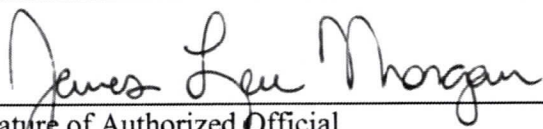


ORIGINAL

### RFP Coversheet One Stop Operator

<b>Legal Name of Organization</b>	Employment & Training Services, Inc. (ETS, Inc.)
<b>Federal Identification Number</b>	71-0528248
<b>Address, City, State, Zip</b>	2805 Forest Home Road, Jonesboro, AR 72401
<b>Contact Person and Title</b>	James Morgan Program Manager of ETS, Inc.
<b>Phone Number</b>	870-932-1564
<b>E-mail Address</b>	jmorgan@neaworks.com
<b>Type of Organization</b>	Non Profit 501 (c)(3)
<b>Amount of Proposal</b>	\$46,000.00
<b>Timeframe</b>	April 1, 2022 to March 31, 2023

By signing this coversheet, you are stating that any and all documents contained within are complete, accurate, and truthful.

	02/18/22
Signature of Authorized Official	Date

Employment and Training Services, Inc. (ETS, Inc.) is a Non Profit 501(c)(3) and is submitting a proposal for One-Stop Operator for Northeast Arkansas. The information in this proposal will demonstrate ETS, Inc.'s experience, efficiency, and dedication to serving the seven (7) counties in Northeast Arkansas: Clay, Craighead, Greene, Lawrence, Mississippi, Poinsett, and Randolph.

### **Specific Documentable Experience as One-Stop Operator**

From July 1, 2013 to June 30, 2017, ETS, Inc. was part of a three (3) agency consortium which functioned as the One-Stop Operator for Northeast Arkansas.

From July 1, 2017 to present, ETS, Inc. has functioned as the One-Stop Operator for Northeast Arkansas. During this timeframe, ETS, Inc. ensured availability of a menu of services, and operations at the Blytheville, Jonesboro, and Paragould Workforce Centers. Operations were maintained utilizing the following methods:

- ❖ Menu of Services – The NEA Workforce Centers serve the job seeker by providing a menu of services at each center and on the website, [www.neaworks.com/services.html](http://www.neaworks.com/services.html), which includes but is not limited to:
  - Priority of Services for Veterans and Eligible Spouses
  - Adult Education and Literacy Services
  - Apprenticeship
  - Aptitude and Interest Assessments (Career Keys, TORQ, Interest Profiler)
  - Career Counseling
  - Child and Adult Protection Services information
  - Disability Services
  - Financial Aid Services
  - Follow-up Services
  - Individual Employment Planning
  - Information on Demand Occupations & Employment Projections
  - Information on Eligible Training Providers and Performance Outcomes
  - Job Corps & Older Worker Program Services
  - Job Fairs
  - Job Matching and Job Referral
  - Job Placement
  - Job Readiness
  - Job Search Assistance
  - Local, Regional and Statewide Labor Market Information
  - Medicaid Information
  - Migrant Seasonal Farmworker Services
  - Occupational Skills Training at 2 & 4 Year State Colleges
  - On-line Job Applications

- On the Job Training (OJT) Services
- Program Eligibility Determination
- Resume Assistance
- Self-Service Resource Lab (Assistance Available As Needed)
- Supplemental Nutrition Assistance Program (SNAP) Information
- Supportive Services - (Child Care, Housing Assistance, etc)
- TAA (Trade Adjustment Assistance)
- TEA (Transitional Employment Assistance)
- TRA (Trade Readjustment Assistance)
- Transportation Information
- Unemployment Insurance Information
- Work Experience (Paid & Unpaid)
- Year Round Youth Services
- ❖ Regional Partner meetings are utilized to provide the following:
  - Increase outreach to employers/businesses, veterans, and hard to serve populations.
  - Networking of partner agencies to ensure proper connections are made between the agencies and facilitate communication.
  - Partner Presentations to inform the groups of the services available in the community.
  - Improve the services provided in the centers.
  - Address other concerns as they arise.
  - Additional information can be found at <https://www.neaworks.com/regional-partners-information.html>.
- ❖ ETS, Inc. staff visit the workforce centers on a regular basis to ensure the following:
  - Properly displayed menu of services.
  - Operations are running efficiently.
- ❖ ETS, Inc. staff review the quarterly IFA to ensure that costs are being appropriately and accurately charged to partner agencies.

**Specific Documentable Experience in working with the WIOA or other required program partners**

ETS, Inc. is the WIOA & was the WIA Title I Service Provider for Northeast Arkansas. ETS, Inc. has worked diligently in developing working relationships with WIOA required partners. Listed below are some items that demonstrate ETS, Inc.'s experience with WIOA and other required program partners.

- ❖ ETS, Inc. has been proactive in developing and facilitating Regional Partner meetings to ensure that each agency understands the services available, the needs of the community, and ways to increase networking between partners. These meetings have been an important building block in networking information for upcoming events, job fairs, closings, etc. The Regional Partner members include the core partners, 2 and 4 year state colleges, community organizations, chambers of

commerce, and other agencies. Some of the partners can be found at <https://www.neaworks.com/partners.html>.

- ❖ ETS, Inc. has developed an online application, <http://www.neaworks.com/application.html>, which has been a productive tool in connecting clients with available services through partner agencies. Based on the information received, the applicant's information is referred to the appropriate partner to determine the best approach to serving the applicant.
- ❖ ETS, Inc. has developed a Facebook page, Northeast Arkansas Workforce Development Area, for clients, employers, and partner agencies. The page provides users with information on upcoming hiring events, job fairs, community events, and workshops. The Facebook page provides a centralized location for posting/obtaining information about Northeast Arkansas.

### **Adequate Understanding of federal and state laws and regulations**

ETS, Inc. has a proper understanding of federal/state laws and regulations and it is demonstrated in the following ways:

- ❖ ETS, Inc.'s top three staff (Program Manager, MIS Specialist, and ETS Specialist V) have over 60 years combined experience in Department of Labor programs: Job Training Partnership Act (JTPA), Workforce Investment Act (WIA), and Workforce Innovation & Opportunity Act (WIOA).
- ❖ The Program Manager, MIS Specialist and ETS Specialist IV have read the WIOA Public Law and the corresponding Federal Rules and Regulations.
- ❖ ETS, Inc. has been hands-on in assisting the State of Arkansas in developing a manual for Title I Services.

The above items have been crucial in ensuring that there are no questioned and/or disallowed costs based on State monitoring and financial audits.

### **Outreach to Customers, Partners, and Employers**

ETS, Inc. will perform outreach to customers, partners, and employers in the following ways:

- ❖ The current workforce centers in Blytheville, Jonesboro, and Paragould have been marketed under the Arkansas Workforce Center logo and the American Job Center logo. These locations have become established points for customers, partners, and employers to seek services. ETS, Inc. will continue to build on these established locations to provide outreach through a menu of services. A copy of the menu services is available at <https://www.neaworks.com/services.html>.
- ❖ ETS, Inc. developed and maintains the website, [www.neaworks.com](http://www.neaworks.com). It has been successful as a technology portal for the Northeast Arkansas Workforce Development Area (NEAWDA). The website has been an effective tool in providing 24/7 information to rural areas and clients who are unable to visit local workforce centers during current business hours. The website provides workforce center locations, job listings, partner services, community events, an online application, and meeting dates/packets for the NEAWDB, NEACEOs and Regional Partners.

- ❖ ETS, Inc. will utilize the Regional Partner meetings to facilitate coordinated outreach to business and other potential partners.

### **Proposal Budget**

The Proposal Budget is the last page of this proposal. Line items provided are based on estimates and are subject to change between the categories. The overall budget for Admin and Program will not exceed the proposed amounts.

### **Disclosures & Adherences**

ETS, Inc. assures the NEACEOs of the following items.

- ❖ ETS, Inc. **has not** had any disallowed or questioned costs in the past five (5) years.
- ❖ ETS, Inc. or the entity's principle employees **are not** presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a Federal/State department or agency.
- ❖ ETS, Inc. **is** bonded/insured.
- ❖ ETS, Inc. and/or its employees **are not engaged** in fraud or abuse.
- ❖ ETS, Inc. **is not engaged** in any labor union disputes or issues.
- ❖ ETS, Inc. will adhere to the following requirements in the proposal:
  - Title VI of the Civil Rights Act of 194, and provisions of WIOA Section 188 and compliance with Equal Employment Opportunity provisions in Executive Order (EO) 11246, as amended by EO 11375 and supplemented by the requirements of 41 CFR Part 60.
  - DOL's requirements pertaining to patent rights with respect to any discovery or invention.
  - The rights of the State, DOL, or any of their authorized representatives to access any books, records, papers, or other pertinent documents for the purpose of auditing or monitoring.
  - Retention of all required records as required by Federal and State laws (for at a minimum of 3 years).
  - Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act.
  - No funds shall be used for lobbying (Byrd-Anti Lobbying Amendment).
  - Compliance with a drug free workplace requirement.

ETS, Inc. would like to thank you for the opportunity to apply for the One Stop Operator for Northeast Arkansas.

## Proposal Budget One Stop Operator

Line Item Breakdown	Admin Budget	Program Budget	Total Budget
Staff Salaries	1,350.00	25,650.00	27,000.00
Staff Benefits	450.00	8,550.00	9,000.00
Rent/Utilities	170.00	3,205.00	3,375.00
Communications	25.00	425.00	450.00
Postage	5.00	95.00	100.00
Supplies	25.00	425.00	450.00
Travel	150.00	2,850.00	3,000.00
Equipment	25.00	425.00	450.00
Maintenance	30.00	470.00	500.00
Payroll Service	100.00	0.00	100.00
Insurance	100.00	900.00	1,000.00
Audit	575.00	0.00	575.00
<b>Total Budget</b>	<b>3,005.00</b>	<b>42,995.00</b>	<b>46,000.00</b>

Funding is limited and is WIOA Title I funds.