	\$ 95	\$ 190	\$ 3,259	\$ 666	\$ 95												
PARTNER CONTRIBUTIONS		TOTAL EST ANNUAL COST	ANNUAL ESTIMATED BUDGET CONTRIBUTIONS FROM PARTNERS (APPLIED TO PROPORTIONATE SHARE)																					
Applied to Proportionate Share			Title IB - WIOA		Georgia Department of Labor		Technical College		Telamon MSFW		Adult Education		Vocational Rehab		Perkins V Post-Secondary		SCSEP		Job Corps		YouthBuild			
			# of Units	Cost	# of Units	Cost	# of Units	Cost																
									# of Units	Cost	# of Units	Cost	# of Units	Cost	# of Units	Cost	# of Units	Cost						
One Stop Operator (WDB)		\$ 3,846	\$ 3,846																					
Remainder of Facilities Cost (GDOL)		\$ 767,477		\$ 767,477																				
Remainder of Shared Cost (GDOL)		\$ 128,224		\$ 128,224																				
Total, Contributions			\$ 3,846	\$ 895,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Estimated Annual Partner Proportionate Share		\$ 65,481	\$ 23,019	\$ 0	\$ 37,965	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 190	\$ 3,259	\$ 666	\$ 95								

Attachment C

One-Stop Operating Budget & Cost Reconciliation Details

All parties agree that the reconciliation of budgeted and actual costs will be completed in accordance with the following process to ensure equitable benefit among One-Stop Partners and compliance with Federal Uniform Guidance and Cost Principles.

1. Upon receipt of cost information requested from the partners (requested within 30 days after the end of each quarter) the City of Colquitt (Fiscal Agent) will compare budgeted costs to actuals and will apply the allocation methods as described in Attachment E and Attachment F, to determine the actual costs allocable to each partner.
2. The Fiscal Agent will prepare a quarterly reconciliation of actual costs showing cost adjustments for each partner to reflect the actual costs allocable to each partner for the quarter.
3. The calculation of Partner contributions that may be used to cover a Partner's proportionate share of costs will be administered in compliance with TEGL 17-16 and 2 CFR 200.
4. Invoices will be prepared for each partner with the actual costs allocable to each partner to be billed on an annual basis payable to the Georgia Department of Labor. The Partners understand that the timeliness of the reconciliation and submission of invoices and adjusted budgets is contingent upon the timeliness of each partner providing the necessary cost information.
5. Upon receipt of the invoice and adjusted budget, each partner will review both documents and submit payment annually to the Georgia Department of Labor no later than 30 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget.
6. Partners will communicate any disputes with costs presented at the time of each quarterly cost reconciliation to the Fiscal Agent and Workforce Board in writing. The Fiscal Agent will review the disputed cost items and respond accordingly within 10 days of receipt of notice of the disputed costs.

Attachment D

One-Stop Memorandum of Understanding Assurances

The following section encompasses the formal assurances related to statutory compliance, program integration, universal access, customer choice, reporting, Veterans' priority of service, performance, quality assurance and other program and administrative elements to which each One-Stop Partner agrees. By signing these Assurances, the Partners of the local One-Stop delivery system will adhere to these Assurances and comply with all Federal, State, and local statutes, regulations and policies relevant to the delivery of services within the context and meaning of the Memorandum of Understanding.

1. Debarment and Suspension

The One-Stop Partner certifies, 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 or State department or agency;
- have within the 3 year period preceding this plan been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with the commission of any of the offenses enumerated above; or
- have within the 3 year period preceding this application had one or more public transactions (Federal, State or Local) terminated for cause or default.

2. Functional Guidance Related to One-Stop Staff

The One-Stop Partner recognizes that:

- One-Stop Operators and One-Stop Partner management and supervisory employees will provide a level of functional guidance to their respective staff assigned to the local area's Comprehensive One-Stop or Affiliate sites sufficient to assure an integrated and seamless delivery of services.
- Functional guidance includes advisement and assistance in carrying out assigned duties and responsibilities as well as participation in the development of a Comprehensive One-Stop Procedures manual.
- Compensation, personnel actions, and terms and conditions of employment will remain under the authority of each employee's respective Partner agency. Supervision and guidance of Partner staff assigned to the Comprehensive One-Stop will be carried out by his or her respective employing entity's management with an expectation of mutual cooperation by the One-Stop Operator and all other partner organizations, maintaining a focus on achieving the performance goals established for the One-Stop Service Delivery System.

3. Compliance with Applicable Laws and Regulations

The One-Stop Partner certifies that it shall strictly comply with all applicable federal and state laws, rules, and regulations in effect or hereafter established, including, without limitation, laws, rules and regulations applicable to discrimination and unfair employment practices. Any changes to such laws are deemed to have been incorporated into this MOU as of the date such changes take effect. All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188;
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990 (Public Law 101-336);
- Requirements regarding physical and programmatic accessibility to individuals with disabilities, as described in 29 CFR part 38 and the implementing regulations of WIOA sec. 188.
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor. Priority of services for veterans and eligible spouses must be applied in accordance with established policy and in compliance with the Jobs for Veterans Act and associated regulations;
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38);
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603);
- Georgia Open Records Act (O.C.G.A. 50-18-70 et seq.);
- all amendments to each; and
- all requirements imposed by the regulations issued pursuant to these acts.

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

4. Drug- and Alcohol-Free Workplace

The One-Stop Partner certifies that it will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of

violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

5. Certification Regarding Lobbying

The One-Stop Partner certifies that it will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

6. Record Maintenance and Inspection

The One-Stop Partner certifies that it shall make, keep and maintain a complete file of all records, documents, communications, notes and other written materials, and electronic media files, pertaining in any manner to the performance of such One-Stop Partner hereunder until the later to occur of: (i) a period of three (3) years after the date this MOU expires or is earlier terminated, or (ii) the resolution of any pending disputes arising out of or relating to this MOU or the Parties' rights and obligations hereunder. This stipulation shall be deemed to supplement and not replace any additional record maintenance and inspection requirements that a Party's funding authority or program may be bound by.

7. Conflicts of Interest

The One-Stop Partner acknowledges that with respect to this MOU, even the appearance of a conflict of interest is harmful to the WIOA program as well as other Partner programs' interests. Each One-Stop Partner shall refrain from any practices, activities, or relationships that reasonably may appear to be in conflict with the full performance of such Party's obligations under this MOU. The One-Stop Partner agrees that they shall in all respects comply with applicable federal and State laws and regulations pertaining to conflicts of interest including those found at 20 CFR 683.200 and 2 CFR 200.318.

The One-Stop Partner, by its signature, asserts and assures that it is in compliance with the WIOA conflict of interest restrictions. Furthermore, each Party agrees to abide by the City of Colquitt/Workforce Board Code of Conduct as well as its own organizational code of conduct. To the extent that the two codes differ, each Party shall follow the City of Colquitt/Workforce Board Code of Conduct as it pertains to services provided through the One-Stop system. However, nothing in this provision shall be deemed to prevent Parties from abiding by a code of conduct that meets all of the requirements of the City of Colquitt/Workforce Board Code of Conduct, but places even higher restrictions upon the Party to this Agreement.

The One-Stop Partner, by its signature, warrants that it has made or shall make full disclosures with respect to its intention to purchase any goods from or provide financial assistance to a family member, a related company or a subsidiary organization under this Agreement. Disclosure must be made in writing to and approved by the in advance of any purchase or financial assistance. Family member is defined as husband, wife, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, grandparent and grandchild.

One-Stop Memorandum of Understanding Assurances

By my signature below, I hereby warrant that the _____ is committed to compliance with the above-described and detailed assurances related to the One-Stop service delivery system. I further swear and affirm that I am authorized to act on behalf of _____.

Signature

Date

Printed Name

Title

Attachment E

One-Stop Cost Allocation Details

One-Stop Cost Allocation – Infrastructure Costs				
	Comprehensive Albany		Affiliate Moultrie	Affiliate Thomasville
Lease Cost	Owned		\$ 194,900.16	\$ 222,000.00
Facility Maintenance	\$ 9,279.00		\$ 1,344.00	\$ 7,999.03
Property and Casualty Insurance	\$ 2,874.42		\$ 204.47	\$ 62.44
Security Service	\$ 30,673.96		\$ 30,658.00	\$ 30,622.00
Cleaning Services	\$ 22,800.00		\$ 29,700.00	\$ 32,319.02
Utilities	\$ 33,969.30		\$ 38,000.06	\$ 40,091.19
Telecommunications and Internet	\$ 14,392.00		\$ 47,768.00	\$ 37,222.92
Total, Infrastructure Costs	\$ 113,988.68		\$ 342,574.69	\$ 370,316.60
Total Square Footage	21,710		12,000	20,000
\$\$/Square Footage	\$ 5.25		\$ 28.55	\$ 18.52
30% Circ.	\$ 1.58		\$ 8.56	\$ 5.55
AS&T Indirect	\$ 2.09		\$ 11.36	\$ 7.37
Full Sq. Ft.	\$ 8.91		\$ 48.47	\$ 31.44
Cubicle Cost – Annual (64 Sq. Ft.)	\$ 570.52		\$ 3,101.99	\$ 2,011.92
Cubicle Cost - Monthly	\$ 47.54		\$ 258.50	\$ 167.66
Office Cost – Annual (120 Sq. Ft)	\$ 1,069.72		\$ 5,816.23	\$ 3,772.34
Office Cost - Monthly	\$ 89.14		\$ 484.69	\$ 314.36

One-Stop Cost Methodology

Infrastructure Costs:

Physical Co-location

The costs for infrastructure have been allocated to partners based on a weighted square footage methodology. All associated infrastructure costs are added together and then divided by the partner's square footage usage. We have identified the size of a cubicle (64 sq. ft.) and office (120 sq. ft.) based on the average square footage of those spaces in GDOL Career Centers. Partners will be charged for their direct square footage usage. The weighted direct square footage cost is then increased by 30% to include shared circulation costs. Shared circulation includes spaces such as waiting rooms, resources rooms, bathrooms, breakrooms, etc. The formula for this calculation is (Direct Cost per Sq. Ft X 1.3). This percentage has been confirmed as reasonable by the State Properties Commission (SPC). The GDOL federally approved indirect rate is then applied to this calculation to cover the costs associated with property and contract management, as well as WIOA required invoicing and reconciliation. The space occupied by partners will include basic furniture, building related services, maintenance, security, and telephone and computer access. If GDOL is asked to supply additional software licensing based on partner usage, then any additional cost may be resolved during reconciliation.

If a partner will be in the one-stop 20 hours a week or less, the costs of the cubicle or office can be divided in half. A partner is defined by the funding source as opposed to the employing entity. Therefore, one fund source may pay infrastructure costs for the use of an office or a cubicle, but staff from various agencies may use the same space.

Electronic Co-location

The weighted square footage cost includes everything that should be calculated as an infrastructure cost, including technology. GDOL proposes to charge for electronic co-location based on the price of a cubicle. (The cubicle methodology is described above.) This cubicle represents a technology access spot that will be identified in every GDOL Career Center that has been chosen as the Comprehensive One-Stop. The access spot will include a computer with Skype access, a VoIP phone line, and all required disability accommodations. The price for the access spot can be divided by the number of partners that are co-locating electronically.

In some locations, the charged amount for the usage of space may be less than the total expense associated with that location. In such cases, the Georgia Department of Labor will be responsible for the difference and may make adjustments to the per unit cost in upcoming program years.

Attachment F Other Shared Costs

# FTE	Salaries	Salary/HR	% of Time	Weeks/ Hrs	Total Salary per FTE	Total Salaries Shared Cost
2.5	DOL Services Specialist (SS)	\$ 15.47	100%	2080	\$ 32,178	\$ 80,445
	Job Code SSP090, PG F					
2.5	Total # of Staff	Total Staff Salary and Wages			\$ 32,178	\$ 80,445
2.5	Staff Fringe Benefits (Total)				Total Salary	Total Fringe Shared Cost
	F.I.C.A.	7.65%	x		\$ 80,455	\$ 6,155
	Worker's Comp/UI	\$ 1,104.00	x		\$ 2.5	\$ 2,760
	Health/Welfare	29.45%	x		\$ 80,455	\$ 23,691
	Retirement/Pension	31.01%	x		\$ 80,455	\$ 24,945
	Other: Merit Assessment	0.176%	x		\$ 80,445	\$ 142
				Total Staff Fringe Benefits		\$ 57,693
	Explanation: The equivalent of 1 full-time (FTE) SS works the front desk, and 1.5 FTE SS works the resource room.				Total Salaries/Fringe	\$ 138,148
Other Shared Cost Total						\$ 138,148

Other Shared Costs Allocation Methodology

Other Shared Costs:

The services that are utilized by all of the Partners in this region is the staffing associated with ushering a customer from the door of the center to the point of partner referral. These services are generally carried out by front desk and resource room staff. Those individuals have the job title of either service specialist or service specialist assistant. To ensure uniformity, GDOL will charge for these salaries based on the State of Georgia mid-point plus the state benefits package. The costs for "other shared costs" will be allocated to Partners based on usage to be based on the number of referrals that each Partner receives from the common area staff at the Comprehensive One-Stop through the CICS data system (GDOL). Partners will be given reports regularly, and will be able to confirm their totals using their own data systems. The "other shared costs" total will then be divided by the percentage of referrals that a program receives. For example, if the center staff completed 100 referrals, and WIOA received 10 referrals, then WIOA would be responsible for 10% of the "other shared costs".

Attachment G

Comprehensive One-Stop Location (Albany)

Partner Contribution Amounts – Infrastructure Costs

	Comprehensive Albany
Total Infrastructure Costs	113,989
Total Square Footage of Facility	21,710
Annual Cost per Cubicle	571
Annual Cost per Office	1,070
Annual Est. Cost per Electronic Co-Location	571
Partner Name	
Partners Co-Located at the Comprehensive One-Stop	
WIOA Title I Adult, DW, Youth (9 cubicles, 3 offices)	8,349
SCSEP Senior Community Service Employment Program (2 offices, 1 cubicle)	2,711
Turner Job Corps (1 cubicle)	571
Georgia Department of Labor	Remainder of Costs
Technical College System of Georgia – Wagner Peyser (2 offices, 2 cubicles)	3,282
Technical College System of Georgia – Jobs for Veterans State Grants-JVSG (2 offices)	2,140
Partners Not Co-Located at the Comprehensive One-Stop Utilizing Electronic Co-Location	
SCSEP The Legacy Link, Inc.	
Perkins V Technical College System of Georgia – Southern Regional Technical College	
Perkins V Technical College System of Georgia – Albany Technical College	
Adult Education Technical College System of Georgia – Albany Technical College	
Georgia Vocational Rehabilitation Agency	
Migrant & Seasonal Farmworker Programs -Southeast Non-Profit Housing	
WIOA YouthBuild – Albany Housing Authority	

GDOL Programs include: Trade Adjustment Assistance, & Unemployment Insurance

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Attachment H

Affiliate One-Stop Location (Moultrie)

Partner Contribution Amounts – Infrastructure Costs

	Affiliate Moultrie
Total Infrastructure Costs	342,575
Total Square Footage of Facility	12,000
Annual Cost per Cubicle	3,102
Annual Cost per Office	5,816
Partner Name	
Partners Co-Located at the Affiliate Site	
WIOA Title 1 Adult, DW, Youth Services (1 cubicle)	3,102
Technical College System of Georgia – Wagner-Peyser Employment Services (1 cubicle)	3,102
Technical College System of Georgia – Agriculture Outreach Program (1 cubicle)	3,102
Technical College System of Georgia – Jobs for Veterans (1 office)	5,816
Georgia Department of Labor	Remainder of Costs

GDOL Programs include: Trade Adjustment Assistance & Unemployment Insurance
TCSG Programs include: Wagner-Peyser Employment Services, Jobs for Veterans State Grants and
Agriculture Outreach Program

Attachment I

Affiliate One-Stop Location (Thomasville) Partner Contribution Amounts – Infrastructure Costs

	Affiliate Thomasville
Total Infrastructure Costs	370,317
Total Square Footage of Facility	20,000
Annual Cost per Cubicle	2,012
Annual Cost per Office	3,772
Partner Name	
Partners Co-Located at the Affiliate Site	
WIOA Title 1 Adult, DW, Youth Services (2 offices, 2 cubicle)	11,568
Technical College System of Georgia – Wagner-Peyser Employment Services (2 offices)	7,544
Technical College System of Georgia – Agriculture Outreach Program (1 office)	3,772
Technical College System of Georgia – Jobs for Veterans (1 office)	3,772
Georgia Department of Labor*	Remainder of Costs

GDOL Programs include: Trade Adjustment Assistance, & Unemployment Insurance
TCSG Programs include: Wagner-Peyser Employment Services and Jobs for Veterans State Grants

Attachment J

One-Stop Referral Process

1. PURPOSE

The purpose of this procedure is to provide guidance on making referrals to partners and other agencies to connect those individuals needing assistance to the best resource to meet their needs.

2. SCOPE

2.1 This procedure is intended to give direction to partners and staff associated with the SWGA One Stop Service delivery system.

3. RESPONSIBILITY

3.1 This SOP applies to partners and staff associated with the SWGA One Stop Service delivery system.

3.2 The One Stop Operator will provide oversight and support of this process.

4. REFERENCES

Southwest Georgia One Stop Memorandum of Understanding Section 8. A I-VII.

5. PROCEDURE

5.1 An Email will be used to provide referral information to Partners and other community agencies.

5.2 Use the word "REFERRAL" and date in subject line. I.e.: RE: Referral 22.Aug.2017

5.3 Provide information within the body of the email that includes complete contact information with alternate contact numbers. Email should be brief and concise in nature. I.e.: Mr. Jones is interested in training for welding.

5.4 Send the email to the partner/agency contact identified on Attachment A with a "cc" to shirley.ingram@equusworks.com

5.5 Use the "Reply All" email function to acknowledge or respond to referrals so that we track and follow the status of the referral(s).

5.6 One Stop Manager will provide monthly reporting data on referral activity to partners and SWGA Workforce Board.

6. FORMS & SUPPORTING DOCUMENTS

6.1 Attachment A: Partner Contact listing

6.2 Monthly Referrals Summary Data/Report

PROCEDURE SWGA OSO-001