

**A RESOLUTION BY
COMMUNITY DEVELOPMENT/ HUMAN RESOURCES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY SEVEN THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$27,280.00) FROM SEEDCO FOR THE PURPOSE OF SUPPORTING EARNBENEFITS ACTIVITIES IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") administers special programs under contract to the Atlanta Workforce Development Agency ("AWDA"); and

WHEREAS, Seedco is a national nonprofit organization that helps low-income people and communities move toward economic prosperity; and

WHEREAS, AWDA and Seedco have entered into an Agreement (attached hereto as Exhibit "A") to implement the EarnBenefits Program; and

WHEREAS, this program will utilize marketing and outreach, screening, and facilitated access, and benefit management services to help low-wage workers access and maintain benefits and build assets so that they can remain employed and move toward economic self-sufficiency; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor, or her designee, on behalf of the City of Atlanta, is authorized to accept a grant from Seedco in the amount of Twenty Seven Thousand Two Hundred Eighty Dollars (\$27,280.00) for the purpose of supporting EarnBenefits activities in the City of Atlanta.

BE IT FINALLY RESOLVED, that the aforementioned Agreement shall not become binding on the City and the City shall incur no liability upon same until such agreement has been executed by the Mayor, or her designee, and delivered to the contracting parties.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Community Development/ Human Resources Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY SEVEN THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$27,280.00) FROM SEEDCO FOR THE PURPOSE OF SUPPORTING EARNBENEFITS ACTIVITIES IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.

Council Meeting Date: March 2, 2009

Requesting Dept.: Atlanta Workforce Development

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to anticipate grant funds from Seedco to provide low-wage workers access and to maintain benefits to build assets so they can remain employed and move toward economic self-sufficiency.

2. Please provide background information regarding this legislation.

This grant provides funds to Atlanta adults with low incomes.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:**

(d) **Invitations Issued:**

(e) Number of Bids:

(f) Proposals Received:

(g) Bidders/Proponents:

(h) Term of Contract:

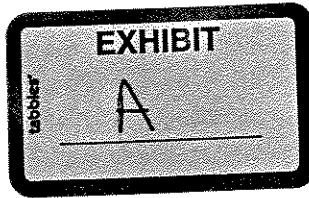
4. Fund Account Center:

5. Source of Funds: Grant to the city in the amount of \$27,280.00

6. Fiscal Impact:

7. Method of Cost Recovery:

This Legislative Request Form Was Prepared By: Marilyn Sims



December 9, 2008

Deborah Lurn
Executive Director
Atlanta Workforce Development Board, Inc.
818 Pollard Boulevard, SW
Atlanta, GA 30315

Dear Ms. Lurn:

I am pleased to inform you that Seedco has approved a grant of \$27,280 to the Atlanta Workforce Development Board (the Grantee) for the purpose of supporting *EarnBenefits*® activities in Atlanta. *EarnBenefits* is a comprehensive approach utilizing marketing and outreach, screening and facilitated access, and benefit management services to help low-wage workers access and maintain benefits and build assets so that they can remain employed and move toward economic self-sufficiency.

Terms and Conditions:

Purpose. This \$27,280 grant is given for the sole purpose of supporting Grantee's *EarnBenefits* activities. Specific requirements include:

1. Disseminating *EarnBenefits* marketing materials and information to individuals potentially eligible for benefits;
2. Ensuring that clients sign a consent form created by Seedco before being screened in *EarnBenefits* Online;
3. Using *EarnBenefits* Online®, Seedco's web-based benefits screening tool, screening clients for benefit eligibility and facilitate access to the benefit enrollment process by either submitting applications directly or by referring clients to the appropriate government agency;
4. Tracking individuals and their applications (e.g. approvals/denials, referrals made) in *EarnBenefits* Online and maintain adequate case logs;
5. Completing one month follow-ups with applicants to determine benefits received, including monetary value of each benefit, and to update pertinent employment information, including but not limited to, change in employment status, income and receipt of employer-sponsored health insurance;
6. Ensuring that appropriate staff participate in all Seedco trainings and monthly and ad hoc management meetings;
7. Ensuring that only personnel trained in its use are given password and username access to the *EarnBenefits* Online system, and oversee that such personnel do not allow others access to the *EarnBenefits* Online system or access to its passwords and usernames;



8. Ensuring that staff members with usernames and passwords for *EarnBenefits* Online continue to use the system on a regular basis as part of their work responsibilities; and inform Seedco of any *EarnBenefits* staff changes should they occur;
9. Providing cyclical, periodic, and ad hoc reports to Seedco as deemed necessary by Seedco, including monthly Outreach Reports by the 10th business day of each month;
10. Providing willingness to share performance data with other organizations in the Network.
11. Working toward achieving the following performance targets December 31, 2008.

Number of individuals screened for at least 1 benefit	1800
Number of individuals eligible for at least 1 benefit	1440
Number of individuals receiving application assistance	1080
Number of individuals receiving at least 1 benefit	810

1. Grant Amount. The amount of the grant is \$27,280 to be paid to the Grantee upon Seedco's receipt of a signed copy of this Agreement.
2. Reports. Grantee will supply Seedco with a final report detailing its use of grant funds by January 20, 2009.
3. Principal Contact at Seedco. Grantee's principal Seedco contact person in connection with the grant described in this Letter Agreement shall be Michelle Henry, Senior Program Manager. All correspondence concerning said grant should be addressed to her.
4. Tax Exemption and Charitable Purposes. Grantee confirms that its tax-exempt status under section 501(c)(3) of the Code remains in effect and that it will use these funds only for charitable, scientific, literary or educational purposes, as defined in the Internal Revenue Code.
5. Confidentiality and Consent. Grantee agrees not to disseminate any personal information regarding potentially eligible individuals except as directed by law, this Letter Agreement or subsequent written correspondence from Seedco. Additionally, if determined necessary by Seedco, you agree to obtain consent and release forms from potentially eligible individuals to authorize the collection of personal information to assist in pre-screening individuals to determine eligibility for benefits.

If this Letter correctly sets forth your understanding of the terms and conditions of this grant, please sign both originals, returning one to Seedco, by December 15, 2008



TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Marilyn Sims

Contact Number: (404) 526-9297

Originating Department: Atlanta Workforce Development Agency

Committee(s) of Purview: Community Development/ Human Resources Committee

Chief of Staff Deadline: February 10, 2009

Anticipated Committee Meeting Date(s): February 24, 2009

Anticipated Full Council Date: March 2, 2009

Legislative Counsel's Signature: Bill Castings *Bill Castings*

Commissioner Signature: *[Signature]*

Chief Procurement Officer Signature: _____

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY SEVEN THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$27,280.00) FROM SEEDCO FOR THE PURPOSE OF SUPPORTING EARNBENEFITS ACTIVITIES IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) *[Signature]* 1/10/09 (date)

Received by Mayor's Office: *[Signature]* Reviewed by: *[Signature]*
(date) (date)

Submitted to Council: _____