

EMPLOYMENT  
SECURITY  
DIVISION  
  
WORKFORCE  
INVESTMENT  
SUPPORT SERVICES



BRIAN SANDOVAL  
GOVERNOR

LARRY J. MOSLEY  
DIRECTOR

CYNTHIA JONES  
ADMINISTRATOR

May 4, 2011

Ardell Galbreth, Director of System Analysis and Operational Alignment  
7251 W. Lake Mead Blvd., Suite 200  
Las Vegas, NV 89128

Re: Workforce Connections One-Year Plan Extension

Dear Mr. Galbreth:

This letter is in response to your letter to Larry Mosley, Director, DETR, received on April 29, 2011, regarding an extension to Workforce Connections' current local plan.

Since the recent review of the plan confirms that the document is up-to-date, the request for a one-year extension through June 30, 2012 is approved.

Sincerely,

Lynda Parven  
Deputy Administrator, DETR/ESD

LP:

cc: Dennis Perea, Deputy Director, DETR  
Cindy Jones, Administrator, DETR/ESD  
John Ball, Executive Director, Workforce Connections  
David Jefferson, Chief Operating Officer, Workforce Connections  
Tami Nash, Assistant to the Director, DETR  
Connie Williams, DETR/ESD/WISS

April 29, 2011

Larry Mosley, Director  
Nevada Department of Employment, Training and Rehabilitation  
2300 East St. Louis Ave.  
Las Vegas, Nevada 89104

RE: Workforce Connections Two-Year Plan Extension (July 1, 2011 – June 30, 2012)

Dear Mr. Mosley: *LARRY*

Workforce Connections' current Two-Year Strategic Plan is well in tact and aligned with the Governor's Workforce Investment Board's job training initiatives. For example, we have established strong partnerships with key stakeholders, including those offering demand-driven employment and training services in support of job creation. Workforce Connections' has positioned itself to adjust to southern Nevada's changing economy and target its resources with focus on high growth, demand-driven industries and those employers and business solicited by Silver State Works.

A recent review confirms that Workforce Connections' strategic plan is still effective and nimble enough to meet southern Nevada's workforce needs. As such, as outlined in the Workforce Investment Act and associated TEGLs, request an extension of Workforce Connections' current strategic plan through June 30, 2012. Your assistance and favorable approval are most appreciated.

Regards,



Ardell Galbreth  
Director, Workforce Sys and Operational Alignment

Enclosure: Workforce Connections Two-Year Plan Extension Summary

**Workforce Connections  
Two-Year Plan Extension  
July 1, 2011 – June 30, 2012**

**Executive Summary**

Workforce Connections will continue its implementation of the Workforce Investment Act (WIA) in accordance with the framework outlined in the Act and its implementing regulations and any reauthorization requirements. Workforce Connections and its appointed committees will be guided by the Governor's Workforce Investment Board's Plan to include its Vision and Goals for designing a demand driven workforce development system and job creation initiatives like Silver State Works that will meet or exceed the needs of local businesses and jobseekers in the Southern Nevada Workforce Investment Area.

Workforce Connections' Two-Year Plan extension is to continue a governance goal that develops an effective workforce development system that meets the needs of its stakeholders. It provides a comprehensive overview of Workforce Connections' ongoing initiatives to accomplish its mission. The plan also highlights the Workforce Connections' policies, tools and instruments used to implement WIA and make adjustments for possible reauthorization guidance. Outlining well-defined goals and strategies, this plan describes Workforce Connections' tactics and procedures for establishing clear-cut policies that allow businesses and jobseekers ready-convenient access to all available employment and training resources. Workforce Connections' fortified governance, backed by its detailed and comprehensive local policies will serve to establish sound organizational structural, and oversight efficiency while maximizing individual Board members' participation and effectiveness.

**Workforce Connections Resource System**

The cornerstone of Workforce Connections' strategic plan is its strategies that favor demand-driven industry sectors. Such strategies engage sector councils and allow Workforce Connections and its partners to target high growth-high demand industries, and align workforce development resources with those industries and businesses that create jobs. Of particular note in revitalizing southern Nevada's economy, are Workforce Connections' efforts to target workforce development resources in green and renewable energy, manufacturing, hospitality and healthcare. Workforce Connections service delivery system is designed to unify such training initiatives with numerous partners, i.e., education and employment programs offering employer-demanding skill-sets.

**Workforce Connections Board**

Workforce Connections' recognizes that the system described in detail throughout its strategic plan may need adjustments to conform with Nevada's fast changing economy and the needs of southern Nevada's workforce. However, even with anticipated adjustments, this plan will still serve as the cornerstone for Workforce Connections to

effectively implement and oversee employment and training services throughout its Workforce Investment Area. In future years Workforce Connections reserves itself and its partners the greatest flexibility possible, consistent with the Act and its regulations, to oversee and modify the system as necessary.

### **System Structure**

The Southern Nevada Chief Elected Officials will continue its long standing role as the grant recipient of Department of Labor funds and resources. Workforce Connections' staff will provide local administrative oversight and technical support to the Workforce Investment Board. Workforce Connections and the Southern Nevada Local Elected Officials Consortium have designated Nevada Department of Employment, Training and Rehabilitation (DETR) to serve as its One-Stop Operator for the Southern Nevada Workforce Investment Area.

**SOUTHERN NEVADA  
WORKFORCE INVESTMENT BOARD**

**WORKFORCE INVESTMENT ACT**

**TWO-YEAR PLAN**

**For**

**Southern Nevada Workforce Investment Area**



**FOR THE PERIOD: July 1, 2005 through June 30, 2007**

**SOUTHERN NEVADA WORKFORCE  
INVESTMENT BOARD  
1127 South Rancho Drive  
Las Vegas, Nevada 89102-2216  
(702) 638-8750/Fax (702) 638-8774**

- I. Outline of the Southern Nevada Workforce Investment Board Two-Year Plan:**
  - A. Executive Summary**
  - B. Public Comments Process**
  - C. General Plan Information**
    - 1. Goals and Objectives
      - a. Local Workforce Investment Board Mission Statement
      - b. Philosophically
      - c. Objectives Attainment
  - D. Assurances and Certifications**
  - E. Document List**
  - F. Board Members**
    - 1. Role and Responsibilities
    - 2. Board Coordination with State Workforce Investment Board
  - G. SNWIB Plans**
    - 1. Improved Quality to Meet the Needs of Employers and Jobseekers
    - 2. SNWIB Two-Year Plan—Enhance Productivity
    - 3. Increase Employment Retention and Profits of Employers
    - 4. Reduce Welfare Dependency and Increase Self-Sufficiency
    - 5. Increase Occupational Skill Attainment
    - 6. Increase Employment Retention and Earnings of Employees
  - H. SNWIB Youth Council**
    - 1. SNWIB—Public Agency in the State of Nevada—NRS 82.011 and NRS 277.180
    - 2. Process to Identify and Select SNWIB Members
    - 3. SNWIB Roles and Responsibilities
    - 4. SNWIB Interaction with State Workforce Investment Board
    - 5. SNWIB List of Board Member
    - 6. SNWIB Local Elected Officials Role
    - 7. Youth Council
    - 8. SNWIB Selection of Youth Council Members
    - 9. SNWIB List of Youth Council Members
    - 10. SNWIB Youth Council Role and Responsibilities
  - I. Economic Development/Local Labor Force**
    - 1. How Needs of Employers, Jobseekers and Workers are Identified in Southern Nevada Workforce Investment Area
    - 2. Coordination with Employers and Economic Development Officials
    - 3. Current Projected Employment Opportunities
    - 4. How Needs of Employers, Jobseekers, and Workers were Identified
    - 5. Additional Indicators of Performance Established by SNWIB
    - 6. Local Are Customer Satisfaction Measure
    - 7. Customer Satisfaction Evaluation
    - 8. SNWIB Performance Evaluation Process
  - J. One-Stop System**
    - 1. SNWIB Continuous Improvement
    - 2. Designation of One-Stop Operators
    - 3. SNWIB Mandated One-Stop System Partners
    - 4. Coordination of WIA Services
    - 5. Coordination of WIA Training Funds
    - 6. Public Comments/Process

7. Public Access to SNWIB Meetings
- K. Program Management and Design**
1. Criteria Established to Determine Availability of Funds
  2. SNWIB Policies/Guidelines Established for Service Providers
  3. Training Needs of Dislocated Workers
  4. Core Services Provided to Adults and Dislocated Workers
  5. Delivery of Core Services
  6. Required Core Services Prior to Receipt of Intensive Services
  7. Intensive Services for Adult Clients
  8. Delivery of Intensive Services
  9. Eligibility Criteria for Adults and Dislocated Worker Intensive Services
  10. Criteria for Employed Workers to Receive Intensive Services
  11. Intensive Services Require Prior to Receipt of Training Services
  12. Criteria for Receipt of Training Services
  13. Documentation Required of Training Services
  14. Criteria of OJT
  15. Guidelines for OJT or Customized Training
  16. Limitation of Funds for Supportive Services
  17. Needs Related Payment
  18. How Deficient in Basic Skills Literacy is Defined and Documented
  19. Control of 5% Window for Non-economically Disadvantaged Youth
  20. Youth Program Design
  21. Out-of-School Youth 30% Expenditure
  22. Planned Rapid Response
  23. Coordination of Rapid Response Activities
  24. SNWIB Disbursal of WIA Grant Funds
  25. Competitive and Noncompetitive Award Process
  26. Recommendation of Training Providers' Certification
  27. Removal of Training Providers from Eligible Training Providers' List
  28. Consumer Report and Supplemental Information
  29. Process for Identifying Eligible Youth Service Providers
  30. Criteria for Awarding Youth Services/Activity Grants
  31. Limitation of Individual Training Accounts (ITAs)
  32. Generating Performance Information and Reporting Outcomes
  33. Common Data System for Clients' Tracking and Information
  34. Collection of Customer Satisfaction Information/Data
  35. Financial Controls and Fund Activity
  36. Fiscal Controls and Accounting Procedures
  37. Fiscal Controls and Accounting—Internal Control
  38. Fiscal Controls and Accounting—Expenditures and Budgeting
  39. Fiscal Controls and Accounting—Source Documentation
  40. Fiscal Controls and Accounting—Cost Allocation
  41. Fiscal Controls and Accounting—Financial Reporting
  42. Fiscal Controls and Accounting—Transfer of Funds
  43. Fiscal Controls and Accounting—Transfer of Program Income
- L. Cost Allocation Plan**
1. Cost Allocation Plan Outline
  2. Calculation of Labor Percentages and Allocation of Salary Costs
  3. Time Distribution Records
  4. Time Analysis and Distribution

# Southern Nevada Workforce Investment Board Two-Year Plan

## A. **Executive Summary**

1. The Southern Nevada Workforce Investment Board (SNWIB) will implement the Workforce Investment Act (WIA) in accordance with the framework outlined in the Act and its implementing regulations which shall to include any reauthorization requirements. The SNWIB and its appointed committees will be guided by the Governor Workforce Investment Board's Goals and Vision for designing a demand driven workforce development system (Nevada JobConnect) that will meet or exceed the needs of local businesses and jobseekers.

2. The SNWIB Two-Year Plan is to re-establish a governance goal that develops an effective workforce development system that meets the needs of its stakeholders. It provides a comprehensive overview of the SNWIB ongoing initiatives to accomplish its mission. The plan also highlights the SNWIB policies, tools and instruments used to implement WIA, and make adjustments for possible reauthorization guidance. Outlining well-defined strategies, this plan describes the SNWIB tactics and procedures for establishing clear-cut policies that allow businesses and jobseekers ready-convenient access to all available employment and training resources. The SNWIB's fortified governance, backed by its detailed local policies will serve to establish sound organizational structure, and oversight efficiency while maximizing individual Board member's participation and effectiveness.

3. **Southern Nevada Workforce Investment Board Resource System:** The cornerstone of the SNWIB is its One-Stop service delivery system called Nevada JobConnect which unifies numerous training, education and employment programs into a single, customer-friendly system. The SNWIB has established three comprehensive One-Stop Centers in the Greater Las Vegas Area. Prior to the end of Program Year 2004 (June 30, 2005), a Rural One-Stop Center was established in Pahrump, Nevada to serve all Southern Nevada's rural areas. The SNWIB will continue to ensure "universal access" for jobseekers and businesses through its One-Stop service delivery system and provide WIA core services to include:

### 4. **One-Stop Services for Businesses**

- Recruitment and pre-screening of qualified applicants
- Easy access to post job listings through Nevada JobConnect Operations System (NJCOS), America's Job Bank, and SNWIB contracted service providers
- Job and industry growth trends and forecasts
- Wage data and other valuable labor market information
- Economic and business development assistance

5. Employers have expressed their satisfaction of the value-added benefits from a single system for finding job-ready, skilled human capital that meet their needs. Through the One-Stop System (Nevada JobConnect), employers have a single point of contact to provide information about current and future workforce skills needed by their employees and to list job openings.

## 6. One-Stop Service for Jobseekers

- Information about Local, State, and National Labor Markets
- Job and Career Resources (computers, faxes, copy machines, telephones)
- Job Listings
- Hiring/Employment Requirements
- Job Referral and Placement Services
- Information on the Quality of Education and Training Programs
- Initial Screening for Training Eligibility
- Testing and Assessment
- Job Search
- Assistance in filing Unemployment Insurance Claims
- Information about the availability of local supportive services, including: childcare, transportation, various aid programs, other agencies and their complementary employment support services

7. **Workforce Investment Board:** The SNWIB recognizes that the system described in detail throughout this document may need adjustments to conform to the upcoming WIA reauthorization requirements. However, even with anticipated adjustments, this plan will still serve as the cornerstone for the SNWIB to effectively implement and oversee employment and training services. In future years the SNWIB reserves itself and its partners the greatest flexibility possible, consistent with the Act and its regulations, to oversee and modify the system as necessary.

8. **System Structure:** The Southern Nevada Chief Elected Officials will continue its long-standing role as the grant recipient of Department of Labor funds and resources. The SNWIB staff will provide local administrative oversight and technical support to the Workforce Investment Board. SNWIB and the Southern Nevada Local Elected Officials Consortium has designated Nevada JobConnect Consortium Committee as a standing committee of the Southern Nevada Workforce Investment Board and to serve as the “**Consortium Operator**” for Southern Nevada JobConnect Centers, i.e., the One-Stop Operator.

## B. NOTICE OF PROPOSED PLAN AVAILABLE FOR PUBLIC COMMENT

The Southern Nevada Workforce Investment Board (SNWIB) is the Southern Nevada Workforce Investment Area, Workforce Investment Act (WIA) administrative entity, as designated by the Governor of the State of Nevada. The WIA is a federally funded program that provides services for jobseekers and businesses. The SNWIB prepared a Proposed WIA Two-Year Strategic Plan, that reflected the goals and initiatives to comply with WIA requirements and ensure oversight of employment and training services delivery to individuals residing in the Southern Nevada Workforce Investment Area. The SNWIB proposed plan also highlighted the goals and objectives of its One-Stop Nevada JobConnect Workforce Development System to serve the universal population of jobseekers and employers during the period July 1, 2005 through June 30, 2007.

The SNWIB made its Proposed Two-Year Plan available to receive public comment for a 30-day period beginning April 1, 2005 through May 31, 2005. The Public Comment Version of the Proposed Two-Year Plan was available at SNWIB website: [www.snwib.org](http://www.snwib.org). Paper copies of the Proposed Two-Year Plan were available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at the SNWIB Administrative Offices located at 920 West Owens Ave., Las Vegas, Nevada 89106. Copies of the proposed plan were made available for public comment at the following locations:

ACS State and Local Solutions, Inc., 3909 South Maryland Parkway, Suite 205, Las Vegas, Nevada  
Bridge Counseling Associates, 1701 West Charleston Blvd., Las Vegas, Nevada  
CHR, Inc., 740 Laredo Street, Suite G, Las Vegas, Nevada  
GNJ Family Life Center, 3450 Cheyenne Ave., Suite 400, North Las Vegas, Nevada  
West Charleston Library, 6301 West Charleston Blvd., Las Vegas, Nevada  
West Las Vegas Library, 951 West Lake Mead Blvd., North Las Vegas, Nevada  
North Las Vegas Library, 2300 Civic Center Drive, North Las Vegas, Nevada  
Nevada Business Services, Inc., 930 West Owens Ave., Las Vegas, Nevada  
Nevada Business Services, Inc., 360 Lincoln Street, Caliente, Nevada  
Nevada Business Services, Inc., 1 Frankie Street, Tonopah, Nevada 89040  
Nevada JobConnect—119 Water Street, Henderson, Nevada  
Nevada JobConnect—3405 South Maryland Parkway, Las Vegas, Nevada  
Nevada JobConnect—2827 Las Vegas Blvd., North, North Las Vegas, Nevada  
Nevada Partners, Inc., 710 West Lake Mead Blvd.  
Pahrump Chamber of Commerce, 1302 South Highway 160, Pahrump, Nevada

Questions regarding the Proposed Two-Year Plan were to be directed to: Ardell Galbreth, Deputy Executive Director, at (702) 638-8750 or via e-mail at: [agalbreth@snwib.org](mailto:agalbreth@snwib.org); however, there were no inputs received from the public.

**C. General Plan Information**

1. Goals and Objectives

- a. Southern Nevada Workforce Investment Mission Statement: To develop a world-class workforce development system that complements the State of Nevada’s overall education and economic development strategy and guides federal, state and local employment and training resources in a customer focused and user-friendly manner promoting a high quality, competitive workforce.
  
- b. Authentication and Plan Approval: In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official Chairperson and Local Workforce Investment Board Chairperson have approved the Local Workforce Investment Board Plan and agreed to operate or cause to be operated programs pursuant to this plan. The undersigned certifies that they concur with the contents of this plan and agree that it shall be carried out through contracted service providers as well as participating One-Stop Partners through the attached Memoranda of Understanding (MOUs). The undersigned further certifies that no sub-grant shall be executed without the concurrence of the designated local elected officials, the Local Workforce Investment Board, and the state of Nevada. This plan consists of this page, the Table of Contents, and all of the sections and attachments indicated on the Table of Contents.

**Approved for the Southern Nevada Workforce Investment Board**

\_\_\_\_\_  
**Robert E. Brewer, Chairman**  
**Southern Nevada Workforce Investment Board**

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

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Steven Ross, Chairman**  
**Southern Nevada Chief Elected Officials**

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

**D. Assurances and Certifications**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more that \$100,000 for each such failure.

(5) This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**Approved for the Southern Nevada Workforce Investment Board**

\_\_\_\_\_  
**Robert E. Brewer, Chairman**  
**Southern Nevada Workforce Investment Board**

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

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Steven Ross, Chairman**  
**Southern Nevada Chief Elected Officials**

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

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS  
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief, that his/her and his/her principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal 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;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
  
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## INSTRUCTIONS FOR CERTIFICATION

### (Debarment)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why he/she cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, he/she shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that he/she will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he/she knows that the certification is erroneous. A participant may decide the method and frequency by which he/she determines the eligibility of his/her principals.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.

The knowledge and information of a participant is not required to exceed, that is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

**Approved for the Southern Nevada Workforce Investment Board**

\_\_\_\_\_  
**Robert E. Brewer, Chairman**  
**Southern Nevada Workforce Investment Board**

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

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Steven Ross, Chairman**  
**Southern Nevada of Chief Elected Officials**

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

**NONDISCRIMINATION AND EQUAL OPPORTUNITY  
REQUIREMENTS OF WORKFORCE INVESTMENT ACT**

(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that he/she will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant applicant certifies that he/she has developed and maintains a “Methods of Administration” pursuant to 29 CFR 34.33.

(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor’s Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to his/her application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.

Note: No findings of noncompliance in the last two years.

**Approved for the Southern Nevada Workforce Investment Board**

\_\_\_\_\_  
**Robert E. Brewer, Chairman**  
**Southern Nevada Workforce Investment Board**

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

**Approved for Local Elected Official**

\_\_\_\_\_  
**Steven Ross, Chairman**  
**Southern Nevada Chief Elected Officials**

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

**CERTIFICATION REGARDING DRUG-FREE  
WORKPLACE REQUIREMENTS**

- A. The grantee certifies that he/she is or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The danger of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee shall provide in the space below the primary address of the Administrative entity in connection with this grant.

(Name of Organization, street address, city, and zip code):

Name of Organization: Southern Nevada Workforce Investment Board

Street Address: 1127 South Rancho Drive

City: Las Vegas

Zip Code: 89102-2216

Name and Title of Authorized Signatory: Richard B. Blue, Jr., Executive Director

Signature: \_\_\_\_\_

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

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Robert E. Brewer, Chairman**  
**Southern Nevada Workforce Investment Board**

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

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Steven Ross, Chairman**  
**Southern Nevada Chief Elected Officials**

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

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and SNWIB Policies and/or Procedure Title, Effective/Revision Date
A. GENERAL PLANNING:	
1. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements. <i>(Please attach copy of current LWIB agreements and membership list)</i>	
2. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB's involvement in the WIA program are available for review upon request.	SNWIB By-Laws, Dated August 24, 2005
3. §661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	
4. Section 118(c)(1&2) and §661.345(b & c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	
5. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [§661.345(b)] If applicable, date of public hearing: <u>NA</u> <i>If comments were received, copies of these responses should be attached. NA—No comments were received.</i>	
ASSURANCES/CERTIFICATIONS – the LWIB assures and certifies that all programs and activities funded under the Workforce Act will comply with:	Federal, State and SNWIB Policies and/or Procedure Title, Effective Revision Date

<p>6. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.</p>	
<p>7. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the section of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.</p>	
<p><b>B. PROGRAM DESIGN:</b></p>	
<p>1. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.</p>	
<p>2. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.</p>	
<p><b>C. PROGRAM MANAGEMENT:</b></p>	
<p>1. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all subrecipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.</p>	
<p>2. §667.266 and §667.275(3)(b) which requires the LWIB and its subrecipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.</p>	
<p>3. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.</p>	
<p>4. §667.630, which requires that programs funded under the Act, will be administered in full compliance with safeguards</p>	

against fraud and abuse.	
5. §667.200(d), which requires LWIB and its subrecipient/subcontractors to comply with the debarment and suspension regulations.	
6. Section 188, 29 CFR Part 37, and §667.275 (a)(3), which require all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	
7. 29 CFR Part 37.34, which requires that all grant recipients and their subrecipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described “is an equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities.” These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in 29 CFR Part 37.9(c).	
8. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.	
9. §667.274, which requires that LWIB and its subrecipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers’ compensation insurance on all WIA work-related activities.	
10. §667.600(f), which requires LWIB and its subrecipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.	

## **E. Document List**

1. Current SNWIB Agreement and Membership List
2. Current Youth Council Membership List
3. Proof of Plan Publication
4. Copy of Public Comments, if Applicable
5. Copy of Local MOU between SNWIB and One-Stop Partners
6. SNWIB Administrative Organizational Chart

## **F. Board Members:**

1. Roles and Responsibilities: It is philosophically recognized that work is inherent to human experience and historically, the nature of work has been and will continue to be determined by the nature of the economy. Fortunately, the nature of Southern Nevada's economy, except in some of the rural areas, is very expansive and robust.

2. To sustain and increase this economic vitality, public policy must encourage the growth of high skill, high-wage jobs, and ensure there is an adequate number of workers with the skills necessary to succeed in those jobs. To this end, the *mission* of the Southern Nevada Workforce Investment Board is to continue to improve upon a Local Workforce System that is inclusive of:

- Creating and maintaining a flexible, highly skilled workforce that will perpetuate a continuous competitiveness for local businesses.
- Expanding the breath and depth of partnership involvement in a collaborative manner within the workforce system to maximize optimum customer service.
- Fostering efforts that shall increase personal income and business capital.
- Insuring that the local Nevada JobConnect System (Workforce Investment System) is the "first choice" for all jobseekers, workers and employers in Southern Nevada who are in need of employment and training services.

## **G. The following briefly describes how the SNWIB plans to achieve the following objectives:**

### ***1. Improve the quality of Nevada's workforce to meet the needs of employers and jobseekers:***

It is recognized that in any job training and employment environment, the employer is the key to success. Locally, employers can be assured that when the decision is made to recruit employees through the Nevada JobConnect System (Workforce Development System) they are selecting from a pool of individuals who can best satisfy their employment needs. It is the SNWIB's responsibility to establish and oversee a process that jobseekers who enter this hiring pool/system are prepared and have the necessary skills, knowledge and resources to meet the needs of the employers. It is also the goal of the SNWIB to ensure that this system is designed to be driven by employers—demand driven. Utilizing a series

of surveys, questionnaires, and employer focus group meetings, as well as, existing skill sets identified in the Southern Nevada Workforce Area, the local workforce system components will be adjusted to meet local labor market demands, along with the needs of employers.

**2. *Southern Nevada Workforce Investment Board Two-Year Plan—Enhance the productivity and competitiveness of the State of Nevada:***

It is the goal of the SNWIB to enhance the productivity and competitiveness of the State by providing both the jobseekers and the employers, the opportunity to access a never before seen wealth of employment resources via the One-Stop JobConnect delivery system. This goal as set by both the State and Local boards will be accomplished with four conveniently located physical JobConnect centers and with a number of affiliate One-Stop sites. By empowering individuals with both the means and knowledge to succeed in this growing economy, it is our plan to assist our local area customers and the State of Nevada in their efforts to increase productivity and competitiveness with a local workforce investment system that is sound, complimentary, and compatible with our State economy.

**3. *Increase the employment retention and profits of employs utilizing the Workforce System Investment;***

a. It is a recognized fact that a poorly trained and unskilled labor force in the workplace leads to high turnover rates and increased costs. To minimize and eventually eradicate this dilemma in Southern Nevada, the local board will encourage WIA service providers to supply “state of the art” high skill, high wage training programs designed to meet the needs of the employer, and to provide the job seeking customers “life long learning” that will ensure employment retention. The local workforce investment system will underscore the value of On-the-Job Training (OJT) activities. The skill sets learned through OJT will be meaningful, timely and portable, so that the employee retains value to multiple employers.

b. The Board will also integrate into the system broadly agreed-upon, world-class occupational skills and academic standards essential to raising the achievement level and retention rate of workers. The cost savings benefits of employer-designed customized training and retraining programs will be effectively marketed to all businesses as a means by which the local workforce system can assist them in raising the levels of their workers productivity which will result in an overall increase in their profits.

c. Additionally at the local level and based upon the availability of funds, the local board plans to oversee the implementation of an “incumbent worker program.” A Plan will be developed that will incorporate an incumbent worker system that will be accessible, and responsive to the needs of local businesses and be effectively linked to labor, economic development organizations and other contemporaneous learning resources. The targeted population for this program will be workers in low/entry wage level jobs in need of the skills that will retain them in their jobs, as well as, provide upward mobility to higher paying jobs and at the same time provide increase capital for businesses.

d. The Board will also continuously provide policy vigilance. The SNWIB's well descriptive guidance will completely integrate into the local workforce system multiple employment programs that will enhance the productivity and job retention of workers resulting in business obtaining increased profits and tax payers receiving a satisfactory return on their investment.

**4. *Reduce welfare dependency and increase self-sufficiency;***

It is the goal of the SNWIB to build a system that reduces welfare dependency and increases self-sufficiency by leveraging funds, and forming a consortium of partners that consists of individuals and agencies that have a proven expertise in dealing with welfare recipients or individuals who have low or below median income and the working poor. This will be accomplished through the "user friendly JobConnect one-stop system," in which jobseekers—both low income and others will be furnished with detailed information pertaining to employment opportunities.

**5. *Increase occupational skill attainment by job seekers;***

Education, training and employment services will be available to all who access Nevada JobConnect system. Jobseekers who demonstrate the need to enhance, upgrade, or require higher-level occupational skills will be encouraged by the Nevada JobConnect partners. Education, training and employment placement programs shall include class room training, on-the-job occupational skills training, entrepreneurial training, job readiness training, adult education and literacy activities, plus other skills training will be recommended where appropriate. Education, training and employment services will also be available for workers seeking their first job, a new job, a better job, nontraditional employment or those requiring additional skills to enable them to enter or return to the job market.

**6. *Increase the employment retention and earnings of employees;***

It is the intent at the local level to maintain a system that supports not only those individuals who are employed, but those who are seeking employment and/or improved job skills. Recognizing that both groups have many of the same goals and objectives (employment, retention, and increase in earnings), efforts will be made to recruit training/service providers that understand they will held accountable for placement, retention, and increases in wages or benefits for their customers. Percentages for job placement, job retention, and an increase in earnings will be measured and reported to State and the Southern Nevada Workforce Investment Boards and the employment community. The SNWIB anticipates employers will actively recruit from this local workforce system.

**H. Southern Nevada Workforce Investment Board (SNWIB) Youth Council (WIA Section 117, §661.005, §661.315 and §661.325:** The following describes the organization and structure of the SNWIB including organizations and entities represented on the Board:

**1. *The Southern Nevada Workforce Investment Board was established as a public agency in the State of Nevada, pursuant to NRS82.011 and 277.180:***

The Southern Nevada Workforce Investment Board is considered a public agency by virtue of the fact that it is governed by a consortium of city and county governments. The Southern Nevada Workforce Investment Board membership is comprised of the following organizations and entities.

- a) State of Nevada Department of Employment, Training and Rehabilitation
- b) City, County elected officials representing the Southern Nevada Workforce Investment areas, political jurisdictions
- c) Local Business Sector
- d) WIA Title I Service Providers
- e) Community and Faith-Based Organizations
- g) Economic Development Organization
- h) Secondary and Post Secondary Education
- i) Employment Trade Associations/Organizations

**2. *The following describes the process your area used to identify and select SNWIB members:***

In an effort to obtain qualified representatives to serve on the SNWIB, a number of recruiting methods were used to solicit nominations. Media, correspondence, and word of mouth were among the few methods used at the local level. A letter containing a nomination form, an outline of board member responsibilities, a member profile, and the selection criteria was submitted to potentially interested organizations. Letters were also sent to trade associations, the local Chambers of Commerce (Asian, Beatty, Boulder City, Caliente, Esmeralda, Goldfield, Latin, Lincoln, North Las Vegas, Pahrump Valley, Urban,) Cox Communication, St. Rose Dominican Hospital, Associated General Contractors, Mandalay Resorts and Southwest Gas, Corporation. Although there were many letters sent to various entities, the majority of nominations came by way of advertisement which were published in the Boulder City News, El Mundo, Henderson Home News, Las Vegas Review Journal, Las Vegas Sun, and the Las Vegas Sentinel Voice.

**3. *The following describes how the SNWIB will carry out its role and responsibilities outlined in §661.305;***

In an attempt to minimize the efforts of the entire board, duties will be assigned and completed in committee structure. All work and/or recommendations completed by the committees will be brought to the entire board at its regular scheduled meetings. The Southern Nevada Workforce Investment Board will meet as outlined in its by-laws at least four times a year to review program progress, hear and consider committee reports and recommendations and establish policy.

**4. *Interaction with the State Workforce Investment Board;***

The SNWIB will coordinate with, and assist the State Board in the development of state and local plans, which will encompass the development of local performance measures. The SNWIB will also seek guidance and input from the State Board in the interpretation of state and federal laws, and any applicable federal regulation. Further, the SNWIB in partnership with the State Board, will assure that previously fragmented system of planning and service delivery is replaced by a state wide integrated and coordinated system. Representatives from the SNWIB will also serve as members of the state board to ensure state and local collaboration.

**5. *.Attached is a list of current SNWIB members. Include the organization and the membership category each individual represent as required under WIA Section 117 (b)(2), §661.315. (See Attachment A)***

**6. *The following describes how local elected officials fulfill their role as decision-making partners with the SNWIB;***

The local Elected Officials have elected to sit on and become active members of the SNWIB. This will ensure that this consortium of individuals who have the fiduciary responsibilities outlined in the Act will be involved in the decision making process of the Board. Additionally, the local Elected Officials will meet separately from the SNWIB when appropriate, to exercise the responsibilities and duties identified in the WIA that are exclusively theirs.

**7. *Youth Council (WIA) Section 117(h)(2&4), §661.335, §661.340 and §664.110(c)***

The youth council will be an advocate for youth, in terms of ensuring that programs are put in place to address the needs of disadvantaged and “at risk” youth who may be school drop-outs. The youth council shall also assist the state in eliminating the proficiency exam failure rate; increase a youths’ preparation in the math and sciences. The council will focus greater attention toward those youth who are aging out of the foster care system; those incarcerated youth, who will be re-entering society, and those youth with developmental and physical disabilities.

**8. *The following describes the process the SNWIB used to select council members;***

In an effort to recruit qualified members to sit on the youth council, a committee survey was given to each SNWIB member soliciting volunteers who were interested in youth activities. In addition, members of the community were contacted via telephone and provided information on youth council membership, and were encouraged to submit applications to the SNWIB. Consequently, recommendations for youth council members were approved by the SNWIB.

**9. *Attached is a list of the current council members. Include the organization each individual represents; See Attachment B***

***10. The following describes the role and responsibilities of the council, including its oversight responsibilities of local youth programs;***

- a. The role/function of the youth council will continue to serve as an advisory entity to the SNWIB. In that capacity, the youth council will provide expertise in youth policy and ensure that the recommended provider(s) of youth services serve youth who are eligible for WIA services, and are receiving the assistance they need to become productive individuals in society.
- b. Responsibilities of the council are to coordinate youth activities, develop portions of the youth plan that deals with eligibility, recommend eligible service providers through a competitive process, conduct oversight of eligible providers of youth activities, and establish linkages with educational agencies, as well as, community-based organizations.
- c. The council will facilitate the leveraging of resources available in the Southern Nevada Workforce Investment Area, and ensure that youth who are part of the juvenile justice system, state welfare and foster care agencies, will be served to the extent resources permit. The council shall set clear policy direction for creating employment opportunities and career pathways for eligible youth ages 14-21 years, both in school and out of school.
- d. The council goal is to improve the efficiency and quality of youth services through the identification of gaps in services and activities. The needs of youth in and out of school will be addressed as well as the importance of continuous services in meeting the needs of youth in the 21st century.

**I. Economic Development/Local Labor [WIA section 118(a)(1)(A-C)] and §661.350**

***1. The following describes how the needs of employers, jobseekers and workers in the local workforce investment area were identified;***

- a. The needs of employers and jobseekers were identified primarily from statistical data derived from the Clark County Year 2004-2006 Wage and Growth Estimates in the most demanding occupations. (Attachment A)
- b. To ensure timely feedback from employers representing each of the four cities and four counties in Southern Nevada, business focus groups and hospitality and manufacturing advisory groups were formed. These groups have the responsibility of identifying employer requirements such as; experience required; training requirements desired skill sets, soft skills needed, and current or projected labor market demands.
- c. The Nevada JobConnect employer services unit shall also arrange bi-annual employer/business focus groups in each of the four counties and four cities, to keep the business communities apprised of the one-stop delivery system and the benefits of utilizing the system. These focus groups will also solicit feedback from employers and business focus groups regarding what works well, what needs to be improved, and what additional services should be added to enhance Nevada JobConnect. Similarly, members of the SNWIB, who represent areas outside of Clark County (rural), work with the Rural Nevada JobConnect office to identify

unique challenges facing rural jobseekers. It is envisioned that the combined efforts of the marketing committee and rural area chambers of commerce, identify possible entrepreneurial and business attraction and employment opportunities will be developed.

2. ***The following describes how coordination with employers and economic development officials occurred in the development of the local workforce investment system:*** Coordination activities with employers and economic development officials occurred during the development stages of the local workforce investment system in the following manner:
  - a. Local elected officials appointed to the local workforce investment board, key economic development administrators from each of their governmental entities. The officials have provided critical input into the development of the local workforce system.
  - b. Local elected officials appointed principal executives of leading private sector economic development organizations and chief executives of leading industries to the local workforce investment board to ensure there will be a continuous dialogue between board members addressing their mutual workforce development concerns. A marketing committee which is made up primarily of business representatives and employers is an integral component of the SNWIB in developing business relationships. The SNWIB staff shall work with the business community in developing business relationships.
3. ***The following describes how the current and projected employment opportunities in both the private and public sectors and job skills necessary to obtain such employment opportunities were identified;***
  - a. Information regarding the current and forecasted employment opportunities and the necessary skills to obtain such employment are acquired from DETR's Bureau of Research and Analysis, Nevada JobConnect Resource Centers, urban/rural chambers of commerce, urban/rural economic development agencies, post-secondary training institutions, apprenticeship training programs, local business journals and publications: labor union employment; business, human resources "hot lines" private sector employment agencies, state and federal government employment solicitation, internet, job fairs, local public libraries local visual/verbal/printed news medium.
  - b. In addition to the above sources, with the creation of a labor market database system, SNWIB will also have at its disposal information regarding existing skill sets that exist in the Southern Nevada Workforce Investment area. Once this information becomes available, it will be used to identify skill-gaps. With this skill-gap knowledge the SNWIB will have an enhanced system to help identify training gaps and direct its training resources towards meeting the skills needed most by employers. Also, the SNWIB will continue to hold/sponsor employer focus groups to ascertain project employment opportunities, as well as projected needed skills.
4. ***The following describes how the SNWIB needs of employers, jobseekers, and workers were identified including required job skills;***

a. As identified by the state's Department of Employment, Training, and Rehabilitation, Nevada's current booming economy spear-headed by businesses in Clark County increased the number of jobs in the state by over 5.4%, according to a December 2004 report. Anticipated construction of new and the continuous expansion of existing resort industry properties, coupled with the influx of small and medium size diverse companies, should provide a strong and healthy economic climate for the Southern Nevada Workforce Investment Area at least the next five years. This historic phenomenon mandates, however, the need for employers to have a ready pool of workers, as well as a training infrastructure that can respond by supplying qualified, skilled workers for current and future labor requirements.

b. The jobseekers and workers need to know the availability of employment opportunities, the required skills sets needed to obtain employment, and resources availability, by which they can acquire these skills.

**5. *The following describes any additional indicators of performance established by the SNWIB;***

In addition to the required negotiated performance measures established by the Department of Labor and the State of Nevada, the SNWIB has added participant enrollments and financial expenditure rate as required performance measures that is passed on to its subrecipients (service providers).

**6. *The following describes the system(s) by which the local area measures customer satisfaction for both job seekers and employers;***

Service providers capture customer satisfaction through a variety of methods, not limited to suggestion boxes, comment cards, telephone surveys and point of service surveys. The SNWIB coordinates with the State of Nevada and provides required data to the Department of Labor mandated customer satisfaction performance measure.

**7. *The following describes how customer satisfaction data will be evaluated and used to improve services and customer satisfaction;***

Customer satisfaction data and information will be shared with the operators of Nevada JobConnect One-Stop System, the Southern Nevada Workforce Investment Board, and the general public as requested, to ensure quality improvement takes place.

**8. *The following describes how the SNWIB will evaluate performance and what corrective actions (including sanctions and technical assistance) will the SNWIB take if performance falls short of expectations;***

a. It is the commitment of the SNWIB to comply with both the state and federal regulations and policies. The SNWIB staff has developed local performance measures and policies to generate reports detailing each service provider's performance. Service providers' performance is reported to all SNWIB members monthly.

b. When service providers fall below established performance measures, and fail to take positive corrective action, the SNWIB staff will offer technical assistance and guidance to assist service providers in improving their performance. If after technical assistance and detailed guidance, service providers still do not achieve established performance measures, the SNWIB staff recommends to the board appropriate sanctions against service providers as outlined in SNWIB Policy 5.2 (Non-Compliance Sanctioning Process. (Attachment C)

**J. One-Stop System [WIA Section 121 and §661.350(3)(I-ii)]**

***1. The following describes how the SNWIB will ensure continuous improvement of eligible providers of service and ensure that such providers meet the employment needs of local employers and participants;***

a. The SNWIB publishes Requests for Proposals to solicit responses for employment and training service delivery. The selection of service providers is based on the proposer's demonstrated ability of meeting both the employer and jobseekers needs. The SNWIB staff monitors service providers' employment and training programs at least semi-annually, to ensure that services are engineered to meet the needs of the jobseekers and perspective employers.

b. Customer satisfaction surveys, along with SNWIB established performance indicators are used to ensure customers' needs are adequately addressed when accessing the Southern Nevada Workforce Investment systems, i.e., Nevada JobConnect. In addition, jobseekers, focus groups, and periodic round table discussions with service providers, training providers, and the employment community take place to encourage the agencies and businesses to foster continued improvement of services.

c. Please find enclosed a copy of the SNWIB Local Memorandum of Understanding (MOU) between the SNWIB and each of the Nevada JobConnect One-Stop partners (or consortium of partner's reference in one agreement) concerning the operation of the local One-Stop delivery system; Attachment D

***2. The following describes how the SNWIB will designate and certify One-Stop Operators in the local area;***

The SNWIB has agreed that a consortium of the mandatory partners will serve as the One-Stop Operator for the Southern Nevada Workforce Investment Area. It is understood that this consortium of agencies, will embody the utmost quality of customer service, and a level of efficiency that will be predicated on the following requirements:

a. Must enter into a Memorandum of Understanding (MOU) with the SNWIB relating to the operation of their One-Stop system that meets the requirements of 20 CFR 662.330 of WIA regulations and section 121.

b. Must establish a foundation for integrating the WIA required One-Stop partners into a non-duplicating, collaborative seamless system of service delivery

that will enhance access to the programs and services and improve long-term employment outcomes for individuals receiving assistance.

c. Must establish a system that ensures a range of workforce development services are carried out by One-Stop partners and easily accessible to individuals seeking assistance.

d. Must provide all WIA specified core services of customers.

e. Must have experienced staff versed in all aspects of local labor market information, employment and training programs and WIA regulations.

f. Must have a fiscal accountability system in place that consists of policies and procedures which exemplify integrity, financial competency of General Accepted Accounting Practices and a thorough knowledge of federal monetary regulations.

g. Must have a demonstrated history of salient performance in employment and training programs that addresses the needs of a diverse population of adults and youth.

**3. *The following indicates the mandated partners outlined in §662.200 that are participating in the SNWIB One-Stop system, and how access to each participating partners' core services will be provided in accordance with §662.320;***

**a. Title I Programs:**

Nevada Business Services, Inc.

Nevada Partners, Inc.

ACS State and Local Solutions, Inc.

CHR, Inc.

Bridge Counseling Associates

GNJ Family Life Center

Job Corps

Las Vegas Indian Center

Migrant Seasonal Farm Worker

Veterans Employment and Training Services

Department of Employment, Training, and Rehabilitation (DETR) Wagner

Peysner

Community College of Southern Nevada, Adult Education and Literacy

Department of Employment, Training, and Rehabilitation (DETR) Vocational Rehabilitation

AARP, Title 5 Older Americans Act

Community College of Southern Nevada, Vocational Education authorized under Carl D. Perkins Act

Department of Employment, Training, and Rehabilitation (DETR) Trade

Adjustment Act (TAA) & NAFTA Chapter 41 of Title 38, United States Code (local veterans employment representative and disabled veterans outreach program)

Community Service Block Grant Act (CSBG)

Department of Housing and Urban Development (HUD)

Department of Employment, Training, and Rehabilitation (DETR)  
Unemployment Insurance

b. It is envisioned that customers entering Nevada JobConnect system will be able to receive a full array of information regarding the services offered by each partner. However, there are core services common to all partners. Core Services of each of the partners will be offered to customers in the following manner:

- (1) Self service job search
- (2) Employment information, performance and cost associated with training providers, local area performance, and availability of supportive services
- (3) Assistance in filing unemployment claims
- (4) Educational and financial aid information

c. Core services are available through the resource center on a self service basis, and/or with minimal staff assistance.

d. Based upon an individual's need, he or she may be referred to the appropriate One-Stop center or system partner for additional core services. The need for this level of core service will be determined through a simple, easy to negotiate self-assessment instrument.

**4. COORDINATION – *The Act requires coordination between the LWIB and the program/agencies listed in Section 112(b)(8)(A) to enhance the provision of services and avoid duplication of services with these program/agencies. The following briefly describes the linkages established for each of the programs/agencies listed, including the type of agreement(s) with each.***

a. WIA One-Stop System partners' resources will be identified and leveraged to avoid duplication of services as outlined in Memorandums of Understanding (MOU) and the SNWIB policies. Partners' contributions of core services will result in increased services for jobseekers and businesses—while freeing WIA funds and resources to expand greater employer services and identification of demands for human capital with appropriate skill-sets.

b. Local employer services advisory groups have been established to provide input and guidance in the type of services needed and desired by the business community. Through MOUs, linkages with partnering agencies may include: Employer Access to Information and Services

- (1) Application Screening and Referral
- (2) Application Assessment and Testing
- (3) Training Available to New/Current Employees and Employers
- (4) Assistance to New/Current Employees with Value-Added Services to Employers

- (5) Labor Trends and Wage Information
- (6) Economic and Business Development Assistance
- (7) Customer Service and Performance Accountability
- (8) Outreach and Marketing to Employers

**5. *The following describes the requirements for coordination of WIA training funds and other grant assistance. [§663.320]***

- a. As outlined in SNWIB policies, prior to granting or authorizing the use of WIA training funds, SNWIB subrecipients are required to seek partnering non-WIA funds, including in-kind resources. If after first seeking non-WIA funds for training services, WIA funds may be authorized for eligible participants' training services.
  - b. Training services will be the primary method of providing occupational skills training for adults and dislocated workers. Training service will be authorized for participants who have received core and intensive services, but were unable to obtain or retain employment through such services. To receive training services, participants must be evaluated/assessed by subrecipients' case managers to determine if they possess the skills and qualifications needed to participate successfully in the training activity in which they expressed an interest.
  - c. Eligible participants will receive authorization to participate in training activities at an institution/agency contained on the State of Nevada Approved Eligible Training Providers List. Participants shall choose their training activity after consulting with SNWIB service providers' case managers.
- 6. *Public Comments/Process [WIA Section 118(c)(1&2) and §661.345(b) and (c). The following describes the process used by the SNWIB to provide opportunity for public comment, including comment by representatives of business and labor organizations and input into the development of the local plan, prior to submission of the plan to the SNWIB.***

- a. Upon completion of SNWIB proposed plan, announcement of the plan was published in local area newspapers throughout the Southern Nevada Workforce Investment Area. The published announcement/article indicated that the proposed plan could be accessed through the SNWIB official website at: [www.snwib.org](http://www.snwib.org) and copies were available for pick up at the SNWIB administrative offices located at 920 West Owens Ave., Las Vegas, Nevada 89106.
- b. The announcement also encouraged Southern Nevada Workforce Investment Area residents, business representatives and labor organizations to submit written comments regarding the proposed plan to the SNWIB. The media announcement included the date, time and place to receive the proposed plan.

**7. *The following describes how the SNWIB will ensure the public has access to Board meetings and information regarding SNWIB activities, including membership and meeting minutes;***

- a. Official meeting agendas and minutes will be posted in accordance with Nevada's Open Meeting Law which requires public notices announcing such meeting at least three business days prior to the scheduled meeting. Additionally, official agendas and meeting minutes will be posted on the SNWIB website at: [www.snwib.org](http://www.snwib.org). Posted official meeting agendas and minutes will advise the public as to information regarding SNWIB activities.
- b. Public comments in disagreement with the proposed plan shall be submitted to the SNWIB for its review and consideration. The SNWIB will document receipt of all public comments received regarding its two-year plan. Comments in disagreement with the proposed plan will be referred to the SNWIB strategic planning committee for review and possible incorporation into the two-year plan.

**K. Program Management and Program Design [WIA Section 134 Subpart (d)(4)(E)]**

**1. *The following describes the criteria established to determine the availability of funds and the process by which any priority for services to recipients of public assistance and other low income individuals will be applied under Section 134(d)(4)(E);***

- a. Based on allocated funds received by the SNWIB, priority of services may be instituted to ensure those most in need of assistance receive the necessary employment and training services to become gainfully employed. When priority of services is instituted, the SNWIB will establish priority categories for eligible adult participants using household income levels.
- b. In addition to income levels, as part of its deliberations, the SNWIB will consider the designation of multiple employment barriers which may include the following categories: Individuals with Substantial Language or Cultural Barriers, Ex-Offenders, Home less Individuals, Other Hard to Serve Populations as Defined by the Governor

**2. *The following describes the policy(s)/guidelines established for service providers in conducting the assessment process for both youth and adult (core, intensive and training services) participants;***

- a. The SNWIB has established policies outlining assessment requirements for adults, dislocated worker and youth program participants. SNWIB policy outlines that contracted service providers shall conduct objective assessments on all participants prior to delivering intensive and training services. (Attachment E)
- b. All partners within the Southern Nevada JobConnect System have committed to provide core services on behalf of their targeted populations, and to the greatest extent allowed by funding resources, to the general public. Specific details for each agency are contained within Southern Nevada JobConnect One-Stop System MOUs. (Attachment D)

3. *The following describes how the SNWIB will meet the employment and training needs of the dislocated worker; displaced homemakers; low income individuals; public aid recipients and individuals with multiple barriers;*

a. The SNWIB has three design features of a successful delivery system that offer employment and training services to dislocated workers; displaced homemakers; low income individuals; public aid recipients and individuals with multiple barriers. These three features are: accessibility, visibility, and universality.

(1) **Accessibility** refers to the ease by which jobseekers, i.e., dislocated workers, displaced homemakers, low income individuals, people with disabilities, i.e., any job seeking customer can access the services provided by Southern Nevada JobConnect One-Stop Center Delivery System. By establishing four primary One-Stop Centers in the Southern Nevada Workforce Investment Area, access to services in each major population areas is ensured. Prior to the end of Program Year 2004, i.e., April 2005, a Rural One-Stop Center, located in Pahrump, Nevada was established and dedicated to serving Southern Nevada's Rural Area population.

(2) **Visibility** refers to the degree with which jobseekers are made aware of the existence of the One-Stop Centers, and the services and benefits available to them through Nevada's Workforce Development System, i.e., Nevada JobConnect. In addition to Southern Nevada's four comprehensive One-Stop Centers, seven contracted service providers' workforce resource centers are centrally located and visible within the communities in which they exist. Visibility of the workforce resource center is enhanced with ongoing and effective public relations and marketing campaigns. An Internet Website is maintained to provide access to information about services available to both jobseekers and employers through the workforce resource centers.

(3) **Universality** refers to the ability of Southern Nevada's One-Stop Delivery System to meet the needs of all its customers, i.e., jobseekers and businesses. While SNWIB recognizes that customer needs, appropriate services and eligibility criteria vary widely, it has designed a system that provides universal access to all core services. As outlined in WIA, the Southern Nevada One-Stop JobConnect, Workforce Development System services are tiered to provide core, intensive, and training services to adults, dislocated worker and all other targeted population groups through the One-Stop Delivery System.

b. Nevada JobConnect Workforce Development System has been designed to accommodate the individual needs of businesses and jobseekers. By involving a wide array of partner agencies and service providers, the available activities will be tailored or customized to meet the unique needs of Southern Nevada's diverse population. To the greatest extent possible, the specific expertise of one-stop partners and service providers will address the varied needs of the population group identified in the Southern Nevada Workforce Investment Area.

4. *Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d)(2)];*

a. Core services in the one-stop system are available to individual adults and dislocated worker, and are provided by each one-stop partner which includes:

- (1) Orientation to the full range of available services in the One-Stop Resource Centers.
- (2) Determination of eligibility for WIA, Title I, and other programs.
- (3) Initial assessment of skill level, aptitudes, and supportive services needs.
- (4) Job Search, placement assistance, and where appropriate, career counseling.
- (5) Local, regional, and national labor market information.
- (6) Job vacancy listings.
- (7) Information on skills needed to get various jobs.
- (8) Local occupations in demand with skill requirements and earnings.
- (9) Performance and cost information about training providers and schools.
- (10) Information regarding filing claims for unemployment compensation.
- (11) Availability of financial assistance for training and education.
- (12) Availability of local supportive services, including:
  - (a) Childcare
  - (b) Transportation
  - (c) Various aid programs
  - (d) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after first known day and employment.

**5. *The following describes how the core services will be delivered [§663.155];***

a. Core services are delivered through each One-Stop Center and by all contracted service providers. All individuals have universal access to the One-Stop System's core resources and services.

b. Using the Southern Nevada Workforce Development client tracking system, i.e., ("start") program, delivered core services, as well as clients' activities are tracked and recorded to allow One-Stop Center managers to effectively assign resources in support of clients' core services activities.

**6. *The following describes any core services an individual must receive before receiving intensive services [§663.160], including any minimum time period for participation in core services before receiving intensive services [§663.165];***

a. As previously indicated, core services in the one-stop delivery system are available to individual adults and dislocated worker, and are provided by each one-stop partner which include:

- (1) Orientation to the full range of available services in the One-Stop Resource Centers.
- (2) Determination of eligibility for WIA, Title I, and other programs.
- (3) Initial assessment of skill level, aptitudes, and supportive services needs.
- (4) Job Search, placement assistance, and where appropriate, career counseling.
- (5) Local, regional, and national labor market information.
- (6) Job vacancy listings.
- (7) Information on skills needed to get various jobs.
- (8) Local occupations in demand with skill requirements and earnings.
- (9) Performance and cost information about training providers and schools.
- (10) Information regarding filing claims for unemployment compensation.
- (11) Availability of financial aid assistance for training and education.
- (12) Availability of local supportive services, including:
  - (a) Childcare
  - (b) Transportation
  - (c) Various aid programs
  - (d) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after first known day and employment. Individuals must receive at least one core service before they are eligible to receive intensive services.

**7. *The following describes the intensive services to be provided to adults and dislocated workers:***

a. Intensive services will be provided to adults and dislocated workers that meet certain eligibility requirements (must have received at least one core service), and have not been able to obtain employment through core services, and are in need of intensive services in order to obtain employment. The following may be considered intensive services:

- (1) Comprehensive and specialized assessments of skill levels (including diagnostic testing, etc.).
- (2) In-dept interviewing and evaluation to identify employment barriers.
- (3) Development of Individual Employment Plans.
- (4) Group Counseling.
- (5) Individual counseling and career planning.
- (6) Case management for participants seeking training services.
- (7) Short-term prevocational training.
- (8) Referrals to community services.
- (9) Referrals to training. (Individual must receive at least one intensive service before they can receive training services). Out of area job search and relocation assistance.
- (10) Literacy activities related to basic workforce readiness.
- (11) Internships and work experience based on an assessment or individual employment plan.

**8. *The following describes how these intensive services will be delivered* [§663.210];**

Employment and training intensive services will be delivered through contracted service providers and partners of the One-Stop Development System. Individuals may access intensive services after receiving at least one core service and still could not obtain gainful employment.

**9. *The following describes the eligibility criteria for adults and dislocated workers to receive intensive services* [§663.220];**

a. After adults and dislocated workers have received at least one core service and still could not obtain employment, they may be eligible for intensive services. In addition to the receipt of core services, adult and dislocated workers must be at least 18 years of age and eligible to work in the United States of America and show proof of the following:

Social Security Account Number  
U.S. Selective Service (*Males Only*)

Birth Date/Age establishing the age of 18 years old

b. In addition to meeting the requirements for adult services, dislocated workers must meet the following:

- (1) Individual has been terminated or laid off, or has received notice of termination or layoff, from employment
- (2) Individual must be eligible for or must have exhausted entitlement to unemployment compensation; or
- (3) Individual has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under the State of Nevada unemployment compensation law.

***10. The following describes the criteria to determine whether an employed worker needs intensive services to obtain or retain employment leading to “self-sufficiency.” [§663.230];***

The SNWIB promotes the incumbent worker concept to allow employed or underemployed workers to retain employment or gain livable wages through promotions and/or increased wages leading to self-sufficiency. Specific emphasis has been placed on the SNWIB incumbent worker program with service providers establishing partnerships with employers to identify employees and develop training programs customized to fit their business goals and objectives.

***11. The following describes any intensive services an individual must receive prior to receiving training services [§663.250] including any minimum time period for participation in intensive services to be eligible for training services [§663.250];***

a. Although the SNWIB requires no specific time period for a participant to undergo intensive services, the following are considered intensive services available to eligible jobseekers:

- (1) Comprehensive and specialized assessments of skill levels (including diagnostic testing, etc.).
- (2) In-dept interviewing and evaluation to identify employment barriers.
- (3) Development of Individual Employment Plans.
- (4) Group Counseling.
- (5) Individual counseling and career planning.
- (6) Case management for participants seeking training services.
- (7) Short-term prevocational training.

- (8) Referrals to community services.
- (9) Referrals to training. (Individual must receive at least one intensive service before they can receive training services).Out of area job search and relocation assistance.
- (10) Literacy activities related to basic workforce readiness.
- (11) Internships and work experience based on an assessment or individual employment plan.

***12. The following describes the criteria for individuals to receive training services***

After receiving at least one intensive service and jobseekers still are unable to obtain work, they may be eligible to receive training services if they are at least 18 years old, and provide the supporting documentation to verify their right to work eligibility as outlined in both state and SNWIB policies.

***13. The following describes what supporting documentation will be required when training services have been deemed appropriate for an individual;***

- a. Documentation indicating the individual has received at least one intensive service must be established prior to receipt of training services.
- b. When applicable, special participant populations must meet low income eligibility criteria detailed under the State of Nevada WIA Compliance Policy—Priority of Services and documentation to support at least one of the following:
  - (1) For individuals with substantial language or cultural barriers
    - (a) Self Certification
    - (b) English as a Second Language Evaluation
  - (2) For ex-offenders
    - (a) Prison records
    - (b) Prison identification
    - (c) Other documentation from correction agency
  - (3) For homeless individuals: Written statement from social service agency, shelter, or individual providing temporary shelter
  - (4) For Demand occupations:
    - (a) Describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to

employment opportunities either in the local area or in another to which the individual is willing to locate. [§663.310];

(b) At least one of the following sources must be used to document occupations that are directly linked to employment opportunities in the Southern Nevada Workforce Investment Area or in another area where the jobseeker is willing to relocate:

(c) Demand occupations listing published by the Department of Employment, Training, and Rehabilitation or from appropriate state agency where the individual is willing to relocate; Training agreement signed by the employer; Local want ads or Internet Website announcements, indicating at least three openings; Letter or telephone contact with employers; or Three job order searches documented in the service's comment's section of NJCOS. For individuals willing to relocate, a written statement from the jobseeker indicating their willingness to relocate must accompany the documentation previously listed.

***14. The following describes the criteria used by the SNWIB to determine the appropriate length of time for an OJT contract;***

- a. The SNWIB has established policy guidelines for service providers to limit OJT contracts to the period of time that is required for the participant to become competent in the occupation for being trained. The start and end dates of training must appear in service providers' contracts with associated employers.
- b. The justification for the timeframe must be documented in the participant's individual employment plan (IEP) based on the skill level of the participant and required occupational skills of the job, the participant's work history, and any other factor that may effect the time period of the training.

***15. The following and attached describes the guidelines/policy(s) established for providing OJT or Customized Training Activities. Please see SNWIB Policy 3.8—Attachment F for what types of supportive services will be available for OJT participants:***

- a. SNWIB authorizes its contracted service providers to deliver participant's supportive services. Participants supportive services must not available through other agencies, and the participant must be unable to provide for themselves such services, and the supportive services are necessary, reasonable, and allowable in accordance with WIA to allow the participant to participate in employment and training activities.
- a. Generally, the following are allowable supportive services in accordance with SNWIB policies: transportation, i.e., bus pass/tokens, dependant care, housing assistance (rental assistance) employment related equipment and supplies additional supportive services necessary for the participant to engage in WIA training activities (Such as Health/Sheriff Cards, eyeglasses, minor auto repairs, etc.)

***16. The following describes what limits on the amounts or duration of funds for supportive services have been established [663.810]***

- a. The SNWIB allows its service providers the flexibility to develop supportive services policies and procedures that are tailored and deemed appropriate to meet the needs of the local community.
- b. The SNWIB requires service providers to develop policies and procedures that include the following assurance elements:
  - (1) That coordination and referrals with other entities are in place to prevent duplication of services.
  - (2) That the support services provided are allowable, necessary, and reasonable for the individual to participate in WIA Title I activities. Note: Supportive services shall not be provided as a stand-alone service, and must only be provided to support other WIA activities.
  - (3) That all services providers' staff is knowledgeable of other support resource entities that are accessible within the Workforce Investment Area.
  - (4) Criteria that determine when funds are unavailable for necessary support services, and how such services may be provided and funded.
  - (5) Criteria that ascertains the provisions as the granting of exception to the established criteria of service and cost of services.

***17. The following describes how the level of needs-related payment will be determined [663.840]:*** The SNWIB does not authorize needs related payments.

***18. The following describes how the "deficient in basic skills literacy" criteria in [§664.2000 (c) (1) will be defined and documented]***

The SNWIB uses the State of Nevada definition for basic literacy skills deficiency, which reads as follows: The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

***19. The following describes the use and control of the five (5) percent window for the non-economically disadvantaged youth participants [§664.220];***

The SNWIB does not encourage services to non-economically disadvantaged youth participants. However, when such services do occur, service providers must document the exception prior to service delivery.

***20. The following describes the design framework for youth program design [§664.400] in the local area, including the ten required program elements listed in this section. [WIA Section 129 (c) (2) and §664.410];***

a. The SNWIB has established a lead youth provider to serve as the focal point for all youth service delivery in the Southern Nevada Workforce Investment Area. The lead youth service provider along with independent youth services vendors ensure quality youth services are delivered to eligible youth participants.

b. Only one or two service providers will be selected by the SNWIB as operator(s) to provide management and control of WIA youth funded programs. Service providers are responsible for outreach, recruitment, screening, determination/certification of eligibility of youth for WIA programs, and coordination of youth support services and activities consistent with the rules, regulations and guidelines established by the SNWIB. Marketing of these programs in Southern Nevada Workforce Investment Area will be an aspect of this role.

(1) Youth services provided shall include, but are not limited to:

(a) Recruitment;

(b) Outreach;

(c) Screening;

(d) Certification of eligibility of WIA youth participants and referral to appropriate agencies;

(e) Coordination with the Nevada JobConnect system;

(f) Labor Market Information;

(g) Outreach to determine employer's needs;

(h) Job Development;

(i) Organizing job fairs;

(j) Referring qualified older youth to employers, and

(3) Two concepts are at the heart of managing the WIA youth programs: **Integration of systems resources and services, plus performance-driven outcome based measurements.**

(a) **Integration of systems, resources and services** are ultimate goals which go beyond co-location and technological access to provide a seamless, single referral source to all eligible youth customers.

(b) **Performance-driven outcome based measures** are the criteria by which successful youth programs are judged. Measures which will be followed are: entered employment rate, wage at placement, wage gains at follow up, employment retention, credential rate, basic skills, work readiness and/or occupational skills attainment, secondary school diploma or equivalent attainment, and customer satisfaction.

(4) Ten Required Program Elements: There are ten required program elements, of which eight must be provided through the SNWIB approved youth service vendors:

(a) Tutoring, study skills training, and instructions leading to secondary school completion, including school dropout prevention strategies.

(b) Alternative secondary school offerings.

(c) Summer employment opportunities directly linked to academic and occupational learning.

(d) Paid and unpaid work experiences, including internships and job shadowing, as provided in 20 CFR 664.460 and 664.470.

(e) Occupational skill training.

(f) Leadership development opportunities that include community service and peer-centered activities encouraging responsibility and other positive social behaviors.

(g) Supportive services that may include the services outlined in 20 CFR 664.440.

(h) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation.

(i) Follow-up services as outlined in 20 CFR 664.450 for at least 12 months.

(j) Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling as appropriate the needs of the individual youth.

***21. The following describe how the SNWIB will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs;***

a. Each youth service provider is required to indicate both in-school and out-of-school youth served, and the amount of funds expended in each category on every youth services reimbursement invoice submitted.

b. The SNWIB financial staff reviews all youth services invoices and their required monthly financial reports to ensure funding for services delivered to out-of-school youth is at least 30% of the total amount expended.

***22. The following describes the planned rapid response provider and activities at the local level;***

Service providers are teamed with employer services rapid response staff members. Upon receipt of a rapid response notification, service providers assigned appropriate staff to deliver briefings and core services to jobseekers identified as a result of rapid response activities.

***23. The following describes how the SNWIB will coordinated rapid response activities with the State Rapid Response Team;***

SNWIB service providers are members of all Southern Nevada rapid response teams. Coordination is an integral part of service providers' role in support of rapid response activities.

***24. The following identifies the entity responsible for the disbursal of WIA grant funds:***

The SNWIB has the sole responsibility for disbursing WIA grant funds to contracted service providers. In turn, service providers have the responsibility for disbursing WIA funds to participants in the form of service delivery.

***25. The following describes the competitive and noncompetitive process that will be used to award grants and contracts for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts;***

The SNWIB uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by the SNWIB staff and responsible committees. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on the SNWIB website.

***26. The following describe how the SNWIB will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers from individual training accounts (ITAs);***

Training providers are recommended to the State of Nevada for approval based on their capacity to effectively deliver training services to eligible participants. The SNWIB staff reviews all Southern Nevada training providers' certification request applications and provides inputs to the State of Nevada with an appropriate recommendation.

***27. The following describes the process for requesting a provider be removed from the eligible training provider list;***

a. The SNWIB staff monitors and assesses all training providers' delivery of required training services and activities. After providing technical assistance and recommended corrective action, the SNWIB staff conducts follow-up reviews to verify training providers' corrective action and compliance of training services delivery.

b. If appropriate corrective action or progress is not made, the SNWIB staff recommends to the State of Nevada Workforce Investment Support Services (WISS) that the identified training provider be removed from the approved eligible training providers list.

**28. *The following describes how the consumer report (performance information)[§663.570] will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures [§663.575];***

The State of Nevada has the responsibility for preparing consumers training reports. Upon receipt of consumer training reports, they are posted and made visible at each Nevada JobConnect One-Stop Center and service providers' local offices.

**29. *The following describes the process for identifying eligible providers of youth activities [WIA Section 123];***

All youth service providers are identified through a competitive process using RFPs solicitations. Upon receipt of service providers' proposals, the SNWIB staff conducts a technical assistance review to verify all necessary components outlined in the RFP were met. The SNWIB staff also reviews and evaluates service providers' proposals and forwards recommendations for award and funding to the youth council for review and make further recommendations to the SNWIB for award approval.

**30. *The following identifies the criteria the SNWIB uses in awarding grants for youth activities including criteria used to identify effective and ineffective youth activities and providers.***

a. The SNWIB uses the following criteria for awarding grants for delivery of youth activities:

(1) Program Design (Service providers must illustrate their program overview; outline their program goals and performance measures; describe the effectiveness of their case management services; demonstrate their job placement services; indicate the what supportive services they plan to deliver; and outline youth services outreach and recruitment strategies.

(2) Ability to Serve Special Youth Populations (Ex-offenders, foster children, economic disadvantage, and physically impaired youth)  
Collaborations and partnerships (Service providers must describe their employment and training linkages and collaborative efforts)

- (3) Available Funds to Leverage with WIA Services and Activities (Service providers must indicate its non-WIA funding sources and the amounts available for leveraging)
- (4) Creativity and Innovation in Delivering Effective Youth Services (Service providers are required to outline their agency's creativity and innovation in developing and delivering youth employment and training services)
- (5) Experience in Serving Youth to Achieve Skill Credentials (Service providers are required to illustrate their ability to help youth attain educational achievements, skills and qualify for apprenticeships)
- (6) Program Management Systems (Demonstrated capacity to capture participant data and submit reports on a regular basis in a timely manner)
- (7) Financial Management System (Service providers must submit their cost allocation plan and demonstrate the effectiveness of their financial system)
- (8) Services to the Entire Workforce Investment Area (Service providers must describe their agency's strategy to provide youth services throughout Southern Nevada Workforce Investment Area)

b. Each area is scored using a point scale from one to ten, with the exception of program design and special populations which may be rated from one to 15, and the experience service youth area may be rated from one to 20. After proposals are rated/scored, they are placed in an order of merit and the providers receiving the highest score are awarded grant funds to deliver employment and training services to eligible youth.

***31. The following describes the limitations placed on ITAs, such as the dollar amount and/or duration:***

The SNWIB has not established a dollar limitation for individual training accounts (ITA); however, the SNWIB encourages occupational training services not to exceed a period of 12 months.

***32. The following describes how performance information will be gathered and reported;***

a. The SNWIB requires all service providers (who have been awarded WIA Title I funds to provide client services), to use its central database. This SNWIB database system contains all the required data elements to address local, state, and federal programmatic reporting requirements, including performance information. SNWIB develops monthly reports that delineate programmatic and financial performance by service provider. These reports are distributed to the service providers, SNWIB members, and SNWIB staff monthly.

b. The SNWIB Programs/Performance Committee and Youth Council evaluate the reports to determine future awards or sanctions. SNWIB is currently working with the Department of Employment, Training, and Rehabilitation (DETR) to transition from the SNWIB database onto the Nevada JobConnect Operating System (NJCOS). This system

will contain the programmatic reporting requirements, including performance information for all WIA partners, promoting seamless service delivery.

***33. The following describes common data systems in place to track progress;***

a. As previously indicated, the SNWIB requires all service providers (who have been awarded WIA Title I funds to provide client services), to use its central database. This SNWIB database system contains all the required data elements to address local, state, and federal programmatic reporting requirements, including performance information. SNWIB develops monthly reports that delineate programmatic and financial performance by service provider. These reports are distributed to the service providers, SNWIB members, and SNWIB staff monthly.

b. The SNWIB Programs/Performance Committee and Youth Council evaluate the reports to determine future awards or sanctions. SNWIB is currently working with the Department of Employment, Training, and Rehabilitation (DETR) to transition from the SNWIB database onto the Nevada JobConnect Operating System (NJCOS). This system will contain the programmatic reporting requirements, including performance information for all WIA partners, promoting seamless service delivery.

***34. The following describes how customer satisfaction information will be collected;***

The SNWIB encourages its service providers to capture customer satisfaction through a variety of methods, not limited to suggestion boxes, comment cards, telephone surveys and point of service surveys. The SNWIB coordinates with the state entity to provide required data necessary for the state to complete the Department of Labor mandated customer satisfaction.

***35. The following describes the financial control and fund activity procedures to assure proper dispersal of, and accounting for federal funds in accordance with GAAP applicable in Nevada at the local level. Financial controls are established as outlined in the following SNWIB policies and its internal fiscal management procedures:***

- a. Cost Classification and Allocation—SNWIB 2.1
- b. Procurement—SNWIB 2.2
- c. Contract/Proposal Modification—SNWIB 2.3
- d. Financial and Fiscal Reporting—SNWIB 2.4
- e. Property Management—SNWIB 2.5
- f. Youth Services Invoicing—SNWIB 2.6
- g. Adult/Dislocated Worker Services Invoicing—SNWIB 2.7
- h. Cash Management—SNWIB 2.8
- i. Contractor Budget Modification—SNWIB 2.9

- j. Program Income—SNWIB 2.11
- k. Audit Process/Debt Resolution—SNWIB 2.12
- l. Allowable Costs—SNWIB 2.13
- m. Subrecipient Program Funds Carry Forward Process—SNWIB 2.14
- n. Debt Management—SNWIB 2.15
- o. SNWIB Internal Fiscal Management Procedures, Dated July 2004

***36. The following describes how fiscal control and accounting procedures, including those of subrecipients, will be sufficient to provide information pertaining to sub-grant and contract awards, obligations, unobligated balance, assets, expenditures and income;***

In addition to Federal and State regulations and policies, the SNWIB policies outline the requirement for subrecipients/service providers to follow. Through monthly financial status reports, reimbursement invoices, approved budgets, and costs allocation plans, the SNWIB financial staff will verify, validate and document its financial activities as well as those of its subrecipients.

***37. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to provide effective internal control to safeguard assets and insure their proper use;***

- a. Through annual independent audits required for the SNWIB and its subrecipients and monitoring of internal financial controls and procedures, sound safeguards have been established to ensure proper utilization of awarded funds and resources.
- b. Also, through frequent financial desk reviews conducted daily, and on-site fiscal monitoring reviews at least semi-annually, accounting procedures and fiscal controls will be thoroughly checked with the results reported to the SNWIB budget committee.

***38. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to allow comparison of actual expenditures with budgeted amounts for each subgrant;***

- a. The SNWIB financial department develops quarterly financial reports/statements that reflect actual expenditures in comparison to budgeted amounts. Such reports are reviewed by the SNWIB budget committee and the SNWIB at least quarterly during its formal board meetings.
- b. Subrecipients/services providers' monthly financial reports are reviewed by the SNWIB financial department and compared with their approved budgets.

***39. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to provide source documentation to support accounting records;***

- a. As outlined in the SNWIB policies, reimbursement invoices, payment vouchers and receipts along with other supporting documents (back-up information), are required for payment approval and disbursement.
- b. All financial records along with supporting documents are maintained for at least three years from the date of last activity or questionable costs.

***40. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to allow proper charging of costs and cost allocation;***

- a. The SNWIB reimbursement invoices/vouchers are designed to identify appropriate costs allocated among programs.
- b. All invoices/vouchers request for reimbursement payments are reviewed and verified for proper program costs allocation prior to approval for payment funds disbursement.

***41. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to permit preparation of required reports;***

The SNWIB financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. For example, bank reconciliations and financial trial balances are reviewed at least monthly against source documents and reports are prepared using the extracted data/information.

***42. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to trace transfer of funds to be a level of expenditure adequate to establish that funds have not been used in violation of the restrictions on use of funds;***

- a. As previously indicated the SNWIB financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. Through documented record of funds transfers and contract amendments, budgets require revision when necessary to match awarded contracts.
- b. Along with budget adjustments, revisions of contracted statement of works are also required to justify expenditures in accordance with compliance requirements.

***43. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to permit transfer of program income, potential stand in costs and other funds that are allowable;***

a. The SNWIB policies require program income and stand-in costs and other allowable funds to be report monthly in financial status reports. Contracted service providers must provide the SNWIB monthly financial status reports no later than the 15th day of each month.

b. The SNWIB financial department monitors service providers' financial to ensure proper reporting of accrual funds, program income and potential stand-in costs.

***44. The following describes the oversight role and responsibilities of the SNWIB, including technical assistance as necessary and appropriate, monitoring its own WIA activities and those of its subrecipients;***

a. The SNWIB has developed policies and procedures and assigned its staff members fixed responsibilities and accountability for the monitoring and oversight of all WIA programmatic and fiscal activities.

b. Using the SNWIB programmatic and fiscal monitoring review plan, the SNWIB shall schedule on-site monitoring reviews with all its subrecipients at least twice annually. During monitoring reviews, the SNWIB staff will check and test subrecipients' programmatic and financial activities and services to ensure they comply with WIA and all related regulations and policies.

(1) Upon completion of on-site monitoring reviews, reports of findings, recommendations, suggestions and corrective action will be documented for each subrecipient's performance and capacity to follow compliance guidance and directives.

(2) Programmatic activities and services shall be tested and verified to determine that allowable expenditures have been made against appropriate cost categories and within the cost limitations specified in WIA and applicable regulations and policies.

(3) Desk and on-site monitoring reviews shall be conducted on a regular bases to determine whether or not subrecipients are complying with provisions outlined in WIA and all applicable laws and regulations.

**L. Cost Allocation Plan**

***1. The following outlines the SNWIB cost allocation plan:***

a. The purpose of the cost allocation plan (CAP) is to allocate purpose of the cost allocation plan (CAP) is to allocate and record costs in the expense ledger on an equitable basis to all grants awarded to the SNWIB and to all partners sharing in cost of the operation of SNWIB activities and Nevada JobConnect One-Stop Centers.

(1) A bi-weekly time system that identifies actual hours worked by staff on various activities.

(2) A monthly time study that distributes direct and indirect staff hours to final time objectives (activities by grant) and calculates the proportional relationship among the grant objectives. These percentage allocations are used to allocate non-salary costs.

(3) A chart of accounts and an expense recording system that allow for direct and indirect costs to be recorded at the time of payment or when incurred. The costs are allocated to the final cost objectives (grant, cost category, partner agency) based on the following allocation methods.

(a) Direct Costs: All direct cost chargeable to a final cost objective (grant, cost category, partner agency) must be supported by appropriate time distribution records for personnel costs or appropriate source documentation for non-personnel costs. The supporting documentation must show that the direct cost has a specific relationship to the final cost objective.

(b) Indirect Costs: Indirect costs have no specific relationship to a particular final cost objective and, accordingly must be allocated. The SNWIB charges various salary and operational costs to non-final cost objectives (temporary funds) to the final cost objectives (grant, cost category, partner agency) they benefit. The allocation is based on appropriate methods that are fair, reasonable and equitable.

b. Allocation of Indirect Costs:

(1) Indirect costs are those that are charged in the expense ledger to various non-final cost objectives, called temporary funds, pending allocation to the final cost objectives. The temporary funds charged are determined by the nature of the cost. The following are the allocation methods used to allocate indirect costs.

(a) Salary: The monthly personnel time analysis calculates the percentages to be used in charging costs to the final cost objectives (grant and cost category). Direct labor hours are recorded under the appropriate final time objectives (activities by grant) and the labor percentages are calculated per final time objective. Labor percentages are calculated for all final time objectives as a group, as well as separately for program final time objectives, and separately for administration final time objectives, as well as individually by employee.

(b) Individual labor percentages are used to distribute individual salary expense to the final cost objectives and to indirect salary expense, which in turn is allocated to the final cost objective by applying the specific program labor percentage or the administration labor percentage.

(c) General Indirect Costs: Allocated by labor percentages—the amount of expense in general indirect cost is allocated to the benefiting grants by applying the labor percentages or hours contributed (worked) to the program.

(d) Facility Costs: Allocated by space usage/number of assigned staff members/labor percentages—Costs identified as related to the physical occupancy of office space, including all Nevada JobConnect One-Stop Center, are gathered in these temporary funds, which include staff salary costs. Part of this fund contains all non-telephone facility costs, while part contains the costs of equipment and use of the telephone system.

i. First, pre-determined proportions are periodically calculated for the following categories:

(I) Grant specific space: Calculating the amount, and proportion, of the SNWIB space used for activities directly traceable to a specific grant.

(II) Administration space: Calculating the amount, and proportion, of SNWIB space used for activities that are classified as administration under the grants.

(III) Program space: Calculating the amount, and proportion, of SNWIB space used for activities that are classified as program under the grants.

(IV) One-Stop Center Space: Calculating the amount, and proportion, of non-SNWIB space used for activities such as One-Stop partners.

(V) Telephone extensions: Calculating the number, and proportion, of extensions used for each category, grant specific, administration, program, and One-Stop Center partners.

ii. Second, costs are allocated into categories by applying the proportions determined by the periodic measurement and calculation of the space usage and the number of telephone extensions. The expense attributable to a specific grant or agency is recorded as such.

iii. Third, the amount determined allocable to administration is charged to the temporary administration costs and consequently allocated to the administration cost category of the benefiting grants based on the formula used for that funds.

iv. Fourth, the amount determined allocable to the program category is distributed among the benefiting grants using the program labor percentages.

v. Fifth, the amount determined allocable to non-SNWIB, such as One-Stop System partner agencies, is charged to accounts specific to each partner agency.

c. Indirect administration costs: Allocated by administration labor percentages—the monthly personnel time analysis includes percentages based on the proportion

of staff hours charged to the administration final time objectives. The amount of costs is allocated to the benefiting grants using these percentages.

d. Indirect program costs: Allocated by related program labor percentages—the monthly personnel time analysis includes percentages based on the proportion of staff hours charged to the program final time objectives. The amount of costs is allocated to the benefiting grants using these percentages.

e. Fringe benefit costs: Allocated by labor percentages—the monthly personnel time analysis includes percentages based on the proportion of staff hours charged to final time objectives (activities by grant). The amount of costs is allocated to the benefiting grants using these percentages.

## **2. *Calculation of Labor Percentages and Allocation of Salary Costs:***

a. Time objectives: Time objectives are used in recording hours on timesheets and the time analysis worksheets. A time objective is represented by activity, and if identifiable; grant codes. The codes allow for the identification of hours charged by SNWIB staff based on activities performed. The activities are correlated to the corresponding cost categories under each grant.

(1) Non-final time objective: Defined as identifiable activities that benefit several grants. Hours incurred by SNWIB staff in activities that benefit several grants are charged to non-final time objectives on timesheets. Hours charged to non-final time objectives are accumulated in the time analysis and allocated to final time objectives based on the proportion of hours directly charged to final time objectives.

(2) Final time objective: Defined as an identifiable activity benefiting a specific grant. Hours incurred by SNWIB staff in activities that benefit specific grants are charged to final time objectives (activities by grant).

## **3. *Time distribution records: The SNWIB time distribution system includes the following:***

a. A timesheet accounting for the total hours that each employee worked.

b. The timesheet serves as a system to summarize employees' time and attendance, showing a comprehensive view of the activities of each employee.

c. Timesheet entries are prepared on a daily basis.

d. Timesheets are signed by the employee and a supervisor and/or the executive director or deputy executive director who has knowledge of the activities performed by the employee.

e. Where an employee performs a single activity that can be chargeable to more than one cost objective, the time distribution of the employee's activities may be split between benefiting cost objectives based on an equitable distribution method.

f. Distributions based on budgeted estimates of employee activities shall not be used.

**4. *Time Analysis and Distribution: The SNWIB shall utilize the following time analysis and distribution system:***

a. This process will produce two sets of percentages:

(1) Individual labor hour percentages for the distribution of individual salary cost to final cost objectives, and

(2) Collective labor hour percentage for the distribution of indirect costs.

b. The monthly personnel time analysis calculates the percentages to be used in charging costs to the final cost objectives (grant and cost category). Direct labor hours are recorded under the appropriate final time objectives (activities by grant) and the labor percentages are calculated per final time objective. Labor percentages are calculated for final time objectives as a group, as well as separately for program final time objectives, and separately for administration final time objectives, as well as individually by employee.

c. Individual labor percentages are used to distribute individual salary expense to the final cost objectives and to indirect salary expense, which in turn is allocated to the final cost objective by applying the specific program labor percentage or the administration labor percentage.

d. The labor percentages, and the program labor percentages, and the administration labor percentages are used to distribute non-salary expense to the appropriate final cost objective.

(1) The hours chargeable to final time objectives are distributed as recorded on the timesheets.

(2) The hours charged to non-final time objectives (program and administration pools) are allocated to the corresponding final time objectives (program or administration activities by grant) based on the following methods:

(a) Pooled (indirect) program hours are distributed based on the proportionate number of direct labor hours charged to the program final time objectives.

(b) Pooled (indirect) administrative hours are distributed after the direct program hours have been distributed to the grants, and the direct administration hours have been distributed to the grants. The pooled administrative hours are distributed based on the proportionate number of direct program hours, plus direct administration hours charged to the program and administration final time objectives.

e. Distribution of Salary Costs: Salary costs are charged to final cost objective by applying individual staff percentages to individual salary costs, after the time analysis is completed.