

**WORKFORCE CONNECTIONS**  
**LOCAL ELECTED OFFICIALS CONSORTIUM**  
**AGENDA**

**Tuesday, June 14, 2016**  
**1:00 p.m.**

**Rosalie Boulware Bronze & Silver Conference Rooms**  
**6330 W. Charleston Blvd., Suite 150**  
**Las Vegas, Nevada 89146**

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>

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City of Las Vegas, 495 S. Main St., Las Vegas, NV  
City of North Las Vegas, 2250 N. Las Vegas Blvd., North Las Vegas, NV  
Clark County Clerk's Office, 500 S. Grand Central Pkwy., Las Vegas, NV  
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV  
Henderson City Hall, 240 Water St., Henderson, NV  
Boulder City City Hall, 401 California Ave., Boulder City, NV  
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV  
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV  
Lincoln County Courthouse, 181 Main St., Pioche, NV  
Nye County School District, 484 S. West St., Pahrump, NV  
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)

**COMMENTARY BY THE GENERAL PUBLIC**

The Local Elected Officials Consortium complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting prior to the Consortium approving the agenda and before any other action is taken, and again before the adjournment of the meeting.

As required by Nevada's Open Meeting Law, the Consortium may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

1. Please state your name and home address for the record
2. In fairness to others, groups or organizations are requested to designate one spokesperson
3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.

It is the intent of the Consortium to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Consortium are available upon request. Request for such supporting materials should be made to Suzanne Benson at (702) 636-2300 or [sbenson@snvwc.org](mailto:sbenson@snvwc.org). Such supporting materials are available at the front desk of Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV, 89146, and are available online at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax at (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hours advance notice. An Equal Opportunity Employer/Program.

NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.

**Local Elected Officials Consortium Members:** Chair Commissioner Lawrence Weekly (Clark County), Vice-Chair Councilwoman Anita Wood (City of North Las Vegas), Councilwoman Peggy Leavitt (Boulder City), Councilwoman Gerri Schroder (City of Henderson), Commissioner Butch Borasky (Nye County), Councilman Bob Beers (City of Las Vegas), Commissioner Ralph Keyes (Esmeralda County), Commissioner Varlin Higbee (Lincoln County)

*All items listed on this agenda are for action by the Local Elected Officials Consortium unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to Workforce Connections.*

### **AGENDA**

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance ~ *Chair Commissioner Lawrence Weekly*
2. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Consortium for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes..... 6
3. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items ..... 7
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the minutes of April 12, 2016..... 8
5. **DISCUSSION AND POSSIBLE ACTION:** Approve Board member appointment of David McKinnis, Bellagio Hotel & Casino to represent the Business category for a two year term. Mr. McKinnis currently serves on the Programs Committee..... 17
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Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. HELP of Southern Nevada (One-Stop Affiliate Site - South)	\$1,200,000
b. Lincoln County Grants Administration (Lincoln County)	\$150,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$1,200,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$575,000
e. ResCare Workforce Services (One-Stop Career Center)	\$3,000,000

9. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections’ contract award with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017. .... 120

Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. HELP of Southern Nevada (Drop Out Recovery)	\$500,000
a. Lincoln County Grants Administration (Lincoln County)	\$212,000
b. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$800,000
c. Nye Communities Coalition (Nye and Esmeralda Counties)	\$350,000
d. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)	\$800,000

10. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections’ no-cost contract award with Olive Crest to ensure the continuation of WIOA Youth services to foster care youth. The contract extension shall be from July 1, 2016 through February 28, 2017..... 166
11. **DISCUSSION AND POSSIBLE ACTION:** Ratify Board’s recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections’ programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding. .... 168
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- c. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)..... 202
- d. Awards & Expenditures Report - Monthly Update (Status of Service Providers)204
- e. WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures – Adult, Dislocated Worker and Youth ..... 210

- f. Workforce Connections' Professional Services Contracts (*Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any member of this Consortium upon request*). ..... 212
- i. Allied Barton Security Services – This is the fifth amendment to the original contract which provides security services at Workforce Connection's main office and One-Stop Career Center as well as driver support for the Mobile One-Stop deployment. This amendment of \$170,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$525,000.00.
  - ii. John Chamberlain – This is the second amendment to the original contract which provides WIOA technical assistance and strategic Board development. This amendment of \$20,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$69,000.00.
  - iii. Integrity Imaging Solutions – This is the second amendment to the original contract which provides document scanning services for Workforce Connections and all of its partners. This is a no cost extension request with a date modification for a second year with the maximum contract not to exceed amount remaining at \$75,000.00.
  - iv. Joy Huntsman – This is the fourth amendment to the original contract which provides counseling services funded under the AARP Back to Work 50+ grant. This amendment of \$32,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$85,795.00.
  - v. Taka Kajiyama – This is the sixth amendment to the original contract which provides ongoing support for the State's automated Eligible Training Partner List (ETPL). This amendment of \$50,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$252,400.00.
  - vi. Parker, Nelson & Associates – This is the first amendment to the original contract which provides legal services to the Board on an as needed basis. This amendment of \$100,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$200,000.00.
  - vii. Piercy, Bowler, Taylor & Kern – This is the first amendment to the original contract which provides A-133 auditing services to the Board. This amendment of \$80,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$160,000.00.
  - viii. Macey Prince Consulting – This is the first amendment to the original contract which provides fiscal and procurement technical assistance to Board staff and partners. This amendment of \$25,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$60,000.00.

- ix. Red 7 Communications – This is the second amendment to the original contract which provides outreach services for Workforce Connections and the One-Stop delivery system. This amendment of \$30,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$84,000.00.
- x. Sin City Mad Men – This represents a new contract procured under the solicited bid process for website development services. This initial contract is for an amount not to exceed \$50,000.00.
- xi. Sin City Mad Men – This represents a new contract procured under the solicited bid process for outreach collateral material design services. This initial contract is for an amount not to exceed \$50,000.00.

- 15. **INFORMATION:** Business Engagement and Communication Reports ~ *Kenadie Cobbin Richardson, Director, Business Engagement & Communications* ..... 221
  - a. In-Demand Jobs Report
  - b. Pre-Screening & Referral Stats Report
  - c. Workforce Connections' Compact
  - d. Metro Initiative
- 16. **INFORMATION:** Strategic Initiatives Report ~ *Jaime Cruz, Chief Strategy Officer* ..... 228
  - a. Status Update on WIOA Compliance Assurance Initiatives
  - b. Status Update on Workforce Development System Continual Improvement Initiatives
- 17. **DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director's Report ~ *Ardell Galbreth, Executive Director* ..... 239
  - a. Workforce Development Area – General Update
  - b. Rural Counties Employment and Training Services
  - c. Staff Development and Service Providers/Workforce Development Partners Training
  - d. Highlighted Workforce Initiatives
- 18. **INFORMATION:** LEO Consortium member comments..... 255
- 19. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Consortium. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes. .... 256
- 20. Adjournment

**Agenda item 2.      FIRST PUBLIC COMMENT:**

Members of the public may now comment on any matter posted on this Agenda, which is before this Consortium for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes

**Agenda item 3.      DISCUSSION AND POSSIBLE ACTION:**

Approve the agenda with inclusions of any emergency items and deletion of any items

**Agenda item 4.      DISCUSSION AND POSSIBLE ACTION:**

Approve the minutes of April 12, 2016



**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
MINUTES**

**Tuesday, April 12, 2016  
1:00 p.m.**

**Rosalie Boulware Bronze & Silver Conference Rooms  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

**Members Present**

Commissioner Lawrence Weekly, Clark County  
Councilwoman Gerri Schroder, Henderson (phone)  
Councilwoman Peggy Leavitt, Boulder City  
Councilman Bob Beers, Las Vegas (phone)  
Councilwoman Anita Wood, North Las Vegas (phone/in-person)  
Commissioner Ralph Keyes, Esmeralda County (phone)

**Members Absent**

Commissioner Butch Borasky, Nye County  
Commissioner Varlin Higbee, Lincoln County

**Staff Present**

Ardell Galbreth, Executive Director  
Suzanne Benson, Board Administrator  
Jim Kostecki, Chief Financial Officer  
Brett Miller, Manager, Strategic Planning & Analysis  
Kenadie Cobbin-Richardson, Director, Business Engagement & Communications

**Others Present**

Michael Oh, Legal Counsel, City of Henderson  
Stephanie Garabedian, Parker Nelson Associates  
Carol Turner, CST Project Consulting  
Nield Montgomery, The Learning Center  
Lynn Hoffman, ResCare Workforce Services/One-Stop Career Center  
Ron Hilke, DETR  
Kevin Gouveia, OSCC/AARP Client  
Valerie Murzl, Workforce Connections' Board Chair (phone)  
  
(It should be noted that not all attendees may be listed above)

**1. CALL TO ORDER, confirmation of posting, roll call, Pledge of Allegiance**

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:05 p.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

**2. FIRST PUBLIC COMMENT SESSION**

Chair Weekly opened the floor for public comment.

Hearing no comments, Chair Weekly closed the Public Comment Session.

**3. DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items**

*A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood to approve the agenda as presented. Motion carried.*

**4. DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of February 9, 2016**

Chair Weekly presented the minutes provided on page 8-16 of the agenda packet.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to approve Local Elected Officials Consortium minutes of February 9, 2016 as presented. Councilwoman Peggy Leavitt abstained. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Approve board member appointment of Michael Gordon, Las Vegas Global Economic Alliance to represent the Economic Development category for a term of two years. Upon approval, Mr. Gordon will serve on the Finance & Budget Committee.**

Chair Weekly presented Michael Gordon's board application provided on page 19-23 of the agenda packet.

Ardell Galbreth, Executive Director provided background. Mr. Gordon will replace Michael Vannozzi on the Board to represent the Economic Development category. Brief discussion ensued.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to approve board member appointment of Michael Gordon, Las Vegas Global Economic Alliance. Upon approval, Mr. Gordon will serve on the Finance & Budget Committee. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Approve board member appointment of Peter Guzman, Latin Chamber of Commerce to represent the Business Trade Organization category for a term of three years. Upon approval, Mr. Guzman will serve on the Programs Committee.**

Chair Weekly presented Peter Guzman's board application provided on page 25-30 of the agenda packet.

Mr. Galbreth provided background. Mr. Guzman is president of the Latin Chamber of Commerce and will replace Maggie Arias-Petrel on the Board to represent the Business category.

*A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood to approve board member appointment of Peter Guzman, Latin Chamber of Commerce to represent the Business Trade Organization category for a term of three years. Upon approval, Mr. Guzman will serve on the Programs Committee. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports ~ Jim Kostecki, Chief Financial Officer**

Chair Weekly read the item into the record. Michael Oh, Legal Council recommended that the Consortium take one vote for items 7a through 7e and a separate vote for item 7f.

Jim Kostecki, CFO presented the reports:

- a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016

There is one change affecting all three operational budgets for an overall allocation of \$20,000 to the Allied Barton contract (\$10,000 for security services and \$10,000 for security personnel who drive the Mobile One-Stops):

Workforce Connections Budget (p. 34): 7075 Facilities Maintenance – increase of \$5,700

One-Stop Career Center Budget (p. 38): 7075 Facilities Maintenance – increase of \$4,300

One-Stop System Budget (p. 41): 7075 Facilities Maintenance – increase of \$10,000

The PY2015 WIOA Formula Budget is provided on page 33-43 of the agenda packet.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)

The Budget vs. Actual Finance Report is provided on page 45 of the agenda packet and reflects all line items in green (good).

Chair Weekly commended WC staff for staying within the travel budget.

c. Awards & Expenditures Report - Monthly Update (Status of Service Providers)

The Awards & Expenditures report is provided on page 47-51 of the agenda packet.

Mr. Kostecki reported actual training obligations with ResCare at 65% and the One-Stop Affiliate Sites at 72% of budgeted and overall NEG expenditures is \$46,000 to date.

Chair Weekly stated that ResCare's progress looks good; Councilwoman Schroder concurred and stated that ResCare was mentioned often at the recent NAWB conference in DC. She further stated that she met with various staff members of ResCare and was comforted that the individuals were all from the local area.

Mr. Kostecki reported a discussion at the recent Programs Committee and Board meetings regarding low Youth training expenditures. WIOA requires 20% of all Youth funds be spent on work-based training, including OJTs and work experiences. Staff raised the concern with the Youth providers and requested expenditure and enrollment plans from each provider, which are still pending.

Chair Weekly inquired regarding the large percentage of youth who have yet to pass the proficiency exams required to graduate. Mr. Galbreth stated that some of the funds, not much can be used on in-school youth for summer school. Discussion ensued. Mr. Galbreth stated that a strategy is to enroll youth post-graduation, pre-college as out-of-school youth.

d. Audit Finding Status Reports

The Audit Finding Status Reports representing four different audits: A-133 audit (p. 53) with one finding that has since been cleared up; on-site reviews by DETR (p. 54-56) and Department of Labor (p. 57-59); and the YouthBuild 2013 grant audit by DOL (p. 60-61). The green shading on the report indicates finding complete and the yellow indicates corrections made, pending action and/or response from auditing agency.

Chair Weekly inquired about the turnaround time of DETR's response to WCs corrective action. Mr. Galbreth provided an example where it took 7-8 months for DETR to respond and stated that he thinks the turnaround time should be no more than 90 days.

Councilwoman Leavitt congratulated staff for a clean audit.

- e. WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures – Adult, Dislocated Worker and Youth

Brett Miller, Manager, Strategic Planning and Analysis presented the WIOA Expenditure Tracking report provided on page 63 of the agenda packet.

***A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve reports 7a through 7e as presented. Motion carried.***

- f. Workforce Connections' Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request). (PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED)

1. Taka Kajiyama – This is the fifth amendment to the original contract which provided ongoing website development, maintenance and support for the Kiosk and Eligible Training Provider List (ETPL). This amendment increases the maximum amount by \$15,000 due to the need for additional ETPL development support.
2. Social Policy Research Associates (SPRA) – This is the second amendment to the original contract which 1) developed an RFP scoring guide for reviewers and 2) authorized SPRA staff to review and score proposals for PY2015. This amendment extends the termination date from April 12, 2016 to April 12, 2017 and increases the maximum amount by \$10,000 due to the need for PY2016 RFP proposal reviews.

Mr. Kostecki presented the Professional Services Contracts report provided on page 65-70 of the agenda packet.

Mr. Galbreth stated that the ETPL is a statewide system and WC will be working with DETR to offset some of the costs incurred for the development, maintenance and support of the system.

***A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood to accept and approve item 7f Workforce Connections' Professional Services Contracts report as presented. Motion carried.***

## 8. INFORMATION: Workforce Connections' Panels Update

- a. Special Populations Panel
- b. Youth Panel
- c. One-Stop Delivery Panel
- d. Business Engagement Panel

Mr. Galbreth presented the update for items 8a through 8c provided on page 72 of the agenda packet.

Councilwoman Wood inquired about the impact WIOA has had on in-school youth. Mr. Galbreth replied that WC and the JAG program are discussing a strategy to leverage resources to serve both in- and out-of-school youth.

Councilwoman Leavitt commented regarding the Youth Panels' objective to define a "youth living in a high-poverty area," stating that it seems redundant because we already serve those most in need; Chair

Weekly concurred. Mr. Galbreth replied that the purpose is to identify and serve the youth with the most critical needs. Discussion ensued.

Kenadie Cobbin Richardson, Director, Business Engagement & Communications presented the Business Engagement Panel update provided on page 73-75 of the agenda packet.

**9. INFORMATION: Business Engagement and Communications Report ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications**

- a. In-Demand Jobs Report
- b. Pre-Screening & System Referral Stats Report
- c. Workforce Connections' Compacts
- d. Communications Report
- e. Hospitality Hiring Event

Ms. Cobbin Richardson presented the Business Engagement and Communications Report provided on page 77-86 of the agenda packet. She estimated approximately 320 job seekers attended the March 3<sup>rd</sup> Hospitality Hiring Event with 30 employers onsite compared to the most recent Nevada Day Super Hiring event which brought in over 1,000 job seekers. Lee job seekers is a good trend.

**10. INFORMATION: Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer**

- a. Activities Report for NAWB trip to DC
- b. Status Update on submission of Unified State Plan to DOL
- c. Status Update on WIOA Compliance Assurance Initiatives
- d. Status Update on Workforce Development Continual Improvement Initiatives

Sitting in for Jaime Cruz, Brett Miller summarized the Strategic Initiatives Report provided on page 88-94 of the agenda packet. Mr. Galbreth noted that Mr. Cruz is currently attending the GWDB Executive Committee meeting on his behalf.

Councilwoman Schroder commented that Jaime Cruz presented the Woofound Assessment at the recent NAWB conference and did an excellent job.

**11. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director**

- a. Workforce Development Area – General Update
- b. Rural Counties Employment and Training Services
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Highlighted Workforce Initiatives

Mr. Galbreth summarized the Executive Director's report provided on page 96-97 of the agenda packet.

Carol Turner (WC consultant) provided an update regarding the requested changes to the statewide Dislocated Worker allocation methodology and summarized the following:

For three years, Workforce Connections (WC) has requested changes to the statewide Dislocated Worker (DW) allocation methodology. When the implementation of WIOA coincided with Nevada's request to DOL to change the methodology in 2014, an already lengthy State Plan modification process was extended once again. WC estimates the Southern Nevada Workforce Development Area may have been short changed by as much as \$2.7 million over the past three years, and as much as \$9.4 million of Dislocated Worker funding over the past 15 years.

Nevada's State Plan effective July 1, 2016 was approved by the Governor's Workforce Development Board in February and submitted to the U.S. Department of Labor (DOL) to meet the March 3, 2016 deadline. WC requested that DETR implement the revised DW formula allocation for PY2016 statewide allocations as written in Nevada's State Plan and as required by DOL in Training and Employment Guidance Letter No. 17-15 (TEGL 17-15) dated April 5, 2016:

“Within-State Allocation:...States will distribute Dislocated Worker Activities funds for PY 2016 among local workforce areas, in accordance with the provision in WIOA section 133 and the approved WIOA/Wagner-Peyser Act State Plan.”

### **History of Recommended Changes to the Statewide Dislocated Worker Allocation Methodology**

- May 2013 – WC's Executive Director requested changes to the July 1, 2013 formula distribution. Not since 2000 had the formula been reviewed for rebalancing or revision to meet Nevada's current and changing workforce demands.
- February 2014 – After several follow-up requests, WC representatives met with DETR and NevadaWorks Chief Executive Officer to discuss the statewide formula distribution for Adult, Dislocated Worker, and Youth funding.
- April 2014 – A second meeting was held to focus on recommendations from DETR and both Local Workforce Development Boards (LWDBs) to adjust the DW formula to meet the current workforce demands.
- April 2014 – After several meetings again, WC requested that DETR implement the revised model for the July 1, 2014 formula distribution. The request was not honored by DETR due to the lengthy timeline needed to amend the State Plan.
- July 2014 – At a third meeting, discussions led to a consensus agreement by both LWDBs (NevadaWorks and WC) and DETR as to how to modify the DW formula distribution. DETR then began the process to amend the State Plan, which included a 30-day public comment period and Governor's Workforce Development Board's recommendation.
- September 2014 – The Southern Nevada Workforce Development Area's Chief Elected Officials Consortium voted to support the revision of the DW allocation methodology, which was submitted as public comment to the Governor's Workforce Development Board.
- October 2014 – The Governor's Workforce Development Board approved the revision to the State Plan including the revised DW allocation methodology and the revised State Plan was forwarded to DOL for their approval.
- February 2015 – DETR informed WC that DOL did not approve the State's proposed modifications to the DW allocation due to the newly enacted WIOA requirements for the state to develop within state allocations that are in compliance with WIOA.
- January 2016 – WC requested that the Governor's Workforce Development Board develop the State Compliance Policy to address the needed formula rebalancing/modification required to ensure fair funding allocations to the LWDBs effective July 1, 2016. As outlined in DOL's response to DETR in February 2015, the next within state allocation must conform to WIOA requirements.

- April 2016 – DETR notified WC that the state will not implement the WIOA compliance plan (new Unified State Plan Dislocated Worker formula allocation). Instead, they will continue to use the old WIA DW formula distribution that does not meet current workforce demands and continues to negatively impact the Southern Nevada Workforce Development Area.

Councilwoman Wood stated concern regarding this issue and asked if there was something the Board and/or LEOs can do. She further stated that the Governor's Workforce Development Board (and sector councils) is ineffective and not geared to the needs of Southern Nevada and its time the LEOs take a stand.

***A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve Executive Director's Report as presented. Motion carried.***

## **12. SECOND PUBLIC COMMENT SESSION**

Chair Weekly opened the floor to public comment.

Ron Hilke, DETR: I just want to speak about the high poverty area. Under WIOA, certain youth have to meet a low income requirement. Also under WIOA, is an exception that if they reside within a high poverty area, they do not have to do that; it is assumed that they are low income. Once the local board, NevadaWorks and WC complete their due diligence and identify these areas, it will be one less hoop that these youth have to jump through to receive services.

Chair Weekly suggested that DETR and WC organize a roundtable to discuss any issues and how to move forward. He will follow up with Valerie Murzl and Mr. Galbreth.

Kevin Gouveia, Henderson Resident: I want to express my gratitude for what this board is trying to do. I am a client of the One-Stop and AARP. I want to offer some initial feedback. This is the second meeting that I have come to and I feel compelled to try to find a way to help this process. I also lead up a crew composed of students that went through the AARP program. One of the things that we have discussed together is the Woofound. It is very clever and insightful, but as a group we are completely clueless on how to use it. Even when we go to our Talent Development Specialist (TDS), they seem also clueless. So, I would suggest that ResCare and its staff members be trained to help the clients much better in terms of how to use this tool. There are some features in it that I found out months after I began this process that probably would have helped me. After I did my assessment, I got 30 different (employment/career) options from which to choose from. I'm pretty techno savvy, but my classmates are clueless; they walk out the door and they don't know what to do next. The problem that we are finding is that there is an accountability factor that is missing. We don't understand what we are supposed to do other than wait for our TDS to call us if there is something going on. Instead, we get an e-mail or phone call inviting us to a huge hiring event that is basically geared to hotel employees that have nothing whatsoever to do with the jobs we are looking for. Yet, we are told we have to go and spend time because we might run into somebody that is going to help us. That kind of help is not help, so I'm here to ask for a review of people over 50 that may have different needs than the average people that are walking in the door. That is all I can hope for and I'm willing to help to do that in any way, shape or form. There are other members in my group that are willing to help with that process. I really, really want to express appreciation for Commissioner Weekly's attitude and Councilwoman Wood's expression of trying to get through the minutia and the bureaucracy and actually get to a point where this is a well-oiled machine that is effective rather than constantly being monitored and agonized over budgets. It's not about budgets; it's not about all these other things that are going on, it's about helping the individual client get a job as quickly as they possible can and to keep that job. Be it Nevada Partners, who is getting an influx of people who are coming in that don't even have a high school diploma and some don't know how to read. There are also needs across the board in all the demographic groups that include the 50+ population, which I just happen to be one of them. So, it's a privilege to be able to

speaking with you today and I'm happy to stay in contact with this board or group to find a way to help accomplish this.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

### **13. INFORMATION: LEO Consortium member comments**

Councilwoman Schroder thanked Mr. Gouveia for his comments and agreed that there are challenges facing this population specifically with finding employment and getting responses back from employers after submitting a job application/resume online. She commented regarding the sector councils and the Executive Order removing the LEOs from the committees, and agreed with Chair Weekly's earlier suggestion to sit down with DETR to get on the same page because there is a disconnect.

Commissioner Keyes reported that Nye Communities Coalition's jobs will be posted on Esmeralda's job board and Esmeralda's jobs will be posted on Nye's job board as well as the statewide database.

Councilwoman Leavitt thanked Ardell and staff for their work on the St. Jude's program. The new director is doing well and the program may be looking for a more central location to provide youth who do not live in the area easier access to services.

Councilwoman Wood reported several groundbreaking events in North Las Vegas, including Cracker Barrel at Craig Road and I-15, a micro hospital at Craig Road and Martin Luther King, and Faraday Futures. She stated that the LEOs are more and more removed from the process with what the state is doing and WIOA and agreed with the idea to have a sit down with DETR. She thanked Ardell, Jim, Kenadie and Brett for meeting with her to discuss the possibility of having a one-stop center in North Las Vegas.

Chair Weekly announced the groundbreaking ceremony for Project NEON – an estimated \$3 billion project, four to five years in development – that will bring lots of jobs to the area and the newly opened T-Mobile Arena located in the resort corridor.

### **14. PUBLIC COMMENT:**

Chair Weekly reopened the floor to public comment.

Valerie Murzl, WC's Board Chair: I want to echo the sentiments of getting together with DETR. I received an application for the restructuring of the sector councils that everyone has been speaking about today. The applications have gone out to various people soliciting whether or not they want to serve on the newly restructured concept and it's quite odd that there has been no discussion about it with anyone. I highly recommend that we all get on the same page. I agree with LEO Wood that the sector councils are not effective and the way they were set up initially to begin with; confusion, lack of meetings and cohesiveness, between the local groups. I didn't even understand the application and where it was coming from. If we are going to restructure and not talk, it's like a train wreck waiting to happen. I want to thank the staff for continuing to do an excellent job and I want to particularly want to thank our CFO publically for our amazing audit for the first time in our history, and he has done a terrific job in clearing up the audit and having all items green.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

### **15. ADJOURNMENT:**

The meeting adjourned at 2:42 p.m.



**Agenda item 5.      DISCUSSION AND POSSIBLE ACTION:**

Approve Board member appointment of David McKinnis, Bellagio Hotel & Casino to represent the Business category for a two year term. Mr. McKinnis currently serves on the Programs Committee

**General Section**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Email Address \_\_\_\_\_

All Board Members are required to actively serve on at least one standing committee. Please indicate which current standing committee you choose to participate in if appointed by the Local Elected Official Consortium:

\_\_\_\_ Adult and Dislocated Worker Committee

\_\_\_\_ Youth Council

\_\_\_\_ Budget and Finance Committee

1. Do you have personal experience in the administration/oversight of federally funded programs?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, please define.

2. Do you have personal experience in the administration/oversight of federally funded employment and training programs?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, please describe your personal expertise with workforce development systems.

3. Please describe what resources you personally and/or your company/organization will bring to the public workforce development system.

4. Which one of the following board membership categories do you represent?

- ☐ Business (Section A-1)
- ☐ Business Organization or Trade Association (Section A-2)
- ☐ Labor Organization (Section B)
- ☐ Educational and Training Entity (Section C)
- ☐ Community/Faith Based Organization (Section E)
- ☐ Economic or Community Development Entity (Section D)
- ☐ State Employment Service - Wagner Peyser Act (Section D)
- ☐ Vocational Rehabilitation Title I (Section D)
- ☐ Transportation, Housing or Public Assistance Agency (Section D)
- ☐ Philanthropic Organization (Section D)

Please proceed to complete the section that you checked.

### **Section A-1 (Business)**

1. Are you currently a local business owner, or C-level/SVP-level executive of a local business/employer with optimum policy-making authority?  
☐ Yes      ☐ No  
 If yes, please provide your company/business and title.  
 Company/Business \_\_\_\_\_  
 Title \_\_\_\_\_
  
2. Does your company/business currently provide employment opportunities in our Local Workforce Investment Area (LWIA)? This encompasses the counties of Clark, Lincoln, Esmeralda and Nye.  
☐ Yes      ☐ No  
 If yes, how many are hired annually?  
 \_\_\_\_\_
  
3. Does your company/business currently hire in-demand occupations in Nevada's targeted industry sectors?  
☐ Yes      ☐ No  
 If yes, which one? (Please check all that apply)  
☐ Aerospace and Defense  
☐ Agriculture  
☐ Clean Energy  
☐ Health & Medical Services  
☐ Information Technology  
☐ Logistics and Operations  
☐ Manufacturing  
☐ Mining  
☐ Tourism, Gaming and Entertainment
  
4. Do you currently exercise hiring authority in your company/business?  
☐ Yes      ☐ No  
 If yes, how many of the annual hires do you oversee?  
 \_\_\_\_\_
  
5. Do you currently exercise budget authority in your company/business?  
☐ Yes      ☐ No  
 If yes, please check the range.  
☐ \$0 – 99,999  
☐ \$100,000 – 999,999  
☐ \$1,000,000 and above

6. How many employees does your company/business currently have?

☐ 2-49

☐ 50-249

☐ 250 and above

7. Is your company/business held to the affirmative action requirements?

☐ Yes ☐ No

If yes, please describe your role.

**Conflict of Interest Guidance and Acknowledgement Certification**

Your current relationship with Workforce Connections (Check all that apply)

- ☐ Have Relatives Working for Workforce Connections
- ☐ Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with Workforce Connections Local Elected Officials
- ☐ I currently have no partnership with any Board or Staff member of Workforce Connections
- ☐ Other - Please Explain:

**Conflict of Interest**

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
- i. Regarding the provision of services by such member (or by entity that such member represents); or
  - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

☐ Yes ☐ No

If yes, please provide an attached letter explaining your potential conflict of interest.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

\_\_\_\_\_  
Applicant's Name (Please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### WIOA Board composition

"Shall" include:

- |   |               |    |
|---|---------------|----|
| • Business                                | (51% minimum) | 10 |
| • Labor                                   | (20% minimum) | 4  |
| • Adult Education under Title II          |               | 1  |
| • Higher Education                        |               | 1  |
| • Economic/Community Development          |               | 1  |
| • Wagner-Peyser Act                       |               | 1  |
| • Vocational Rehabilitation under Title I |               | 1  |

Minimum Total	19
---------------	----

"May" also include:

- Local Educational Agency
- Community Based Organization
- Transportation
- Housing Public Assistance
- Philanthropic Organization

Minimum member totals from Business and Labor increase every time a member is added from the "May" list. Use the Member List Matrix and Composition Calculator to estimate totals.

**Agenda item 6.      DISCUSSION AND POSSIBLE ACTION:**

Ratify Workforce Connections' contract award with Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation.



**To:** Ardell Galbreth, Executive Director, Workforce Connections  
**From:** Vinz Koller, Jessie Oettinger, Social Policy Research Associates  
**Date:** April 25, 2016  
**Subject:** TA support for the 2016 OSAS East and Pre- and Post Release Reentry Program RFPs

## **Background and Context**

Workforce Connections (WC) contracted with Social Policy Research Associates (SPR) for assistance with the agency's 2016 procurement process. Specifically, SPR was asked to adapt its impartial scoring rubric to two new sets of RFPs and score incoming proposals.

### ***The SPR Team***

SPR's most experienced procurement expert worked with our new project lead on adapting the analysis of the procurement process to the two new RFPs. Together they trained two scorers to provide two completely independent scores of each proposal.

### ***Reviewing Existing Materials and Current Effective Practices***

SPR adapted the scoring rubrics and tools that were developed for the 2015 RFPs:

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR had also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

### ***Developing the Scoring Rubric***

SPR prepared two scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised the three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics include subsections corresponding to the respective RFP.

SPR developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
- A four-point scale avoids the problem of “moving to the middle.” When objective scorers have the option of a three on a five-point scale, or a two on a three-point scale, they tend to overuse these middle scores. A four-point scale tends to encourage a closer reading and a stronger commitment to a score.
- Given the total number of questions and possible points, SPR determined that a four-point scale would offer a sufficient range of total scores to allow for a clear ranking of the submitted proposals. In addition, using this scoring approach, failure to answer one or even a few questions would not – on its own – eliminate an otherwise qualified proposal from consideration.

In addition, because the definitions of each numerical score will be strictly related to meeting the criteria in the RFP, evaluators are discouraged from the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

### ***Rating Proposals***

Workforce Connections staff conducted an initial RFP compliance screening of all submitted proposals, eliminating any that are incomplete.

### **Section on Demonstrated Ability and Program Narrative**

The first two sections of each proposal were read and scored fully by two members of the evaluation team. The two scores were averaged to determine the final score.

### **Panel Interview (Subject Matter Experts)**

As a part of the application process, bidders were interviewed by a panel selected by Workforce Connections. Scores from the interviews were added to the overall score sheet. The panel interview was worth up to 15% of the total score.

### **Section on Fiscal Narrative/Budget**

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the senior team member with experience in workforce procurement and in budgeting for workforce services. The Fiscal Narrative and Budget were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the

narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale as described above.

### **Quality Control**

As noted, each proposal was read in its entirety by two SPR team members and all scores were reviewed by a third reviewer, to ensure interrater consistency in scoring.

### **Post-scoring consultation**

The SPR team will participate in pre- and post scoring conference calls to discuss preliminary and final findings with WC staff in preparation of the release of the scores and of the WDB appearances.

### **Appearances before the sub-committees and the WDB**

As in the previous round, the SPR project director will be available for subcommittee meetings via phone and the WDB meeting in person.

### ***Comments on Proposal Strengths and Weaknesses*** **OSAS East Proposals**

- All OSAS East Proposals scored relatively close to the 75% range which indicates the proposals generally met the criteria outlined in the RFP. Where bidders struggled with their scores was in not addressing elements of the RFP with clarity or at all.
- OSAS East bidders generally demonstrated good experience in administering federal grants, programs, and budgets.
- OSAS East bidders generally demonstrated good experience with leveraging partnerships.
- A point of weakness in several proposals was addressing STEM fields with enough specificity or clarity.

### **Pre- and Post-Release Reentry Services Proposals**

- Both proposals demonstrated knowledge of and experience with the incarcerated population.
- What differentiated these proposals was demonstrated experience in administering federal programs/dollars and organizational capacity.
- As with the OSAS East Proposals, where bidders failed to achieve passing scores was in not meeting or addressing RFP criteria.

Workforce Connections PY 2016 Proposals				
Program/ Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
<b>OSAS East</b>				
Goodwill Industries	23.82%	37.56%	16.25%	77.63%
Southern Nevada Housing Authority	23.75%	38.33%	13.75%	75.83%
Community Assistance Programs	22.34%	36.22%	15.00%	73.56%
<b>Pre- and Post-Release Reentry Services</b>				
Foundation for an Independent Tomorrow	23.82%	38.97%	16.25%	79.04%
HOPE for Prisoners	25.03%	35.65%	15.00%	75.68%

\* May contain rounding error

### Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
  - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
  - 3 = Criteria is fully met: Response meets all expectations in the RFP.
  - 2 = Criteria is partially met: Response is satisfactory.
  - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

### OSAS EAST SCORECARD

	<b>Goodwill Industries</b>	<b>Score</b>	<b>Total Possible Score</b>
6.1	Demonstrated Ability	<b>12.19%</b>	15.00%
6.2	Panel Interview	<b>11.63%</b>	15.00%
7.1	Approach	<b>3.75%</b>	5.00%
7.2	Program Staffing and Case Management Strategy	<b>8.13%</b>	10.00%
7.3	Outreach, Eligibility and Assessment	<b>7.50%</b>	10.00%
7.4	ADW Individual Employment Plan	<b>3.54%</b>	5.00%
7.5	Youth ISS	<b>3.75%</b>	5.00%
7.6	Training and Development Activities	<b>3.38%</b>	5.00%
7.7	Performance Management	<b>5.63%</b>	7.50%
7.8	Follow-Up Strategies	<b>1.88%</b>	2.50%
9.1	Fiscal Narrative (2)	<b>8.75%</b>	10.00%
9.2	Budget	<b>7.50%</b>	10.00%
	<b>TOTAL</b>	<b>77.63%</b>	<b>100.00%</b>

<b>Demonstrated Ability (6)</b>	<b>Program Narrative (7)</b>	<b>Fiscal Narrative and Budget (9)</b>
23.82%	37.56%	16.25%

OSAS East SCORECARD - DETAILED					
Goodwill		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	3	3	3	12.19%
Comment: Though it is clear that the agency has experience administering other training programs (includes names of the program, amount of funding, doesn't include location or state the scope of programs and services of each program), it is less clear what role the agency played in each. Furthermore, doesn't provide concrete examples of how the agency was performance-driven in delivery of services. Unclear how past programs were performance-driven, flexible, and innovative in service delivery.					
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
Comment: Bidder meets criteria.					
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	3	3	
Comment: Does a good job of describing job development and job placement numbers achieved for different target populations. However, doesn't provide annual numbers for each target population. Does provide retention rate and briefly talks about relationship with employer partners. Excellent description of past collaboration and extensive list of stakeholders.					
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	4	4	4	11.63%
Comments: Discusses who they collaborated with and the role that partners played. States how many people were served. Includes success story of a veteran who found a job and housing through collaboration of multiple stakeholders.					
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.	11.63%			
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	3	3	3	3.75%
Comment: Proposal clearly describes the progression from enrollment through exit to follow-up for program participants. Unclear progression of career pathways for the three industries outside of hospitality.					
7.1B	Evidence that program will ensure that those participants receive services	3	3	3	

	that appropriately address their barriers and result in positive outcomes.				
	Comment: All WIOA-eligible participants will receive intensive services but vague on how it will ensure that participant will receive services. Proposal describes the types of supportive services. Not clear how org will ensure that participants receive services.				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	3	3	
	Proposal describes partner resources that will be leveraged.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	3	3	3	
	Comment: MOUs attached detail partner roles and description of plan to access the services of other partners.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	3	3	8.13%
	Comment: Doesn't describe the education/experience of existing staff members in the proposal.				
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	4	3.5	
	Comments: Doesn't describe strategy. State staff turnover is not at an issue so they don't describe a strategy to reduce turnover. Excellent description of prior staffing issues and how those were resolved, along with the institutional changes that happened that will benefit staff on this project				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	3	7.5%
	Comment: Bidder meets criteria.				
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and	3	3		



	discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.				
	Comments: Provides clear description of intake process as well as different assessments (e.g., CASAS measures numeracy and literacy, BESI identify barriers).				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	
	Comment: Bidder meets criteria.				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants. Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	2	2.5	
	Comment: Also states that they will leverage WC funds and grants obtained by Goodwill. Will use extensive case management – through face to face meetings and work readiness workshops. Provide incentives to ensure participants return to workshops. Alluded to but not fully explained. How do “incentives” ensure that participants remain engaged?				3.54%
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Comment: Will deliver vocational and technical skills training. Will rely on Career Coaches to help identify career pathways.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	
	Comment: Describes the framework for developing the ISS. The ISS is developed in partnership with the youth.				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project.	3	3	3	
	Comment: While it does list strategies that will be used to support youth (e.g., leadership opps through eXtreme Success program) doesn't detail how supportive services will be leveraged through partnerships				3.75%
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program	3	3	3	



	participants to long-term sustainable career goals.				
	Comments: Describes the different activities available to promote STEM career pathways for youth but doesn't do this for non-youth.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed education/training programs will lead to jobs with livable wages.	3	2	2.5	
	Comment: No logical flow from work-based learning experiences to employment				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	
	Comment: Bidder meets criteria.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.	3	3	3	
	Comment: Bidder meets criteria.				
7.6D	Evidence of integration of STEM-focused content in program components.	2	2	2	
	Comment: Only does so for youth participants and vaguely describes an example but doesn't tie it back to the program components. STEM focus not evident throughout programmatic elements.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comment: Bidder meets criteria.				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	3	3	
	Comment: Describes the job developer's duties but is vague/doesn't provide examples of how job developer will engage industries that will hire special populations.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	
	Comment: Bidder meets criteria.				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comment: Bidder meets criteria.				
					<b>3.38%</b>
					<b>5.63%</b>

7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	3	3	3	1.88%
	Comment: Bidder meets criteria.				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	3	3	3	
	Comment: Bidder meets criteria.				
9.1A	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	4			
	Comment: Staff are very experienced with fiscal policies and controls (1-2 decades per staff), staff regularly update knowledge through WC-specific and other trainings				
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.  Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.	3			8.75%
	Comment: Bidder describes financial controls and policies				
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3			
	Comment: Bidder meets criteria				
9.2B	Budget items are justified (explained in budget narrative). Total Proposed Budget: \$1,708,358 Total Planned Enrollment: 110 adults + 85 Youth=195 Cost Per: \$ 8760.81 Match/value of leverages dollars \$401,457	3			7.5%
	Comment: Job developer salary is less than \$40,000				
TOTAL		77.60%			

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Panel Interview: One-Stop Affiliate Site – East

**Organization:** Goodwill Industries Southern Nevada

**Presenters:** Terri Conway, Sherry Ramsey

**Date/Time:** April 13, 2011 1:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	Partner w/ US Drive '09, / one stop partners - career connections / - Veterans program / Hospitality Youth w/ Disabilities program / Adults w/ disabilities	1 2 3 (4)
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Business Survival Program - 700 business partners Already conducting employer surveys On the job training program / Danny's partnership Training & professional development.	1 2 (3) 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Hold employees accountable through evaluations Working Olive Crest and would have them at OSAS. Has staff assigned to veteran organizations.	1 2 (3) 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Case Managers - Youth - Veterans - Dislocated workers - Re-entry	1 2 (3) 4
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Top 5 factors	1 2 (3) 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do		1 2 (3) 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

6. Outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Strong Assessments	1 ② 3 4
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	History of managing grants & <u>monitoring</u> progress of programs weekly.	1 ② 3 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	- Monthly deliverables and strong monitoring. They have recently hired staff w/ expertise - CRM software	1 2 3 ④
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	- Community Partners - Experience - Partnerships	1 2 3 ④
		Raw Score 27
		Total of 15% 10.13

## \*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: Michael Flores  
 (Signature/Print Name)

Date: 4/13/16

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

①

## Panel Interview: One-Stop Affiliate Site – East

**Organization:** Associated Educative Southern Nevada

**Presenters:** Doni Conway & Sherry Ramsey

**Date/Time:** April 13, 2016 - 1:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	1975 CEO 20 yrs. Youth to adulthood program 2004 founding of WIC Adults in partnership provide from our agency found on assets 3 years is established Voc Rehab	1 2 3 4
2. * <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	provide job opportunities business retention team Deming partnership	1 2 3 4
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Adult training, 6 core values (customer service) recruit, partners development, adult performance circle as relative to core values	1 2 3 4
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	already started, BEST team funding opportunities under public place trust - better results when partner, Veterans, VA, public service community relations	1 2 3 4
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Best strategy is specific experts: Veterans, youth adults, disabilities experts, adults re- educated - all categories covered Adult trainers are specific experts in their population	1 2 3 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	Shop - connect with remote demographic into intercept activities	1 2 3 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

<p>6. Outreach to youth, adults, &amp; special populations?</p>		
<p>7. How will your OSAS specifically address the <b>education, training &amp; employment needs</b> for adults &amp; dislocated workers? a. For Youth?</p>	<p>Core program addresses, extended curriculum, then to any plan, employee receive pay, return school, employee certificate. Address to work</p>	<p>1. 2. 3. 4.</p>
<p>8. How will your OSAS ensure the following <b>fiscal requirements</b>: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, &amp; pre-apprenticeship)?</p>	<p>Education team based, monitor budget monthly meeting, budget clearly monitor and adjust model, open access to current Expense Monitoring</p>	<p>1. 2. 3. 4.</p>
<p>9. How will your program implement <b>quality controls</b> and methods to manage <b>performance</b>? a. Which <b>additional benchmarks</b> will be used to determine your OSAS success besides the WIOA performance measures?</p>	<p># address receive, placed, workshop additional metrics from new re-entrants to CRM - data suggest, time from time employment, average cost/working time Addressed - job - receive place into quality of life - benefit large meeting and</p>	<p>1. 2. 3. 4.</p>
<p>10. Tell us the <b>top 3 attributes</b> of your OSAS which will set it apart, and how this will lend to your unique success?</p>	<p>Program is the core of all that is done. Effort is made to ensure money and other things. Ability to provide is the core of all that is done.</p>	<p>1. 2. 3. 4.</p>
	<p>Raw Score Total of 15%</p>	<p>32 12.0%</p>

**\*Score:**

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:

4/13/16



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Panel Interview: One-Stop Affiliate Site – East

Organization: Goodwill

Presenters: Teri Conway & Sherry Ramsey

Date/Time: 4/13 1:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	Since 175-196 CED - CPO 108 - 109 W.D. started - Y.W.D. 3 yrs ago - 1st of One Stop till last yr - AWB 4 yrs ago now. Outside W.D. 15 yrs. Career center - assesses, works with MSB clients, assesses.	1 2 3 (4)
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Some at GWJ Bus Services team - 12 hr in events with - DOT 5, W.D. expert - 4 hr - 700 businesses in past 4-5 yrs, EX: Danny's - held all their hiring events - hired 100.	1 2 (3) 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	staff - training - 6 core values - cust serv/part ext - hires - New Direct Focus - core values on evals	1 2 (3) 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	New Direct started - BUS team partnering - other pros can place w/ bus as employer - plan 2 w/ Olive Crest (foster) - urban league, vete career navigator monthly - long history of partnerships	1 2 3 (4)
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	staffing - CMSnet expert Y Olive Crest - 4 - 2 A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z - Relative VR - team w/ expertise working	1 2 (3) 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	Top store - career connect 108 - make 1 stop affiliate - already known	1 2 (3) 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	CM approach - set strategy in left - when set training & we also plan on site workshop basics for OS - 'soft' might finish high trade, OSN,	1 2 ③ 4
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	dedicated team - include grant cost - must since OS - seasonal reports no on line item - monthly - report weekly - monthly in admin - implementation & ops - budget provided - monitor time - report to staff weekly - report access to all - include monthly	1 2 ③ 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	monthly measures - ex # several placed, training, employer shop, strong inst of, on board OS connect in CH is new for E/U, CRM system - make score data for in system - finally, when come y adeny employed & auto train - cost per alt - OSN - 4 alt's add info - employees presence in comm - strength of OSN - 1 expert prog (w/2) over years, A, Y, dis, & ability 2 partner	1 2 3 ④
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?		1 2 3 ④
	Raw Score Total of 15%	34 12.75

## \*Score:

4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.

3 = Criteria is fully met: Response is excellent.

2 = Criteria is partially met: Response is satisfactory.

1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

*Kim Cantero*  
(Signature/Print Name)

Date:

4/13/16



### Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
  - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
  - 3 = Criteria is fully met: Response meets all expectations in the RFP.
  - 2 = Criteria is partially met: Response is satisfactory.
  - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

### OSAS EAST SCORECARD

	<b>Southern Nevada Housing Authority</b>	<b>Score</b>	<b>Total Possible Score</b>
6.1	Demonstrated Ability	<b>11.25%</b>	15.00%
6.2	Panel Interview	<b>12.50%</b>	15.00%
7.1	Approach	<b>4.53%</b>	5.00%
7.2	Program Staffing and Case Management Strategy	<b>7.50%</b>	10.00%
7.3	Outreach, Eligibility and Assessment	<b>7.50%</b>	10.00%
7.4	ADW Individual Employment Plan	<b>3.75%</b>	5.00%
7.5	Youth ISS	<b>3.96%</b>	5.00%
7.6	Training and Development Activities	<b>3.75%</b>	5.00%
7.7	Performance Management	<b>5.31%</b>	7.50%
7.8	Follow-Up Strategies	<b>2.03%</b>	2.50%
9.1	Fiscal Narrative (2)	<b>7.50%</b>	10.00%
9.2	Budget	<b>6.25%</b>	10.00%
	<b>TOTAL</b>	<b>75.83%</b>	<b>100.00%</b>

<b>Demonstrated Ability (6)</b>	<b>Program Narrative (7)</b>	<b>Fiscal Narrative and Budget (9)</b>
23.75%	38.33%	13.75%

OSAS East SCORECARD - DETAILED					
SNHA		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	4	3	3.5	11.25%
	Comment: Clear description of experience with WIA programs and partnerships, as well as very clear description of how service delivery is flexible and asset-oriented. Bidder demonstrates experience administering WIA/WIOA and clearly states name of program, amount of funding, location, type, and scope of programs and services, and the role that the agency had operating the program. Provides examples on how they've been creative and innovative – involving youth to improve program operations.				
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
	State that they have worked with a number of target populations, but only provide examples and numbers for two of them. For example, what work has been done (and with how many) people who are limited English speakers, ex-offenders, dislocated workers?				
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	3	3	
	Clearly answered the question. States that it has assisted 500 participants with job development and placement but not specific about how many participants have been placed at a job. Clearly discusses services that have been delivered. And also includes retention rates.				
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	2	2.5	12.5%
	It is unclear what SNRHA's role was in the Section 3 program. Do they make referrals, are they the granting agency? Vaguely describes positive outcomes. Are there any measurable outcomes? (e.g., number of participants whom were placed in jobs after receiving job training).				
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.				
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	4	3	3.5	4.53%
	Clearly shows how program design will provide services to participants. And the progression from intake to follow up.				
7.1B	Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	3	3	

	Comments: Describes partnership with 32 community partners but vague about how it has addressed barriers in the past.				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	4	3.5	
	Excellent overview of partnerships and how the program will ensure that participants receive services.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	4	4	4	
	Clear description of plan to access new partners. Comments: Excellent description on how program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	2	2.5	
	Comments: No staff resumes included/attached. Good description of the subject matter expertise of their partners, but it is unclear what expertise the staff bring to the program.				7.5%
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	4	3.5	
	Excellent plan for staff development and sufficient time for casework				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	3	
	Comments: Doesn't describe outreach and recruitment methods for foster youth.				7.5%
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	3	3	

	Comments: Isn't clear about how the different assessments will be used to identify academic, employability and other skill levels.				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	3.75%
	Comments: Meets all criteria.				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants. Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	3	3	
	Clear understanding of how community resources will be leveraged and how adults will progress through the program. It is unclear how they will ensure that participants remain engaged, outside of updating their IEP periodically.				
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Comments: Describes partnerships with educational institutions to build career pathways for participants.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	3.96%
	Comments: Meets all criteria.				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project.	4	3	3.5	
	Comments: Is specific about community partners it will leverage resources from and the types of resources/services that will be leveraged.				
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Much of the description is theoretical or lacks concreteness. For example, they refer to a "STEM tour" that they have arranged; what is entailed in the tour? What are the STEM classes about? "Exposure to financial literacy" does not necessarily mean anything STEM-related. Not detailed about the topics that workshops will cover and how they relate back to STEM career pathways.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed	3	3	3	3.75%

	education/training programs will lead to jobs with livable wages.				
	Comments: Meets all criteria.				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	
	Comments: Doesn't describe how they will ensure that at least 30% of expenditures will be for work-based learning activities. Did not answer how they will ensure the 30% of expenditures but answered everything else.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.	3	3	3	
	Comments: Meets all criteria.				
7.6D	Evidence of integration of STEM-focused content in program components.	3	3	3	
	Comments: Meets all criteria.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comments: Meets all criteria.				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	2	2.5	5.31%
	Comments: Unclear what the performance metrics are and how they are assessed, also unclear how the job developer with specifically engage with industries.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	
	Comments: Vague description of participant file review.				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comments: Meets all criteria.				2.03%
7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	4	3	3.5	
	Comments: Excellent job on describing follow up strategies.				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	3	3	3	
	Comments: Meets all criteria.				

	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	3		7.5%
	Comment: Comments: Bidder has strong financial experience and is held to high fiscal standards by other Federal partners. Bidder could have received a 4 if more detail on staffing was shared.			
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years. Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.	3		
	Comments: Meets all criteria.			
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3		6.25%
	Comments: Meets all criteria.			
9.2B	Budget items are justified (explained in budget narrative). Total Proposed Budget: \$1,800,000.00 Total Planned Enrollment: 0 Adults, 160 Youth Cost Per: \$11,250 Match/value of leverages dollars \$ 0	2		
	Comments: <ul style="list-style-type: none"><li>Number adults expected to serve is 0? Significant part of budget to exclude.</li><li>Competitive pay (\$50K+) for job developer senior career coach, questionable pay (\$36k annual/\$19.hr) for career coaches</li><li>No matching funds reported, but no building/rent costs</li></ul>			
TOTAL		75.83%		

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Panel Interview: One-Stop Affiliate Site – East

**Organization:** Southern NV Housing Authority

**Presenters:** Bonita Fehy, Carol Hunter

**Date/Time:** 4/13/16 3:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	- 70 yrs of training in residents - first one stop career center	1 2 ③ 4
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	- Working with both employer and client	1 2 ③ 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	- Internal staffs understanding of programming - Trainings	1 2 ③ 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	- Partner w/ DOE, DSTR, VA, W+Hans & supportive services. Every sector	1 2 3 ④
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Partners will serve as agents in different areas.	1 2 ③ 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	East Flamingo & Boulder Hwy	1 2 3 ④



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

<p><b>outreach to youth, adults, &amp; special populations?</b></p>		
<p>7. How will your OSAS specifically address the <b>education, training &amp; employment needs</b> for adults &amp; dislocated workers? a. For Youth?</p>	Partnerships	<p>1    2    ③    4</p>
<p>8. How will your OSAS ensure the following <b>fiscal requirements</b>: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, &amp; pre-apprenticeship)?</p>	Bi-weekly updates with an annual timing one at each budget.	<p>1    2    ③    4</p>
<p>9. How will your program implement <b>quality controls</b> and methods to manage <b>performance</b>? a. Which <b>additional benchmarks</b> will be used to determine your OSAS success besides the WIOA performance measures?</p>	<p>- And symmetrical tracking</p> <p>- Satisfied customers</p>	<p>1    ②    3    4</p>
<p>10. Tell us the <b>top 3 attributes</b> of your OSAS which will set it apart, and how this will lend to your unique success?</p>	<p>- Youth Employment</p> <p>- Work around services</p> <p>- Staff - RESPONSIVENESS</p> <p>- outside the box thinking</p>	<p>1    2    ③    4</p>
	<p><b>Raw Score</b></p> <p><b>Total of 15%</b></p>	<p>31</p> <p>1163</p>

**\*Score:**

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

**Panel Member:**

(Signature/Print Name)

**Date:**



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Panel Interview: One-Stop Affiliate Site – East

**Organization:** Eastern Nevada Regional Housing Authority

**Presenters:** Bonita Faby & Carol Dunstan

**Date/Time:** April 13, 2016 - 3:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	WFOD Mission 30+ yrs. current mission: help low-income families become self-sufficient WFOD was 2010 Donny Williams	1, 2, ③ 4
2. <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	Employers + potential users of bridge address barriers, challenges, knowledge, opportunities also, OIT, WEX, DETR, Marinos, Hospitals Most residents are currently	1, 2, 3, ④
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	At all times from Front-Desk to managers are all ensure customer service. Addressed at all levels, being in the service, managers, feedback Donny Williams	1, 2, ③ 4
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Right connect with local agencies, WIOA partners, local jobs, local agencies, local businesses, local government, local community VA, 101st, local agencies	1, 2, 3, ④
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Partnering with VA, local government, local businesses, local agencies, local community, local government, local business, local community Right connect with local agencies, WIOA partners, local jobs, local agencies, local businesses, local government, local community	1, 2, ③ 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	Current office is just across from local government, local business, local community, local government, local business, local community East of the local government, local business, local community	1, 2, 3, ④

**outreach to youth, adults, & special populations?**

**How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers?**

Elly breuer: man: just  
pointing to CESD - but there High lat  
CESD, MSC, UNCL, relevant, country is  
engaged in country, many external culture

1 2 3 4

8. How will your OSAS ensure the following **fiscal requirements:**

**fiscal requirements:**

a. 40% total expenses for Adult training?

b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?

State library budgets, open  
exposure in grant monitoring  
commitment in all (un)budget  
reaction to the needs (library)

1 - 2 - 3 - 4

9. How will your program implement **quality controls** and methods to manage

**performance?**

a. Which **additional benchmarks** will be used to determine your OSAS success besides the WIOA performance measures?

Good to have performance  
mostly inputs; the absence of workers  
performance measures, customer/citizen  
views checks back. STPM, around 9 H4  
Employee awards, STPM, around 9 H4  
awards.

1  
2  
3  
4

10. Tell us the **top 3 attributes** of your OSAS which will set it apart, and how this will lend to your unique success?

mouth open, long thin stream  
leaf small, nerve  
state changed, inverted.

1 2 3 4

Raw Score

**Total of 15%**

W

**\*Score:**

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3 = Criteria is fully met: Response is excellent.

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1 = Criteria is not met: Response is unsatisfactory.

**Panel Member:**

**(Signature/Print Name)**

Date:

Amul 13,296

Organization: Southern NV Regional Housing Authority

Presenters: Bonita Fahy & Carol Hunter

Date/Time: 4/13/16 3:15PM

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# workforce CONNECTIONS

PEOPLE, PARTNERSHIPS, POSSIBILITIES.

outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Prev list - all 32 areas of need - partner in CA SB adult ed - KC SN, NW State Coll, UNLV, mentor program CSN, College tours in CA. Keep focus on employment. PETER's local, contractors the way it is.	1 2 3 ④
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	Staff - 70% directly under budget - 10% special rate - how budget - grants 5% in. No Y non-direct capital fund grants. Comm grants up depends where are.	1 2 ③ 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	Goal to track - who need test who employed monthly youth 4 pay ment, to this track routine growth feed - then feedback - they don't want leave - ramp out - common in every staff - regular track starts - Poly. more - #starting starting, STEM, HS diploma	1 2 ③ 4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	1) Youth services 2) large amount services ex. with consistency, no. hours, budget of 32 partners - set up by phone of investing - how to create 3) staff engaged in money	1 2 3 ④
	Raw Score	34
	Total of 15%	12.75

## \*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
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 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:



(Signature/Print Name)

Date:

4/13/16

### Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
  - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
  - 3 = Criteria is fully met: Response meets all expectations in the RFP.
  - 2 = Criteria is partially met: Response is satisfactory.
  - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

### OSAS EAST SCORECARD

	Community Assistance Partners	Score	Total Possible Score
6.1	Demonstrated Ability	11.72%	15.00%
6.2	Panel Interview	10.62%	15.00%
7.1	Approach	3.28%	5.00%
7.2	Program Staffing and Case Management Strategy	6.88%	10.00%
7.3	Outreach, Eligibility and Assessment	8.13%	10.00%
7.4	ADW Individual Employment Plan	3.54%	5.00%
7.5	Youth ISS	3.54%	5.00%
7.6	Training and Development Activities	3.50%	5.00%
7.7	Performance Management	5.63%	7.50%
7.8	Follow-Up Strategies	1.72%	2.50%
9.1	Fiscal Narrative (2)	7.50%	10.00%
9.2	Budget	7.50%	10.00%
	<b>TOTAL</b>	<b>73.56%</b>	<b>100.00%</b>

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
22.34%	36.22%	15.00%



OSAS East SCORECARD - DETAILED					
RFP Section, Prompt, and Comment - CAP		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	3	3	3	11.72%
	Comments: Meets criteria				
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
	Comments: Meets criteria				
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	4	3.5	
	Comments: Very thorough and detailed description of how relationships with employer partners are navigated and maintained.				
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	3	3	
	Comments: Meets criteria				
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.	10.62%			
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	3	3	3	3.28%
	Comments: Meets criteria				
7.1B	Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	2	2.5	
	Comments: Was not clear that the program is set up to ensure participants receive services – how are those barriers identified and how will they ensure that that participants receive the necessary services?				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	2	2.5	
	Comments: Have a plan in place to work with local partners, but unclear what services those partners will offer.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	3	2	2.5	

	Comments: Have a plan in place to work with local partners, but unclear what services those partners will offer. Clear description of how program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	3	3	6.88%
	Comments: Though they don't have existing staff in the area, they do include job descriptions for the positions they plan to hire.				
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	2	2.5	
	Comments: No discussion of professional development for staff.				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	.	8.13%
	Comments: Meets criteria				
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	4	3.5	
	Comments: Very thorough and clear linear progression of steps.				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	3.54%
	Comments: Meets criteria				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.,) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants.	3	3	3	

	Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.				
	Comments: Meets criteria				
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	2	3	2.5	
	Comments: Vague about how the program will help participants build sustainable STEM-driven career pathways.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	
	Comments: Meets criteria				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.,) will be leveraged through other community resources or provided through this project.	3	3	3	
	Comments: Meets criteria				
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	2	3	2.5	3.54%
	Comments: Does not address how program will support and expose youth to STEM-driven career pathways. Score was boosted from a 1 to a 2, because it does talk about STEM activities and tools in section 7.6.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed education/training programs will lead to jobs with livable wages.	3	3	3	
	Comments: Meets criteria				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	3.5%
	Comments: States that at least 30% of budget will be procured for work-based learning activities, but doesn't explain how they will make this happen.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other	1	3	2	



	positive social and civic behaviors for youth participants.				
	Comments: Doesn't describe leadership development opportunities for participants.				
7.6D	Evidence of integration of STEM-focused content in program components.	3	3	3	
	Comments: Discusses how they will integrate STEM workshops in program and assess participants' STEM capacity during intake/enrollment.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comments: Meets criteria				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	3	3	
	Comments: Does a good job at describing how it will manage participants' performance as they progress through the program.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	5.63%
	Comments: Meets criteria				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comments: Meets criteria				
7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	3	3	3	
	Comments: Meets criteria				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	2	3	2.5	1.72%
	Comments: It is not clear how follow up strategies will track participants' progress along career pathways				
9.1A	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	3			
	Comments: SNAP provider, HUD block grants. Did not mention any specific accounting principles, but did mention experience administering federal funds. Financial staff are (relatively) less experienced (avg 10 years).				
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years. Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.	3			7.5%
	Comments: Generally there were quite a few typos/ grammar issues in this section, but bidder provides evidence that they are experienced and competent to handle public funds and pass				

	audits.		
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3	<b>7.5%</b>
	Comments: Meets criteria		
9.2B	Budget items are justified (explained in budget narrative). Total Proposed Budget: \$ 1,800,000.00 Total Planned Enrollment: 550 Cost Per: \$3272 Match/value of leverages dollars \$344,250	3	
	Comment: Lowest cost per participant, Salaries for staff are mid-range for this RFP group		
<b>TOTAL</b>		<b>73.55%</b>	

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Panel Interview: One-Stop Affiliate Site – East

**Organization:** Community Assistance Programs

**Presenters:** Sheryl Holman, Latonya Anderson

**Date/Time:** 4/13/16 2:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	- 1997 - work exclusively in low income communities - 827 job placement	1 2 ③ 4
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Train based off of workforce needs	1 2 3 ④
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Program evaluations by clients Customer service training programs	1 2 ③ 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Referrals used for client support Monthly meetings with partners	1 2 ③ 4
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	SSA contract Foster youth experience in Chicago Veterans Counselors will be assigned to every area.	1 ② 3 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	- Valley View & 95	1 ② 3 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Counselors will meet one-on-one to identify needs	1 2 3 ④
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	WORK based experience critical to education	1 ② 3 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	Strong system and database tracking work,	1 2 ③ 4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	Employer driven Recruitment process Whole Process	1 2 ③ 4
		Raw Score 29
		Total of 15% 10,88

**\*Score:**

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 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: Michael Flores  
 (Signature/Print Name)

Date: 4/13/16

## PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## 61 of 256

Date/Time: April 13 2016 - 2:15 pm

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	Non profit encouraged, economic challenges disabled, foster youth. 2,000 per year 2 yr to 3 months 890 placed in 500 per year	1 2 3 4
2. <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	clients + employer, Mayhouse home on the avoidable problems, 3700 employees, then have on client attend and employer needs 2000 positions in LV, secondary employer already there for 1 yr	1 2 3 4
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	intensive interventions, ensure awareness, direct response to customers - meeting to all clients (monthly info meetings, weekly, customer's customer service training, then the theory)	1 2 3 4
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Network employers plan: problems help in plan: meeting to address the clients' needs are performance time collaboration referral process Monthly meeting referral process	1 2 3 4
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)?	SSA contract for services is Quantic (10 yr) foster youth, veterans, disabilities, housing for different populations, or as life skill population - starting - each with employer connected to re-entry needs (wrote related down letters, info)	1 2 3 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	820 Valley View - parking + office + dinner space for the training materials near freeway	1 2 3 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

<p>outreach to youth, adults, &amp; special populations?</p>		
<p>7. How will your OSAS specifically address the <b>education, training &amp; employment needs</b> for adults &amp; dislocated workers? a. For Youth? <i>not needed - covered by WIOA - covered</i></p>	<p><i>not needed - covered by adult civil cycle</i> <i>Employment placement program - based on new goals</i> <i>education - based on new goals</i> <i>placement - 80% in needs for youth - not needed</i></p>	<p>1 2 3 <u>4</u></p>
<p>8. How will your OSAS ensure the following <b>fiscal requirements</b>: <u>a.</u> 40% total expenses for Adult training? <u>b.</u> 30% total expenses for Youth work-based learning (e.g., WEX, OJT, &amp; pre-apprenticeship)?</p>	<p><i>WIOA based - more adult for training</i> <i>Needs must be available</i> <i>currently have this through agreements</i> <i>plans are comprehensive</i> <i>agreements based on needs of adult, need</i> <i>50% to clients</i></p>	<p>1 <u>2</u> 3 4</p>
<p>9. How will your program implement <b>quality controls</b> and methods to manage <b>performance</b>? a. Which <b>additional benchmarks</b> will be used to determine your OSAS success besides the WIOA performance measures?</p>	<p><i>own internal database for tracking of employment - what employees?</i> <i>experience</i> <i>Core competency, deep experience, long history in various service to clients</i> <i>in individual needs of client</i> <i>track outcome</i></p>	<p>1 2 <u>3</u> 4</p>
<p>10. Tell us the <b>top 3 attributes</b> of your OSAS which will set it apart, and how this will lend to your unique success?</p>	<p><i>Employer driven, and available</i> <i>Personalized program - goal driven and individual</i> <i>flexible program - cohort to clients</i></p>	<p>1 2 <u>3</u> 4</p>
	<p>Raw Score</p>	<p>29</p>
	<p>Total of 15%</p>	<p>10.83%</p>

**\*Score:**

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 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:



## 63 of 256

Presenters: Sheryl Holman & Latauya Anderson

## Questions

### Comments

**\*Score**

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	non profit since 1994 - W.D. A dis veteran dis - Training, job, SNAF, foster, bus, prison, 4-200 foster, cohort, QTR sub employ - 7 yrs - 2004 - over 82% placement - began 99	1    2    3    ④
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Recruit - driven by employ demand - train on avail posit - more than 100 employees - ②550\$30 match up emp - start in Feb - 200 new - Urban chamber - key attach 2 schools work on - 12015 stat	1    2    ③    4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	int pro cas & RE instructions at \$5655 cust serv mat feedback, re goals met placement ⑤000000 15 quarterly/monthly 4, soft skills, stage - part day Oct let know	1    2    ③    4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Key - Chicago network for co connect - planning here - emp plan w/ all states & Partner - address deficits, potential w/ providers meeting SE at - Part for the system	1    2    ③    4
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Expert - SSA contract in dis - dual term - 10yrs - foster care several yrs - vet's very longtime Ellis children advocacy - SSA - Chicago - going over all foster - focus on not not get caught up - just need it - most fund y end, have 8 cases are barriers	1    ②    3    4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	820 Valley View public housing - space needed 80 hrs per tra modules - 10-8hrs - 100 windows, expedient way parking and story - by mail	1    ②    3    4

# workforce CONNECTIONS

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<p>outreach to youth, adults, &amp; special populations?</p>		
<p>7. How will your OSAS specifically address the education, training &amp; employment needs for adults &amp; dislocated workers?</p> <p>a. For Youth?</p>	<p>EA One Stop - TR instructor - goals of connecting school / train, Employ participant - spec - Dislocated workers - select employer should be more CM, they would get at least extra 1 apper</p>	<p>1 2 3 4</p>
<p>8. How will your OSAS ensure the following fiscal requirements:</p> <p>a. 40% total expenses for Adult training?</p> <p>b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, &amp; pre-apprenticeship)?</p>	<p>Work-based has 150% of cost - some more of more more - no 10% here of done their job - 50% funds to 41% - keep on job - load on front end, keep engaged - orient, but just put - not know what want to do - no plans not narrative or ad exteable their plan</p>	<p>1 2 3 4</p>
<p>9. How will your program implement quality controls and methods to manage performance?</p> <p>a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?</p>	<p>O am database - track every hr of every CM activity - goals for employer's - elaborate formula - let's see what needed achieve - CM, support employer encourage - 4 treatment</p>	<p>1 2 3 4</p>
<p>10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?</p>	<p>1) employer driven - demand 2) recruitment process - let know here? 3) holistic process - cohorts - emp to job roles - partner - support - soc services support in the agreements / who need</p>	<p>1 2 3 4</p>
	<p>Raw Score</p>	<p>27</p>
	<p>Total of 15%</p>	<p>10.13</p>

## \*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

*Kim Cantion*  
 (Signature/Print Name)

Date:

4/13/16



**To:** Ardell Galbreth, Executive Director, Workforce Connections  
**From:** Vinz Koller, Jessie Oettinger, Social Policy Research Associates  
**Date:** April 25, 2016  
**Subject:** TA support for the 2016 OSAS East and Pre- and Post Release Reentry Program RFPs

## **Background and Context**

Workforce Connections (WC) contracted with Social Policy Research Associates (SPR) for assistance with the agency's 2016 procurement process. Specifically, SPR was asked to adapt its impartial scoring rubric to two new sets of RFPs and score incoming proposals.

### ***The SPR Team***

SPR's most experienced procurement expert worked with our new project lead on adapting the analysis of the procurement process to the two new RFPs. Together they trained two scorers to provide two completely independent scores of each proposal.

### ***Reviewing Existing Materials and Current Effective Practices***

SPR adapted the scoring rubrics and tools that were developed for the 2015 RFPs:

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR had also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

### ***Developing the Scoring Rubric***

SPR prepared two scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised the three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics include subsections corresponding to the respective RFP.

SPR developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
- A four-point scale avoids the problem of “moving to the middle.” When objective scorers have the option of a three on a five-point scale, or a two on a three-point scale, they tend to overuse these middle scores. A four-point scale tends to encourage a closer reading and a stronger commitment to a score.
- Given the total number of questions and possible points, SPR determined that a four-point scale would offer a sufficient range of total scores to allow for a clear ranking of the submitted proposals. In addition, using this scoring approach, failure to answer one or even a few questions would not – on its own – eliminate an otherwise qualified proposal from consideration.

In addition, because the definitions of each numerical score will be strictly related to meeting the criteria in the RFP, evaluators are discouraged from the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

### ***Rating Proposals***

Workforce Connections staff conducted an initial RFP compliance screening of all submitted proposals, eliminating any that are incomplete.

### **Section on Demonstrated Ability and Program Narrative**

The first two sections of each proposal were read and scored fully by two members of the evaluation team. The two scores were averaged to determine the final score.

### **Panel Interview (Subject Matter Experts)**

As a part of the application process, bidders were interviewed by a panel selected by Workforce Connections. Scores from the interviews were added to the overall score sheet. The panel interview was worth up to 15% of the total score.

### **Section on Fiscal Narrative/Budget**

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the senior team member with experience in workforce procurement and in budgeting for workforce services. The Fiscal Narrative and Budget were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the

narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale as described above.

### **Quality Control**

As noted, each proposal was read in its entirety by two SPR team members and all scores were reviewed by a third reviewer, to ensure interrater consistency in scoring.

### **Post-scoring consultation**

The SPR team will participate in pre- and post scoring conference calls to discuss preliminary and final findings with WC staff in preparation of the release of the scores and of the WDB appearances.

### **Appearances before the sub-committees and the WDB**

As in the previous round, the SPR project director will be available for subcommittee meetings via phone and the WDB meeting in person.

### ***Comments on Proposal Strengths and Weaknesses*** **OSAS East Proposals**

- All OSAS East Proposals scored relatively close to the 75% range which indicates the proposals generally met the criteria outlined in the RFP. Where bidders struggled with their scores was in not addressing elements of the RFP with clarity or at all.
- OSAS East bidders generally demonstrated good experience in administering federal grants, programs, and budgets.
- OSAS East bidders generally demonstrated good experience with leveraging partnerships.
- A point of weakness in several proposals was addressing STEM fields with enough specificity or clarity.

### **Pre- and Post-Release Reentry Services Proposals**

- Both proposals demonstrated knowledge of and experience with the incarcerated population.
- What differentiated these proposals was demonstrated experience in administering federal programs/dollars and organizational capacity.
- As with the OSAS East Proposals, where bidders failed to achieve passing scores was in not meeting or addressing RFP criteria.

**Agenda item 7.      DISCUSSION AND POSSIBLE ACTION:**

Ratify Workforce Connections' contract award with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults in an amount not to exceed \$600,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation.

Workforce Connections PY 2016 Proposals				
Program/ Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*

Pre- and Post-Release Reentry Services				
Foundation for an Independent Tomorrow	23.82%	38.97%	16.25%	79.04%
HOPE for Prisoners	25.03%	35.65%	15.00%	75.68%

\* May contain rounding error

### Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
  - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
  - 3 = Criteria is fully met: Response meets all expectations in the RFP.
  - 2 = Criteria is partially met: Response is satisfactory.
  - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

Pre- and Post-Release Reentry Services SCORECARD SUMMARY			
	Hope for Prisoners, Inc.	Score	Total Possible Score
6.1	Demonstrated Ability	10.78%	15.00%
6.2	Panel Interview	14.25%	15.00%
7.1	Approach	4.06%	5.00%
7.2	Program Staffing and Case Management Strategy	7.50%	10.00%
7.3	Outreach, Eligibility and Assessment	6.25%	10.00%
7.4	ADW Individual Employment Plan	5.31%	7.50%
7.5	Training and Development Activities	5.63%	7.50%
7.6	Performance Management	4.92%	7.50%
7.7	Follow-Up Strategies	1.98%	2.50%
9.1	Fiscal Narrative	7.50%	10.00%
9.2	Budget	7.50%	10.00%
	<b>SCORE</b>	<b>75.68%</b>	<b>100.00%</b>

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
25.03%	35.65%	15.00%

Pre- and Post-Release Reentry Services SCORESHEET - DETAILED				
Hope for Prisoners, Inc.	Rater 1	Rater 2	AVG	% of Total Score
6.2 Panel Interview			38	14.25%
6.1A Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of your agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	2	3	2.5	10.78%
6.1A Comments: Although HFP has experience in employment and training programs, it has limited experience administering WIA/WIOA programs. Bidder has worked with state and community-level workforce programs, but has not administered federal/WIOA programs yet. Bidder demonstrates performance-driven orientation by citing participation in UNLV study. Bidder demonstrates innovation, flexibility and creativity in program design by utilizing vast volunteer and partner network.				
6.1B Bidder describes organization's experience in serving re-entry participants including, but not necessarily limited to: economically disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with limited English ability, minorities, or those who may have experience and skills but have not worked for an extended period. Discuss with performance numbers your success with these or similar populations.	3	3	3	
6.1B Comments: Bidder describes experience serving reentry and has some demographics on race, gender and criminal profile but not on other specified categories. Bidder has strong performance measurement numbers from third party elevator.				
6.1C Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	2	3	2.5	
6.1C Comments: Proposal does not describe retention strategies in retaining placements in employment nor does it provide retention rates.				
6.1D Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	4	3.5	
6.1D Comments: Would've like to have seen how their collaboration resulted in positive outcomes (e.g., number of job placements, etc.). Bidder has strong partnerships with many different types of pertinent organizations.				
7.1A Bidder clearly describes how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	3	4	3.5	4.06%

7.1A Comments: Excellent understanding and sequencing of services for this population.				
7.1B Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	3	3	
7.1B Comments :				
7.1C Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	4	3.5	
7.1C Comments: This bidder has good internal and external connections to services.				
7.1D Bidder describes plans access the services of other partners, including employers, housing agencies (including half-way houses), mental health and substance abuse agencies, and other collaborators, which will assist in providing wrap-around services to participants. Please include letters of support or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. (Letters of support and MOUs do not count as part of the 15 page narrative.)	3	3	3	
7.1D Comments :				
7.2A Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project.	4	3	3.5	
7.2A Comments: Detailed description of program staffing structure, including existing staff members' work experience. This area is challenging to score as the bidder will necessarily have to hire new staff for this project which creates a lot of unknowns.				
7.2B Bidder describes how subject matter expertise will be provided to serve re-entry populations and the organization's strategy to best serve those participants.	3	3	3	
7.2B Comments: This is addressed in proposal.				<b>7.50%</b>
7.2C Bidder discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	2	2.5	
7.2C Comments: Though HFP states that they have a record of low staff turnover, it would've been nice to include a description of the benefits/support that staff members receive. Caseloads were not discussed. Plan in place for professional development.				
7.3A Bidder describes outreach and recruitment methods and also how the organization will work in conjunction with post release programs (e.g. CCDC, LVMPD, etc.)	2	3	2.5	
7.3A Comments: Vague description of outreach and recruitment methods.				<b>6.25%</b>
7.3B Bidder provides a description of intake process including eligibility	2	3	2.5	



determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.				
7.3B Comments: Doesn't describe how the WIOA required documents will be obtained. This is covered in an earlier section				
7.3C Bidder describes how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	2	3	2.5	
7.3C Comments: Though HFP mentions the assessments that they will use, they don't describe how each of these will identify academic, aptitudes/skill levels, etc. This is covered in an earlier section				
7.4A Bidder describes strategy for developing the IEP for re-entry adults. Describes how the organization will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	5.31%
7.4A Comments:				
7.4B Bidder describes detailed strategies for training re-entry adult participants to ensure positive outcomes. Describes how these will be leveraged through other community resources or provided through this project. Describe how re-entry adult participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	3	3	
7.4B Comments: Not included in this section but is included in section 7.5.				
7.4C Bidder describes how the program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Describe what tools or activities will the program will utilize to expose program participants to long-term sustainable career goals.	2	3	2.5	
7.4C Comments: Vague description of how the program will help clients build stem-driven career pathways and the tools/activities that the program will offer.				5.63%
7.5A Bidder describes approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Describes how proposed education/training programs will lead to jobs with livable wages	3	4	3.5	
7.5A Comments: Good integration of vocational training and job readiness/employability.				
7.5B Bidder describes approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discusses how organization identify which participants are appropriate for these activities. Describes plan to incorporate mentoring for program participants.	3	3	3	
7.5B Comments: Doesn't describe how the program will identify which participants are appropriate for the WBL activities. Strong mentoring focus, good OJT plans,				
7.5C Bidder describes how organization will determine the appropriateness of activities for each program participant.	2	3	2.5	

7.5C Comments: Not evident how organization will determine appropriateness of activities for each client. Covered in extensive IEP/assessment procedures.				
7.6A Bidder describes methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.	3	3	3	4.92%
7.6A Comments: Bidder describes methods, relies on UNLV for data infrastructure, but organization lacks its own internal infrastructure for performance management.				
7.6B Bidder describes approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	2	2.5	
7.6B Comments: This item is not fully address in the proposal. It is clear that bidder has connection to employers, but formal job development as a position within the occupation is new. Generally, this bidder appears to be a phase in their organizational capacity where they would need to grow significantly to manage this project. This leads to answers that are about what they will do but lack concreteness of past experience or precedence.				
7.6C Bidder describes internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Describes exit strategy to ensure participants will achieve required performance measures.	2	2	2	
7.6C Comments: Vague description of their QA process. Bidder is reliant on third party entity to track program outcomes, but the program lacks its own internal performance management infrastructure.				
7.6D Bidder describes of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
7.6D Comments: This is covered (lightly) in several sections of the proposal.				1.98%
7.7A Bidder describes follow up strategies (to occur for at least 12 months) is provided	3	4	3.5	
7.7A Comments: Strong follow up strategies leverage the mentor and partner relationships this bidder has.				
7.7B Bidder places emphasis on participants' progress along career pathways is evident in approach to follow-up services.	3	3	3	
7.7B Comments:				
7.7C Bidder discuss how you will address preventing recidivism.	3	3	3	
7.7CA Comments:				7.50%
9.1 Budget Narrative			6	
9.1 Comments: Organization does not maintain internal fiscal staff. Does not appear to have experience with expending federal funds. Question not completely answered. Using external audit and bookkeeping services. Uses QuickBooks as internal control. A trend in this bidder proposal is that they will have to build staff capacity to serve a number of roles if they administer these funds - including fiscal, job development, and career coach staff. The amount of capacity building generally a red flag which is matched equally but the organizations strong track record and experience				

9.2 Budget			6	7.50%
9.2B Comments: Total Proposed Budget:\$600,000 Total Planned Enrollment: 75 Leveraged dollars: \$99.800 Cost Per (program budget): \$8000				
<b>FINAL SCORE</b>				<b>75.68%</b>

**Pre- & Post-Release WIOA Workforce Development Re-Entry Program  
Panel Interview**

**Organization:** Hope for Prisoners

**Presenters:** Jon Ponder, Angela Brookins

**Date/Time:** 4/13/16 9:15 am

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	- NV Dept of Corrections - Fed Parole + Prob. - Social Services - Welfare	1 2 3 ④
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	- Hope for Prisoners seeks to strengthen community - improve quality of life within community	1 2 ③ 4
③. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	- Integrity - internally and those in program - in the work place + family life	1 2 ③ 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	- Main concern is safety - Work closely with staff - Knowledgeable with concerns + safety issues - Educate Hope staff - Welcome feedback from CCDC	1 2 3 ④
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	- Substance abuse program - GED prep + testing - Multiple education opportunities - Assessment tool to address/identify barriers	1 2 3 ④

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suitability for this workforce development program?	- Build relationships inside and out to reduce barriers/challenges. - Specialized treatment plans - Work with individuals for CDD - Vocational training (i.e. Culinary) 5 days/week - Bank of employees dedicated to hire cooks	1 2 3 4
6. How will your program design specifically address the education, training & employment needs for adults transitioning out of the adult justice system?	- App. Carpenter / Warehouse experience - Hope has a long term case management & mentoring program - Offers additional training/life skills - 18 month program upon release from community with employee custody - Partnership with WNV - have backup measurement through data collected by Dr. Sosa / Dr. Kennedy - Hope tracks family reunification of each mother - Can customize CCDC needs, plan to keep CCDC fully abreast on the clients	1 2 3 4 - leadership & critical thinking training
7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?	- Mentoring a spect (long term) - Clients want to change; don't know how. - Create reference points for clients - Case management sets hope apart - level of training - Help clients to live lives they could only dream of - Grateful for opportunity to be here - Established in 2012 - work with 1300 people - Bank of employees in setup building - On the verge of a national model	1 2 3 4 - Passion for what they do - level of training
8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? Follow up: How will this information be communicated to CCDC representatives?	- On the verge of a national model	1 2 3 4
9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?	- On the verge of a national model	1 2 3 4
10. Is there anything else you would like to share about your program?	- On the verge of a national model	1 2 3 4
<b>*Score:</b>		38
Total of 15%		14.25%

## \*Score:

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 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: Brian Arizumi

Date: 4/13/16

(Signature/Print Name)

6330 W. Charleston Blvd, Suite 150, Las Vegas, NV 89146 Phone: (702) 638-8730 Fax: (702) 638-8774



# Pre- & Post-Release WIOA Workforce Development Re-Entry Program Panel Interview

**Organization:** Hole for Prisoners
**Presenters:** Jon Ponder, Angela Brookins
**Date/Time:** 04/13/16 @ 0915

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	WORKED SINCE 2012 w/ -DEPT. OF WELFARE - NDOC - PEP (STATE & FED.) - Social Services	1 2 3 4
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	- MISSION OF HFP IS TO STRENGTHEN COMMUNITY - IMPROVE QUALITY OF LIFE IN HOME - WILL CONTINUE w/in community A GOOD MISSION OF DEPT MISSION	1 2 3 4
3. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	- INTEGRITY - STAFF FEEL THIS FROM THOSE w/in PROGRAM - WORK PLACE - FAMILY - ALL FACES OF OUR AMERICAN	1 2 3 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	- WORK w/ STAFF TO ADDRESS ISSUE - BE KNOWLEDGEABLE OF ALL RULES - BE w/ ALL VIEWS OF ALL RULES - SHARE w/ ALL MEMBERS - DESIRE FEEDBACK FROM COMMUNITY BEFORE w/ CODE	1 2 3 4
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	- SUBSTANCE ABUSE NA/AA - PRE & POST RELEASE - CRED PROG - EDUCATIONAL PATHS - ASSESSMENT OF NEEDS - SEE AS HOUSING	1 2 3 4

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suitability for this workforce development program?	- Build Relationships	
6. How will your program design specifically address the education, training & employment needs for adults transitioning out of the adult justice system?	- WORK CLOSELY w/ ALL COORDINATORS - DELIVERING - PREP & PARTIAL - "SAFE SERVICE" CENTER - WAREHOUSE LOCATIONS 317/HR. EMPLOYMENT - APPLICABLE CAPABILITY & ALLIED TO TIME OF RELEASE	1 2 3 4
7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?	- LONG TERM CASE MANAGEMENT - MENTORING - MENTOR SUPPORTED w/ EMPLOYERS - RE-ENTER CLIENT TO RECEIVE CONT'D EDUCATION	1 2 3 4
8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? a. Follow up: How will this information be communicated to CCDC representatives?	- DATA COLLECTED FROM WLVU PRESSIONS / REPORTED TO CCDC'S MEAS - TRANSFER INDEPENDENT STUDY. - FOCUS ON RE-ENTRY - " " EMPLOYMENT STATUS - " " CONTINUING STATUS	1 2 3 4 1 2 3 4
9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?	- MENTORING - EX-RE-ENTRY - LEVEL OF TRAINING	1 2 3 4
10. Is there anything else you would like to share about your program?	- GRANTED / IMPRESSIVE SUCCESS - PASSIONATE - TAKE NAT'L MODEL TO NEXT LEVEL	1 2 3 4
	Raw Score	37
	Total of 15%	13.89

## \*Score:

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 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: William Lee

(Signature/Print Name)

Date: 04/13/16

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**Pre- & Post-Release WIOA Workforce Development Re-Entry Program  
Panel Interview**

**Organization:** Hope for Prisoners

**Presenters:** Jon Ponder & Angela Brookins

**Date/Time:** 4/17/16 915

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	NDOC, Social Services, Dept of Welfare, State & Federal Parole & Probation, I	1 2 3 4
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	Spoke of goal - To strengthen the community and improve the quality of life	1 2 3 4
3. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	Integrity - both internally & from partners; in family & personal life as well as interactions	1 2 3 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	Shared concern - would work with staff to address would share concern w/ participants " communicate	1 2 3 4
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	Using built in components like substance abuse housing providers; education, relationships	1 2 3 4



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

suitability for this workforce development program?		
6. How will your program design specifically address the education, training & employment needs for adults transitioning out of the adult justice system?	Partnered w/ vocational trainers culinary (5 days per wk) corporate; construction; jobs awaiting	1 2 3 4
7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?	Long-term mechanism - case management - mentoring 12-18 mo reintegration; training throughout	1 2 3 4
8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? a. Follow up: How will this information be communicated to CCDC representatives?	gather & report data - track family reunification Keep Metro fully engaged	1 2 3 4
9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?	Mentoring - unique perspective - philosophy - level of training - grateful - passionate - spoke of & had stats to show high success	1 2 3 4
10. Is there anything else you would like to share about your program?		1 2 3 4
	Raw Score	39
	Total of 15%	14.63

## \*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: Neal Kelsa

(Signature/Print Name)

Date: 4/13/16

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### Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
  - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
  - 3 = Criteria is fully met: Response meets all expectations in the RFP.
  - 2 = Criteria is partially met: Response is satisfactory.
  - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

Pre- and Post-Release Reentry Services SCORECARD SUMMARY			
	Foundation for an Independent Tomorrow	Score	Total Possible Score
6.1	Demonstrated Ability	12.19%	15.00%
6.2	Panel Interview	11.63%	15.00%
7.1	Approach	3.75%	5.00%
7.2	Program Staffing and Case Management Strategy	8.33%	10.00%
7.3	Outreach, Eligibility and Assessment	7.50%	10.00%
7.4	ADW Individual Employment Plan	5.94%	7.50%
7.5	Training and Development Activities	5.94%	7.50%
7.6	Performance Management	5.63%	7.50%
7.7	Follow-Up Strategies	1.88%	2.50%
9.1	Fiscal Narrative	8.75%	10.00%
9.2	Budget	7.50%	10.00%
	<b>SCORE</b>	<b>79.04%</b>	<b>100.00%</b>

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
23.82%	38.97%	16.25%

Pre- and Post-Release Reentry Services SCORECARD - DETAILED				
	Rater 1	Rater 2	AVG	% of Total Score
<b>Foundation for an Independent Tomorrow</b>				
6.2 Panel Interview			31	11.63%
6.1A Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of your agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	3	4	3.5	12.19%
6.1A Comments: Evident that agency has substantial experience administering WIA/WIOA programs as they provide a detailed description of previous workforce programs and services they have provided. They also provide concrete examples of how they've been creative and innovative in the delivery of services.				
6.1B Bidder describes organization's experience in serving re-entry participants including, but not necessarily limited to: economically disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with limited English ability, minorities, or those who may have experience and skills but have not worked for an extended period. Discuss with performance numbers your success with these or similar populations.	3	4	3.5	
6.1B Comments: Excellent description of how the organization has worked with re-entry participants and discusses with performance numbers the success they had with this population.				
6.1C Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	3	3	
6.1C Comments: Meets all criteria.				
6.1D Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	3	3	3.75%
6.1D Comments: Breaking down the collaboration by level made it clear where FIT's contributions were and where they used other stakeholders to achieve outcomes				
7.1A Bidder clearly describes how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service	3	3	3	

options.				
7.1A Comments: Meets all criteria.				
7.1B Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	3	3	
7.1B Comments: Meets all criteria.				
7.1C Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	3	3	
7.1C Comments: They reference a "theoretical framework," would be nice to know what that is				
7.1D Bidder describes plans access the services of other partners, including employers, housing agencies (including half-way houses), mental health and substance abuse agencies, and other collaborators, which will assist in providing wrap-around services to participants. Please include letters of support or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. (Letters of support and MOUs do not count as part of the 15 page narrative.)	3	3	3	
7.1D Comments: Meets all criteria.				8.33%
7.2A Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project.	3	4	3.5	
7.2A Comments: Excellent description of staffing structure - includes description of the education and experience of existing staff members.				
7.2B Bidder describes how subject matter expertise will be provided to serve re-entry populations and the organization's strategy to best serve those participants.	3	3	3	
7.2B Comments: Meets all criteria.				
7.2C Bidder discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	4	3	3.5	
7.2C Comments: Very thorough response with clear examples				7.50%
7.3A Bidder describes outreach and recruitment methods and also how the organization will work in conjunction with post release programs (e.g. CCDC, LVMPD, etc.)	3	3	3	
7.3A Comments: Meets all criteria.				
7.3B Bidder provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	3	3	

7.3B Comments: Meets all criteria.				
7.3C Bidder describes how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	3	3	
7.3C Comments: Meets all criteria.				
7.4A Bidder describes strategy for developing the IEP for re-entry adults. Describes how the organization will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	
7.4A Comments: Meets all criteria.				
7.4B Bidder describes detailed strategies for training re-entry adult participants to ensure positive outcomes. Describes how these will be leveraged through other community resources or provided through this project. Describe how re-entry adult participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	3	3	5.94%
7.4B Comments: Actual writing of the IEP and helping participant stick to it could be clearer.				
7.4C Bidder describes how the program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Describe what tools or activities will the program will utilize to expose program participants to long-term sustainable career goals.	3	4	3.5	
7.4C Comments: Excellent description of how the program will help clients build career pathways in STEM - provides examples of workshops and trainings that will be available to clients.				
7.5A Bidder describes approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Describes how proposed education/training programs will lead to jobs with livable wages	3	3	3	
7.5A Comments: Meets all criteria.				
7.5B Bidder describes approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discusses how organization identify which participants are appropriate for these activities. Describes plan to incorporate mentoring for program participants.	4	3	3.5	5.94%
7.5B Comments: Excellent description of mentoring program and work experiences				
7.5C Bidder describes how organization will determine the appropriateness of activities for each program participant.	3	3	3	
7.5C Comments: Meets all criteria.				
7.6A Bidder describes methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.	3	3	3	5.63%
7.6A Comments: Meets all criteria.				

7.6B Bidder describes approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	3	3	
7.6B Comments: Meets all criteria.				
7.6C Bidder describes internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Describes exit strategy to ensure participants will achieve required performance measures.	3	4	3.5	
7.6C Comments: Meets all criteria.				
7.6D Bidder describes of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	2	3	2.5	
7.6D Comments: Answer could use more detailed explanation of how relationships will be maintained				1.88%
7.7A Bidder describes follow up strategies (to occur for at least 12 months) is provided	3	4	3.5	
7.7A Comments: Provides a thorough description of follow-up strategies.				
7.7B Bidder places emphasis on participants' progress along career pathways is evident in approach to follow-up services.	2	3	2.5	
7.7B Comments: Unclear how program will assist in progress along career pathways				
7.7C Bidder discuss how you will address preventing recidivism.	3	3	3	
7.7CA Comments: Meets all criteria.				
9.1 Budget Narrative			7	8.75%
9.1 Comments: Strong experience with WC operations, federal funds.				
9.2 Budget			6	7.50%
9.2B Comments: Competitive staff salaries Total Proposed Budget: \$600,000 Total Planned Enrollment: 110 Leveraged dollars:\$24,000 Cost Per (program budget): \$5454				
<b>FINAL SCORE</b>				<b>79.02%</b>

Pre- & Post-Release WIOA Workforce Development Re-Entry Program  
Panel Interview

Organization: Foundation for an Independent Tomorrow (FIT)

Presenters: Jennifer Casey, Donna Lehen

Date/Time: 4/13/16 10:15 am

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	<ul style="list-style-type: none"> <li>- Work with NDOC</li> <li>- FIT worked at Smiley Rd.</li> <li>- Casa Grande work release program</li> </ul>	1 2 3 4
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	<ul style="list-style-type: none"> <li>- Mission is to increase self-sufficiency</li> <li>- Increase Client quality of life.</li> <li>- Programs employment/training/substance abuse</li> <li>- Reduce recidivism.</li> </ul>	1 2 3 4
3. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	<ul style="list-style-type: none"> <li>- Between Integrity &amp; Accountability</li> <li>- When we say we will do something we will</li> <li>- Flexibility to meet goals and adjust plans</li> <li>- Communication to serve clients</li> </ul>	1 2 3 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	<ul style="list-style-type: none"> <li>- Follow our rules on safety</li> <li>- Training in staff development/de-escalation</li> <li>- Use of private funds to augment training</li> </ul>	1 2 3 4
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	<ul style="list-style-type: none"> <li>- Looking at things to impact client success, so they have a plan</li> <li>- Assess risk (i.e. education, mental health, crimes)</li> <li>- Don't want to set up clients for failure</li> <li>- Work with partners in community/social services.</li> </ul>	1 2 3 4

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# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

suitability for this workforce development program?		
6. How will your program design specifically address the education, training & employment needs for adults transitioning out of the adult justice system?	<ul style="list-style-type: none"> <li>- Programs at FIT location</li> <li>- Develop case plan prior to release</li> <li>- Help manage expectations - Assessment</li> <li>- Limit impulse behaviors - Give clients options in employment goals</li> </ul>	2 3 4
7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?	<ul style="list-style-type: none"> <li>- Relationships w/case managers</li> <li>- Modern attachment theory for clients</li> <li>- Always positive; be there for clients</li> <li>- Discharge plan developed prior to release</li> <li>- Communication w/PO if needed - Peer driven mentoring - Life skills</li> </ul>	1 2 3 4
8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? a. Follow up: How will this information be communicated to CCDC representatives?	<ul style="list-style-type: none"> <li>- Look at mental health, substance abuse pieces</li> <li>- Readiness</li> <li>- Look to see if work is what client wants</li> <li>- Family reconnection - Accountability meetings to track milestones - Physical analysis</li> </ul>	1 2 3 4
9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?	<ul style="list-style-type: none"> <li>- Team in place (case managers, myself)</li> <li>- Never judgement of clients</li> <li>- Focus on getting clients stable - locally based</li> <li>- Ability to change needs based on community needs</li> <li>- Follow through is phenomenal</li> <li>- Community partners enjoy our follow up (did not mention partner)</li> </ul>	1 2 3 4
10. Is there anything else you would like to share about your program?	<ul style="list-style-type: none"> <li>- Weekly updates to all partners</li> <li>- Meet basic needs are met</li> <li>- Comfortable facility for clients - outreach opportunities</li> </ul>	1 2 3 4
	<p><b>Raw Score</b></p> <p><b>Total of 15%</b></p>	28 10.5%

## \*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
 3 = Criteria is fully met: Response is excellent.  
 2 = Criteria is partially met: Response is satisfactory.  
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: B. [Signature]

Date: 4/13/16

(Signature/Print Name)

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Pre- & Post-Release WIOA Workforce Development Re-Entry Program  
Panel Interview

Organization: Foundation For An Independent Tomorrow

Presenters: Jeanne Casey, Donna Lettman

Date/Time: 04/13/16 @ 10:15

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	-NDRC / PRE-RELEASE -FIR PROVIDED SOFT SKILLS -POST RELEASE PROGRAMMING @ CASA GARAGE -NEED FULL SERVICES	1 2 3 4
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	-INCREASE SELF-SUFFICIENCY -FOCUS ON THIS -RENT -IMPROVE QUALITY OF LIFE -COMBINE EMPLOYMENT, MENTAL HEALTH, & SERVICES -EDUCES DECISION-MAKING	1 2 3 4
3. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	-PROVIDES SELF ON INTEGRITY -SAY DO SOMETHING, IT GETS DONE -FLEXIBLE TO MEET CLIENT GOALS -COMMUNICATION PIECE IS AVAILABLE -COMFORT LEVEL w/ CLIENTS	1 2 3 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	-TRAINED ANTI-ABUSE STAFF -POL. CLY'S -STAFF HAVE DEGREE'S IN SOCIAL SERVICES -STAFF DEVELOPMENT DAYS / USE PRIVATE FUNDING -ADDRESSES SAFETY FOR DRUG TESTING ON OTHER COMPLAINTS	1 2 3 4
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	-RISK NEEDS ASSESSMENT -FRIENDS WILL BE DONE TO IMPROVE SUCCESS -ADDITIONAL -LEVEL OF EDUCATION -MENTAL HEALTH	1 2 3 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

<p>suitability for this workforce development program?</p>	<p>- ENSURE CLIENTS ARE APPROPRIATE FOR SERVICES - WORK W/ PARTNERSHIPS TO MEET NEEDS</p>	
<p>6. How will your program design specifically address the education, training &amp; employment needs for adults transitioning out of the adult justice system?</p>	<p>- ENSURE EDUCATION / BEFORE EMPLOYMENT - MANAGING EXPECTATIONS AND ASSIGNMENT - VOCATIONAL TRAINING ALL VOCATIONAL - DON'T LUMP THEM ALL TOGETHER - EMPLOYMENT DEALS w/ BEST FIT - AVAILABLE - RELATIONSHIPS w/ CASE MANAGERS - MEDIAN APPROPRIATE TRAINING - STRIKE WHEN CURRENT IS AT - DISCHARGE PLAN PRIOR TO LEAVING CCDC - ALL ENTITIES TALKING &amp; WORKING TOGETHER - MENTORING / AFT DRIVER</p>	<p>1 2 3 4 1 2 3 4</p>
<p>7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?</p>	<p>- FOLLOW UP: ACCORDING TO NEEDS TO INCLUDE STAFF</p>	<p>1 2 3 4 1 2 3 4</p>
<p>8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? a. Follow up: How will this information be communicated to CCDC representatives?</p>	<p>- FOLLOW UP: ACCORDING TO NEEDS TO INCLUDE STAFF</p>	<p>1 2 3 4 1 2 3 4</p>
<p>9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?</p>	<p>- TRAINING / RE-EDUCATION / WORK w/ FORMER STUDENTS - TEACHING IN HOUSE / CALLING FOR - ONE ANOTHER ALLEYSAYS NO - JUST NOT ABOUT NOW - THEORETICAL &amp; EVIDENCE BASED w/ WORKING - SMALL &amp; LOCALIZED ORGANIZATION</p>	<p>1 2 3 4 1 2 3 4</p>
<p>10. Is there anything else you would like to share about your program?</p>	<p>- FOLLOW THROUGH IS PERSISTENT - COMMITMENT AND TRUST - PARTNERSHIP &amp; EVIDENCE BASED w/ WORKING - ENSURE ALL BASIS COVERED w/ CLIENTS</p>	<p>1 2 3 4 1 2 3 4</p>
<p><b>*Score:</b></p>	<p>Raw Score Total of 15%</p>	<p>32 12</p>

4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.  
3 = Criteria is fully met: Response is excellent.  
2 = Criteria is partially met: Response is satisfactory.  
1 = Criteria is not met: Response is unsatisfactory.

Panel Member: William R. Williams

(Signature/Print Name)

Date: 04/13/16

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**Pre- & Post-Release WIOA Workforce Development Re-Entry Program  
Panel Interview**

**Organization:** Foundation for an Independent Tomorrow

**Presenters:** Jennifer Casey & Donna Lehman

**Date/Time:** 4/17/16 1015

Questions	Comments	*Score
1. Please provide a brief summary of your programs history with other agencies similar to ours (i.e., LVMPD).	NDOC, CHS & GRAND - Pre release services - Soft skills	1 2 3 4
2. Serve people, Strengthen relationships and Improve quality of life is the mission of the Las Vegas Metropolitan Police Department. Please explain whether or not your program shares this mission and how?	Goal - Increase self sufficiency thru - complex relationships - employment - improve quality of life	1 2 3 4
3. From the LVMPD's list of core values: Integrity, Courage, Accountability, Respect, and Excellence (ICARE), please choose one (1) value that represents your program the best, and why?	Took a while to answer, but stated 'Integrity' thru check points, flexibility follow through, comfort level	1 2 3 4
4. Safety & Security of the CCDC/NVC is our top priority. How will you address any behavioral issues or general observations that compromises this area of importance?	Training from LVMPD staff - quarterly meetings - drug testing - deescalation	1 2 3 4
5. Applicants will face significant challenges such as addiction, behavioral/mental challenges, lack of education, homelessness, etc. What steps will you take to determine	Risk/Needs assessment to determine risk level, substance abuse, education level; appropriateness	1 2 3 4

# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

suitability for this workforce development program?		
6. How will your program design specifically address the education, training & employment needs for adults transitioning out of the adult justice system?	on site HSE prior to release, education level manage expectations - focus on assessment to see what is lacking, gain buy-in from clients	1 2 ③ 4
7. Describe your methodology/strategy to transition adults who are released from CCDC and keep them engaged throughout the program that is continued outside of confinement?	relationships through case managers "Modern Attachment Theory", remain positive take a "where here" stance provide transportation; minimize client adaptation	1 2 ③ 4
8. Which additional benchmarks will be used to determine program's success besides the WIOA performance measures? a. Follow up: How will this information be communicated to CCDC representatives?	Mental health F/U Accountability Meetings Substance abuse Recidivism determining if they're working in trained field	1 2 ③ 4
9. Tell us the top 3 attributes of your program, which set it apart, and how this will lend to your unique success?	Team that's in place feel a calling never says no Based on proven methods; locally owned	1 ② 3 4
10. Is there anything else you would like to share about your program?	Follow through is phenomenal updates on progress, goes out weekly - constant communication, ensure baseline centered, controllable environment	1 2 ③ 4
<b>*Score:</b>		
4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.		
3 = Criteria is fully met: Response is excellent.		
2 = Criteria is partially met: Response is satisfactory.		
1 = Criteria is not met: Response is unsatisfactory.		
<b>Raw Score</b>		28
<b>Total of 15%</b>		10.5

Panel Member: Neil Kelsa (Signature/Print Name)

Date: 4/17/16

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**Agenda item 8.      DISCUSSION AND POSSIBLE ACTION:**

Ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. The contract period shall be July 1, 2016 through June 30, 2017.

<b>Sub-Recipient (in alphabetical order)</b>	<b>Amount Not To Exceed</b>
a. HELP of Southern Nevada (One-Stop Affiliate Site - South)	\$1,200,000
b. Lincoln County Grants Administration (Lincoln County)	\$150,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$1,200,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$575,000
e. ResCare Workforce Services (One-Stop Career Center)	\$3,000,000



**Adult & Dislocated Worker Programs**

Scope of Work  
Program Year 2016

<b>Program Name:</b>	HELP of Southern Nevada
<b>Location:</b>	1640 E. Flamingo Rd. #100
<b>Funding Stream(s):</b>	ADW
<b>Amount Awarded:</b>	\$1,000,000.00
<b>Target Population(s):</b>	Adult and Dislocated Workers
<b>Program Description</b>	
<b>Outreach and Communication:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>HELP has MOU's and Service/Partnership Agreements with numerous organizations who commit their support &amp; resources to to provide support services and referrals. HELP will recruit and engage 190 participants throughout the contract; 55% through aggressive community outreach activities, social media and other methods of outreach/recruitment through networking, sharing/distributing program information at community events, working with partners, 45% local business, educational/training institutions and human services providers such as Clark County Social Services, Division of Welfare/Supportive Services, Casa Grande, LVMP, UNLV/GAP programs, JobConnect, WC One-Stop, VA, Voc.Reh, ShadeTree and local Business Chambers.</p> <p>Woofound, CASAS, Workkeys and Career Cluster assessments are administered to help develop the IEP, provide career pathway counseling and employment assistance, support 70% attainment of certifications or degrees, 75% employed at average wage of \$10.25/hr. HELP will conduct ongoing outreach, recruitment and services throughout the contract. Job Developer provides local business/our partners and clients needs assessments and basic gap analysis to identify and develop relationships that result in client referrals for services, education/training and employment opportunities. The Quality Control staff monitor files and data entry. Tracking forms and OSOS serve as a platform to monitor/track data. HELP estimates an average of 50 referrals per month. Services to Adults with disabilities, Re-Entry adults and priority will be given to Veterans and spouse.</p>
<b>Basic Career Services:</b> <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i>	<p>We are projecting to make Basic Career Services available to <u>200</u> unique individuals in PY16.</p> <p>Getting people good jobs and acquiring needed skills and support will be accomplished through direct services and our partners clients will receive a comprehensive service delivery of training and career services that align and combine resources responsive to the adult's needs. Space dedicated for services include the large Community/Classroom, Resource Room and Computer Lab. Program orientations and workshops take place in the Community/Classroom. The Resource room is for smaller group training, testing and assessments. The Computer Lab is available during business hours for use by participants with the support of staff. HOSN will continue to use the designated OSOS or other WC assigned data tracking coupled with internal systems to track services and referrals of those not ADW.</p>

<p><b>Individualized Career Services:</b>  <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>190</u> unique individuals in PY16 that are determined to be in need of individualized career services.</p> <p>Through direct services and partnerships clients receive a comprehensive service delivery of training and career services that align and combines resources responsive to client's needs. Space dedicated for specialized service providers such as Easter Seals, Voc.Reh, Goodwill and Easter Seals. Space includes a large Community/Classroom, Resource Room and Computer Lab. Program orientations and workshops take place in the Community/Classroom. Services are IEP client career centered and based on assessments used such as Woofound, CASAS, Workkeys and NCIS to identify various vocational interest, aptitudes, vocational and basic skill levels to ensure career/talent development services match the client's need. Upon completion of enrollment and skills assessments clients are scheduled a 1x1 session to be introduced and begin working with their Career Coach to complete needed documentation, develop their IEP and move forward with individualized service plan to attain certification or degree and employment. IEP/Client-Centered driven services are monitored, tracked and reported at point of enrollment to program completion.</p> <ul style="list-style-type: none"> <li>-Orientation</li> <li>-Enrollment</li> <li>-Assessment</li> <li>-Career Coach assignment</li> <li>-IEP development</li> <li>-Career pathways and Employment Coaching</li> <li>-Referral for Occupational Skills Training or Degree program</li> <li>-Employment referral and placement assistance</li> <li>-Exit to follow-up</li> <li>-Program Completion</li> </ul>
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<p><b>Training Services:</b>  <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>190</u> individuals enrolled in our PY16 program.</p> <p>Training Offerings: Education/Training assessments (Woofound, WorkKeys, CASAS, NCIS) to identify skills, barriers, vocational goals, aptitude and interests. Computer based Job Search and Online application services, Emergency, Human &amp; Social Services, Resource Center with space for agencies to provide on-site services. Career/Work Readiness Workshops and Employment services to support clients through the education/training to employment. Training/Education services include career assessments, vocational and entrepreneurship training, degree programs and employment opportunities that align with the Labor Market &amp; In Demand occupations. HELP works with local and state agencies to acquire labor market informational data that support client career choices and employment. Utilizing the approved ETPL clients are assisted in selection and attaining In-demand industry occupational career certification based training, credentials and degrees. The HELP WORC Program and the One Stop Career Center provides workshops, one to one counseling, supportive/referral services, entrepreneurship, job acquisition and retention trainings and job placement assistance.</p>
<b>Program Management</b>	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>55</u> to 1 participant to direct staff ratio.</p> <ul style="list-style-type: none"> <li>*Chief Employment Officer-Overall Program/Grant/Contract/P&amp;P.</li> <li>*Program Manager- Overall supervision and management of Adult program staff, facility, the day to day services and activities in the Center. Provide tactical support to the Chief Workforce Operations Officer in the management and administrative needs of the program and Career Center projects.</li> <li>*Career Coach-assist participants' Identification of skills, barriers, vocational goals, aptitude and interests. Develop vocational goals reflective of their skills, capabilities, interest and Labor Market Trends. Facilitates participant progress towards achieving goals by creating and updating plans moving them from program enrollment, support services, education/training to employment.</li> <li>*Education Specialist-Conducts work readiness workshops helps clients with developing the skills needed to secure and retain employment. Develops and presents training materials and lesson plans. Administers assessments to help interpret clients' interest, skills, aptitude and proficiencies.</li> <li>*Career Specialist-Connects clients to occupational skills training or educational programs that will provide the skills and credentials needed to gain employment and a livable wage.</li> <li>*Program Monitor-Provides orientation and enrollment assistance, assistance in computer lab, proctors career assessments/testing.</li> <li>*Job Developer-Conduct Employer assessments to obtain current employment trends and employment opportunities. Responsible for initiating and maintaining ongoing relationships with employers, job development and employer support. Refers well-matched clients to various employers within the community. Coordinates "Job Club" and related activities. Provides presentation to employers and Job Seeking skills workshops.</li> <li>*Quality Control Team-Monitors enrollments, information/data quality and data validation.</li> </ul>



<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>Program Manager supervises the program staff, facility, the day to day services and activities in the Center. Provide tactical support, updates/reports and attend mandatory weekly managers meetings with the Chief Workforce Officer to evaluate the performance and impact of the organization and staff in meeting objectives and deliverables, programming, systems, management and administrative needs. Staff and clients receive orientations that present an overview of WIOA and the various support services provided to all clients ADW and unregistered by HELP. The service flow has a daily review process in place that tracks program enrollment, training, employment placement and follow up; being internally monitored as an additional level of documentation and data validated by Program Manager and the Quality Control data review team. Mandatory agency monthly Staff and Professional development workshops, opportunities to attend outside trainings to enhance skills as well as attending specialized trainings provided by Workforce Connections. *Program presentations, materials and signage include Workforce Connections and HELP of Southern Nevada branding.</p>
<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>HELP will continue a holistic approach, Client-Centered approach to services that engages and sustains ongoing interaction and interconnectedness between client and the HELP staff. Clients will receive ADW programming and specialized inter-agency services and outside referrals through strong partnerships with local training/educational institutions, employers, businesses, Chambers that have expertise in the field of current industry market trends, economic development, skills needed in the various fields, insight and resources. *Priority is given to veterans and eligible spouse. HELP has various on site programs that provide specialized direct and referral services to adults and youth, Ex-Offenders, Re-Entry, Persons with Disabilities, homeless, unemployed, under-employed, disenfranchised and displaced.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>HOSN has on-site certified SNAP staff to provide assistance with the Food Stamp application, and will provide free office space, internet, copying, fax/scanning equipment use and receptionist services to local service providers such as the Bureau of Vocational Rehabilitation, Clark County Social Services. In addition to the office space, office equipment use and receptionist services providers of social and those business/training organizations STEM industry sectors that have strong local market trends will be a part of the Work Readiness Workshops training team to present their sector specific industry career information and employment requirements. HOSN will provide cross sector information and presenters with our Sector Specific emphasis being the various medical skills training fields and employment opportunities with UNLV/GAP and nursing program. HOSN expand its local service and training provider partnership and career training relations to help ensure more individuals from diverse social-economic back grounds, persons with disabilities, veterans and their spouse and re-entry individuals general STEM related market industry trends career exploration, training and employment</p>

**Performance Management:**

*Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.*

HOSN will work closely with One-Stop Partners and provide required program services to meet the skills requirements of the employers, increase ADW skills attainment with employer focus, increase ADW self-sufficiency and decrease dependency on welfare programs. HOSN will follow WIOA outcome measures and will internally measure the overall effectiveness of the program by how soon participants gained employment, how well we matched participants with compatible long term employment, wage & hour information as required, training with credentials that meet employers focus and the overall value for the employers.

The Measures will facilitate the service delivery process, reduce barriers that hinder self sufficiency and maximize overall service delivery by having needed programs such as (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help adults transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupations, within the One-Stop Center, South. HOSN will provide necessary activities through various system partners to increase the employment, retention and earnings of participants, and increase attainment of recognized credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and build the local workforce. Evaluations, customer satisfaction surveys, data systems overseen by our data control team will provide incremental benchmarks. Our internal controls will monitor the data base to ensure data validation.

Projected PY15 Carry In/Transfer Participants: 85

<b>Quarter</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
New Enrollments	90	100	00	00
Exiters (Est. combined total including both Carry In and New enrollments)	75	20	60	130

**Contact Person & Information:**

*Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.*

Denise Gee, Chief Workforce Officer  
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(702) 369-4357 x1851  
dgee@helpsonv.org

**Adult & Dislocated Worker Programs**

Scope of Work  
Program Year 2016

<b>Program Name:</b>	Lincoln County Workforce
<b>Location:</b>	PO Box 728, Caliente, NV 89008
<b>Funding Stream(s):</b>	WIOA Adult and Dislocated Workers
<b>Amount Awarded:</b>	\$150,000
<b>Target Population(s):</b>	WIOA ADW eligible residents of Lincoln County, Nevada
<b>Program Description</b>	
<b>Outreach and Communication:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>Engagement and recruitment across Lincoln County will be promoted through the distribution of fliers and pamphlets in public areas. New participants are gained through referral from previous participants. Promotional events and educational workshops will increase engagement and recruitment. Partnerships with local high schools and adult education will continue to produce new participants from referrals, in-person meetings and distribution of fliers, business cards and pamphlets. Current and future partnerships with local businesses will gain referrals for new participants for employment and training. Established partnerships with Juvenile Probation, Lincoln County Drug Court, and Meadow Valley Justice Court will produce referrals and court orders for new participants. The partnerships with the Bureau of Land Management, Nevada Division of State Parks, Lincoln County School District, City of Caliente, and Lincoln County will expand referrals for more services beyond the current WEX opportunities. Social Service providers in Lincoln County such as Family to Family Connections, County Health Nurse and County Human Services will refer residents in need to the program. We will continue to expand this network of partners (i.e. VFW and United States Postal Service) to continue to recruit and engage participants. The expected referrals from past participants is 5, 4 from government agencies, 3 from NGOs, 4 from school district, 2 from the justice system and 5 businesses. The milestones will be ¼ of these numbers for each quarter of the year.</p>
<b>Basic Career Services:</b> <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i>	<p>We are projecting to make Basic Career Services available to <u>75</u> unique individuals in PY16.</p> <p>Lincoln County Workforce provides every individual with a one-on-one service. The following core self-service/informational activities are available and accessible during office hours: internet for job searches, job application, unemployment applications, training opportunities, education support and other career searches; computer software for career assessment and planning, STEM, self-directed education and adult education self-tutoring; resume building on office computers with online templates; literature on soft skills, financial planning, STEM careers, community and technical colleges and parenting and life skills; job board showing jobs, job fairs and hiring lists; and workshops on STEM, economic development and career building. Unregistered participants are tracked in a spreadsheet.</p>

<p><b>Individualized Career Services:</b>  <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>32</u> unique individuals in PY16 that are determined to be in need of individualized career services.</p> <p>When they arrive in the office, individuals sit down with the Case Worker or Program Manager and discuss their individual situation and needs. The Case Worker and Program Manager provides the following assistance according to the Lincoln County Procedures Manual in:</p> <ul style="list-style-type: none"> <li>- Development of an individual employment plan and career counseling</li> <li>- Job searches, referrals, placement and alignment with opportunities with employers</li> <li>- Referrals to job fairs and workshops</li> <li>- Secondary education attainment: support for enrolling in adult education, self-service classes, tutoring</li> <li>- Post-secondary education planning and execution</li> <li>- Acquiring financial support for education</li> <li>- Linkage to Job Developer's WEX, On-the-job training, and other employer created opportunities</li> <li>- Internships</li> <li>- Entrepreneurial training</li> <li>- Resume building</li> <li>- Application writing and follow-up, interview preparation and job readiness</li> <li>- Referrals to social services</li> <li>- Supportive services</li> <li>- Follow-up services</li> </ul>
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<p><b>Training Services:</b>  <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>20</u> individuals enrolled in our PY16 program.</p> <p>The Program Manager and Case worker will assist the participants in finding the training option that fits the needs in the career plan and ability for the participate to attend the trainings since extensive travel and living accommodation away from Lincoln County are most often required. Trainings are selected from the ETPL list for Nevada and a reciprocity agreement with Utah's ETPL, and on-the-job training. Common referrals are with the partners at A-1 and Southwest Truck Driving, Southwest Technical School, Vegas PBS, Great Basin College, College of Southern Nevada, and Dixie Applied Technology.</p>
<b>Program Management</b>	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>40</u> to 1 participant to direct staff ratio.</p> <p>Program Director: Program Management at the macro scale (staffing, program development, evolution and excellence), budget development, promotions in the community and problem resolution</p> <p>Program Manager: The Program Manager will manage day to day operations and staff. Duties include tracking education advancement, employment and manage finances, provide career counseling, process all bill payment requests, and ensure all WIOA reporting, program budgeting and financial paperwork , tracking and reporting is accurate.</p> <p>Case Manager: The Case Manager will provide career counseling, develop career plans, connect participants to training, and development/implementation of case management, provide timely, accurate and complete case work with participants, track education advancement and employment-write program reports and updates, collaborate with community entities, businesses, State Employment Training and Rehabilitation Dept., and Workforce Connections.</p> <p>Job Developer: Develop relationships and collaborations with Lincoln County businesses and agencies through in person meetings with manager/owners several times a year. Market workforce services to businesses and agencies, finding qualified candidates, posting job openings, and pre-screening of candidates; employment services provided for candidates. Arrange and process paper work associated with WEXs and trainings, promote Lincoln County Workforce services to potential participants, collaborated work activities with Program Manager and Case Manager and learn from the Workforce Business Engagement Specialist Team.</p> <p>Contract Education Expert: Develop and execute an individual education plan for participants, tutor and collaborate with the education programs occurring in the Lincoln County School District.</p>

<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>Lincoln County Workforce staff will work together to ensure all activities follow the path of Standard Operating Procedures and WC mandated policies. Checks and balances have been built into the program design to maintain integrity of program components such as excellence in personal customer service, calendared reminders of participant contacts, practices to ensure proper and timely data entry. A survey is sent to participants annually to gain feedback on the quality of program and the areas for improvement. The Standard Operating Procedures are in progress and will be completed by the Program Manager by the end of September, 2016. At the time of completion, all staff will be trained on the standard operating procedures to ensure they understand and follow it.</p>
<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>Special populations are reached and served with consideration of the special needs through collaborations with experts. We will assist Youth and Adults with disabilities by partnering with Vocational Rehabilitation Services in DETR. Veterans and eligible spouses will receive priority services and a partnership with the VFW will be developed to reach veterans and build local support systems. Mental health expertise is obtained through the partnership with Lincoln County Mental Health and the UNLV 24 hour call line. Support for re-entry youth and adults will come from the Lincoln County Sherriff Department and Lincoln County Probation. Drug rehabilitation will be supported in partnership with a local counselor who provides counseling for locals in the community and youth at the correctional facility for over 10 years. Social services can be supported by the hospital expert, who has been providing support for 20 years.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>Lincoln County Workforce will partner with the Las Vegas one-stop and workforce to provide job opportunities, job fairs, STEM support, business tours and industry and education connections. We commonly refer call inquiries and participants to seek help at the Las Vegas One-stop if they are residing in Las Vegas. Nye Communities Coalition is a resource for Lincoln County Resource with its many years of experience. Education partnerships include technical school and colleges in Nevada and southern Utah Partnerships in Lincoln County include private businesses, Lincoln County Human Resources, Lincoln County Family to Family Connections, Lincoln County School District, Lincoln County Adult/Alternative Education, City of Caliente, Lincoln County Power District, University of Nevada Cooperative Extension, Department of Natural Resources Conservation Service, Bureau of Land Management, United State Postal Service, Nevada Division of State Parks, Lincoln County Telephone System, Juvenile Probation, Meadow Valley Justice Court, , Lincoln County Hospital District. LC Workforce is developing an internship/ pre-apprentice program with the City of Caliente.</p>

**Performance Management:**  
*Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.*

Lincoln County Workforce will use its close personal connections with the communities and participants to successfully achieve performance outcomes. Our goal is to help each participant to plan a career that will sustain their needs and to enhance their confidence, skills and experiences to succeed in achieving the career goals. The one-on-one service, customized to each participant, identifies the needs and aligns the necessary services. This personalized service has become a great source of referrals by past participants because the Lincoln County Workforce is becoming more broadly recognized as a place where you will get help. Partnerships are used to provide the expertise needed in social services, training and business connections. Service are sparse in Lincoln County and Lincoln County Workforce will be the place where assistance can be found. The addition of a Job Developer will greatly expand our ability to build relationships with local businesses and agencies and develop community events to provide greater job opportunities and find participants within the county. This additional staff member will open more time for the Program Manager to assist clients, ensure programing is running well, maintain reporting and complete finances and the Case Manager will be in the office more to welcome participants, provide career counseling and services and maintain data entry. A year plan of activities will be established to create regular contact with the businesses, agencies and communities in Lincoln County. The performance of number of participants, the quality of service provided (success in achieving the career plan) and the budget use will be monitored regularly but examined closely every quarter by the Program Manager and Program Director so that activity plans can be adjusted to improve performance as needed.

Projected PY15 Carry In/Transfer Participants: 6

Quarter	1	2	3	4
New Enrollments	10	9	7	6
Exiters (Est. combined total including both Carry In and New enrollments)	6	9	9	8

**Contact Person & Information:**  
*Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.*

Launa Chouquer, Program Manager  
 775-726-3800  
 PO Box 728, Caliente NV 89008  
 lchouquer.lcworkforce@gmail.com



### Adult & Dislocated Worker Programs

Scope of Work

Program Year 2016

<b>Program Name:</b>	North One Stop Affiliate - Nevada Partners, INC.
<b>Location:</b>	710 West Lake Mead, North Las Vegas, Nevada 89030
<b>Funding Stream(s):</b>	Adult/Dislocated
<b>Amount Awarded:</b>	\$1,000,000.00
<b>Target Population(s):</b>	ADW, Veterans, Homeless, TANF, Offenders, Disabled
Program Description	
<b>Outreach and Communication:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>NPI has a detailed strategy for recruiting WIOA eligible adult, veterans, homeless, TANF recipients, offenders, and individuals with disabilities. NPI maintains a recruitment calendar that includes training vendors, community organizations, and areas of employment need. The strategy also includes standing orientations on our main campus. NPI recruits through job fairs, social media, and the agency's website. NPI also leverages and extensive network of community partners. This network affords targeted recruitment of veterans, TANF recipients and individuals with disabilities, offenders and recent graduates. NPI has been able to co-locate on the main campus DETR staff to include CEP Representative, DETR expanded the service on our main campus to include a Veterans Representative to assist us in assessing and to collaborate in funding services. NPI has also co-located staff in the North Las Vegas Job Connection office to mainstream the services to clients seeking funding for employment services. NPI added to our campus a Vocational Rehab Specialist to assist us in our need for assessing and collaborating in funding service for individuals with disabilities. Our goal is to receive 100 referrals. This year we have also forged a relationship with the TANF program to refer clients in need of service and to leverage funding with TANF/Food Stamp recipients. Our goal with the TANF/ Food Stamp partnership is to receive 50 referrals. NPI receives over 3,000 referrals by word of mouth and through our partnership with community agencies</p>
<b>Basic Career Services:</b> <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i>	<p>We are projecting to make Basic Career Services available to <u>1000</u> unique individuals in PY16.</p> <p>NPI resource room is the first basic service for the community to utilize and the service that connects them to other programming offered on campus. These services include job listings, intake and outreach, self directed job search and job placement, employment information, adult education, vocational classes, information on supportive services, eligibility determination, intensive case management, career counseling, assessment, work supports, occupational skills training, follow-up services, adult education and GED preparation, vocational English classes, pre-apprentice ship training, tax preparation assistance, mental health services, financial literacy, youth and pre entry programming. NPI tracks customers now on a sign in sheet which supports what service is needed.</p>





workforce CONNECTIONS  
PROVIDING OPPORTUNITIES, PROMOTING PROGRESS

**Individualized Career Services:**

*Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.*

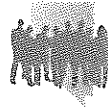
We are projecting to enroll 250 unique individuals in PY16 that are determined to be in need of individualized career services.

The flow begin with the recruitment process whereby eligible adults and dislocated workers are recruited for services. After recruitment, prospective participants will be given an orientation with an overview of the Workforce innovation and opportunity Act (WIOA), the Act's intent, the types and nature of WIOA services, the goals of the program, the benefits of participation, program flow, and the client's right and responsibilities. the orientation is followed by enrollment; a comprehensive intake process comprised of a program suitability assessment, a battery of career and skill assessments, and intensive interview, and eligibility determination, and the development of an individual employment plan. the enrollment process also includes a review of client needs in the areas of housing, health education and finances. Clients will be afforded job placement an/or training services. client may also receive supportive services during job training or job placement activities. After placement in a job clients will receive 12 month of follow-up to ensure that they sustain their job. During this a client will receive job coaching and ongoing support to maintain their employment. NPI will continue developing sector - specific career lattices by providing employment and training services in the geographic region of North Las Vegas acting as a One Stop Affiliate office. these services will include and an intensive focus on providing services in the following sectors:

1. Tourism, Gaming and Entertainment
2. Health and Medical Services
3. Clean Energy
4. Logistics and Operations
5. Business IT Ecosystems



<p><b>Training Services:</b>  <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>125</u> individuals enrolled in our PY16 program.</p> <p>NPI trains clients in the industry sectors identified Governor's Plan. NPI will continue developing sector - specific career lattices. These services will include and an intensive focus on providing services in the following sectors:</p> <ol style="list-style-type: none"> <li>1. Tourism, Gaming and Entertainment</li> <li>2. Health and Medical Services</li> <li>3. Clean Energy</li> <li>4. Logistics and Operations</li> <li>5. Business IT Ecosystems</li> </ol> <p>Training request begin with giving the customer a vocational packet to research requested training opportunity to explore career advancement in the requested field and the demand as it relates to the local workforce area. NPI follows the demand area's as specified in the Governors plan. Once the vocational packet is completed the case manager and the client will together explore the request of the client to see the skill gaps upgrading or retraining needs of the client to meet the goal. After review the information and the client has chosen the training best suited for him the proper paperwork will be completed and submit to WC for approval. NPI reviews high return training and aligns its resources with local opportunities to gain entry into the workforce.</p>
<p align="center"><b>Program Management</b></p>	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>50</u> to 1 participant to direct staff ratio.</p> <p>Career Coaches - are responsible for integrated case planning, career counseling, assessment, enrollment, support services, outreach, intake, orientation, services available through the one stop, initial assessment skills gaps, information on job skills - 5</p> <p>Job Developer - job readiness workshops, labor market information, referrals for jobs, job fairs, information on non -traditional employment, business services on behalf of employers, coordinating OJT's, resume writing, assistance with on line job applications, attend Business Engagement meeting and assist when there is a function across agency to place customer into job vacancies - 2</p> <p>Director - plans, guides, leads and oversees the day to day efforts of the team, is accountable for development, program management, reporting and compliance. - 1</p> <p>Quality Control - monitoring and quality reviews for case managers who provide case work and services in WIOA, reviews hard copy file, reviews each file in the data base to ensure completeness of services and back for justification, conducts internal monitoring weekly of a random pull of each case load. - 2</p>



**workforce CONNECTIONS**  
PEOPLE. PARTNERSHIPS. PROGRESS.

<p><b>Quality Control:</b> <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>NPI 's monitoring is conducted through a tiered process. Case managers conduct weekly self - audits , The director monitors the file when the file is processed for approval of services. NPI will also be using the last wee of each month during staff meeting to conduct a staffing of files that were most recently approved for service and conduct a quality assurance that each file to ensure that all paperwork is complete and that the data has been input into the data base.</p> <p>One Stop Delivery co-branding - NPI uses the WC tag line on all collateral material distributed to the public and to the employers. Recently WC delivered a banner to also use as branding for the One Stop.</p> <p>NPI leadership has been attending regularly webinars offered by DOL. NPI leadership will ensure staff continues to attend these webinars and also ensure staff will be sent to trainings offered by WC staff.</p>
<p><b>Subject Matter Experts</b> <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>This year DETR added to the NPI campus a Veteran Rep. NPI will leverage this specialized rep to ensure that services are provided to this population and also to connect the veterans to all services available. Additionally NPI also was able to partner with Vocational Rehab to add a Vocational Rehab technician to utilize this expertise to leverage support us with the population of adults with disabilities and to connect them with services.</p> <p>NPI maintains an extensive network of partnerships to assist us in providing services to special populations (e.g. veterans, adults/youth with disabilities and re-entry adult/youth). To name a few we have partnerships with Department of Veteran Affairs, Department of Social Services, UNLV and Department of Correction. Routinely NPI provides Professional development training to employees to learn the needs of special population in our programing.</p>
<p><b>System Partnerships and Programs</b> <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>Since 2006 DETR staff has been co- located on NPI main campus. This year DETR extended the staff to include a Veteran Rep. This year NPI forged a partnership to have Vocational Rehab join us on the main campus and they have assigned a Vocational Rehab specialist to our campus. NPI is also working with TANF/SNAP to formalize a referral system to leverage funding with this targeted.</p>


**workforce CONNECTIONS**
CHANGING LIVES THROUGH EDUCATION AND TRAINING
**Performance Management:**

*Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.*

NPI has an extensive process for managing performance. Case Managers are provided a performance rubric at the beginning of each program year. the rubric indicates the number of enrollments and employment outcomes required by quarter to meet performance requirements. Beyond weekly staff reviews and biweekly performance management meeting with the executive team, performance is monitored daily.

Projected PY15 Carry In/Transfer Participants: 240

Quarter	1	2	3	4
New Enrollments	63	63	63	63
Exiters (Est. combined total including both Carry In and New enrollments)	123	123	123	123

**Contact Person & Information:**

*Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.*

Janice M. Rael  
Director  
710 West Lake Mead, North Las Vegas, Nevada 89030  
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**Adult & Dislocated Worker Programs**

Scope of Work  
Program Year 2016

<b>Program Name:</b>	NyE Communities Coalition Career Connections
<b>Location:</b>	Nye & Esmeralda Counties
<b>Funding Stream(s):</b>	Rural - Adult & Dislocated Worker
<b>Amount Awarded:</b>	\$575,000.00
<b>Target Population(s):</b>	Nye (43,946 people), Esmeralda (783 people)
<b>Program Description</b>	
<b>Outreach and Communication:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>Participants will be recruited for the WIOA Title I program through referrals from partner agencies, attendees at workshops and job-seekers who access the resource room. We plan to provide intensive case management and career counseling services to 100 unduplicated individuals in PY16. Our goal includes enrolling 25 participants during Q1, 20 during Q2 and 15 in each of the last 2 quarters. We anticipate that referrals from partnering agencies will consist of 30% (22 people) of our total intakes. We expect to receive referrals from Nye County Health &amp; Human Services (8), Nevada Division of Welfare (8), Vocational Rehabilitation and community partners such as Nevada Outreach Training Organization, Nye County School District and others (6). Materials regarding our workshops and other services offered will be disseminated to our partners. While they are working with the people they serve throughout the course of their work, when they identify an individual who would benefit from the services of NyECC, they will provide the materials to the individual. We have competent, skilled staff in place to serve and engage special populations such as offenders and veterans. One existing Career Coach (coach) has been certified as an Offender Employment Specialist and another existing Coach is a veteran and has the knowledge, skills and resources necessary to assist the veteran population.</p>
<b>Basic Career Services:</b> <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i>	<p>We are projecting to make Basic Career Services available to <u>1500</u> unique individuals in PY16.</p> <p>A resource room (RR) is located and available in Pahrump and Tonopah. People have access to computers, fax machines, copiers and telephones. Staff assists with basic job search, resume writing, job referrals and linkage to assistance with unemployment. Job boards are posted in each RR and at the Pahrump Library and the Esmeralda Co. Courthouse. Everyone who accesses the services of the RR will be urged to register in NJCOS. Job referrals will only be given to individuals who have fully registered. As a basic service, NyECC will offer Orientation classes to the community.</p>

<p><b>Individualized Career Services:</b>  <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>100</u> unique individuals in PY16 that are determined to be in need of individualized career services.</p> <p>Individualized Career services that will be offered include career counseling, development of an individual employment plan, short-term pre-vocational services, WorkKeys assessment, Woofound assessment and allowable supportive services that the participant needs to be able to participate in WIOA services.</p> <p>Adult Basic Education Services are offered on property and will be made available through the Nye County School District.</p> <p>NyECC expects to provide more intensive supportive services to the clients to meet their pre- and post-employment needs.</p> <p>The individualized career services will be delivered to the customers through the Career Coaches and Career Connections staff.</p> <p>Career Coaches will refer participants to these services on an individual basis as determined through assessment and coaching. Weekly workshops will be available for participants. Classes include Resume Writing/Dress for Success and Job Readiness.</p> <p>Monthly workshops offered are Basic Computers, Customer Service, &amp; Telephone &amp; E-Mail Etiquette. People who do not register are tracked through sign in sheets and tally. Participants will be assigned to attend based upon their needs in that area.</p> <p>Participants will become aware of individualized career services through participation in basic career services and interactions with career connections staff.</p>
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<p><b>Training Services:</b>  <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>60</u> individuals enrolled in our PY16 program.</p> <p>NyECC will provide intensive Occupational Skills (OST) and On The Job training to 60 unduplicated individuals. When an individual expresses interest in OST, they will attend relevant trainings, prove local demand for the occupation and complete the WorkKeys assessment. The OST that they choose must be on the ETPL and approved prior to the start of the training. NyECC staff will continue working with the business communities to identify OJT opportunities. When an opportunity arises, the Workforce Director will speak with the manager, the employee and the Career Coach to execute the contract and facilitate the start date. The Coach and Workforce Director will continue to work closely with the employee and manager throughout the course of the OJT to ensure the training is satisfactory and the invoices are accurately submitted. NyECC staff sits on the Nye County Regional Economic Development Authority Board and receives information on incoming and potential employers to stay abreast of employment opportunities, in addition to working collaboratively with the NCSd Career and Technical Ed. Dept. to help create and pave career paths. Trainings are very limited in the rural communities</p>
<b>Program Management</b>	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>70</u> to 1 participant to direct staff ratio.</p> <p>We are proposing to serve 100 unduplicated individuals. This amount will allow the staff to provide more intensive and comprehensive services than we have provided in the past. Currently the 3 CMs provide intake, initial assessment, IEP's, job search, resume assistance and other general case management including referrals to other necessary agencies. The goal for PY16 is to transition the CMs into Career Coaches where they will spend more time with the clients to try to lead them into career paths rather than simply to find a job. Case loads are based on full-time equivalent career counseling responsibilities. CCs will continue to receive training and exposure on assessment tools such as Woofound, WorkKeys and Key Train in order for them to better serve the individuals. Some of the CMs will be certified as WorkKeys proctors. The CC/Rural Outreach position in Tonopah is responsible for all of the duties of the CCs, Resource Room Coordinator and Job Developer for the Northern Nye and Esmeralda. The Front Desk/Quality Assurance position will be responsible for performing quality assurance, calendaring appointments, collecting initial documents and setting up client files. The Resource Room Coordinator is responsible for overseeing the RR, assisting customers with the computers, copier, fax and telephone, assisting customers with resumes and job applications, completing job referrals and providing a linkage to assistance with unemployment. The Workforce Director and Resource Room Coordinator serve as the Job Developers at NyECC. They have developed professional relationships with many local businesses and continue to do outreach through events such as the Chamber of Commerce's Biz Expo and NyECC's quarterly Job &amp; Volunteer Fairs. The Workforce Director has worked collaboratively with the BEST team on occasions when BEST has encountered a business in Nye County in need of services. NyECC is excited to continue collaborating with BEST when the opportunity arises.</p>

<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>NyECC will continue providing high quality services to individuals in Nye and Esmeralda counties. The quality and integrity of the program will continue to be monitored closely by the Workforce Director and staff assigned to QA. Implementation of the Workforce Connections NJCOS Data Entry and File Review Monitoring Tool by the Workforce Director and QA staff was made in PY15 and will continue. A log of files that have been spot checked has been developed. These quality assurance measures will continue to be used and further developed in order to ensure regulatory compliance and integrity of program components. NyECC regularly offers professional development in a broad range of topics including substance abuse, mental health, wellness and prevention that all staff are encouraged to participate in. In addition, staff will attend any other training that is offered that is aligned with NyECC's budgetary and programmatic constraints.</p> <p>NyECC has operated similar to a One-Stop for several years and typically has all partners necessary to be determined to be a One-Stop with the exception of Wagner-Peyser.</p>
<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>NyECC Career Connections staff is diverse and while small, has the ability to serve a wide range of clients. One Career Coach has been certified as an Offender Employment Specialist to help assist clients who are offenders or re-entry individuals. The other Career Coach in Pahrump is a veteran herself and has the knowledge, skills and resources to assist the veteran population. Both Career Coaches have personal experience with Title I services. The Career Coach Rural Outreach who is housed in Tonopah has served as a VetCorps and is in the process of obtaining a Veteran's Advocate Certificate.</p> <p>The expectations for Career Coaches is that they have experience with intensive case management, experience working with the populations that we target and that they have a High School Diploma or GED.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>NyECC offers strong connections to the business, service, non-profit and governmental organizations in Nye and Esmeralda counties. Partners that reside on site with Career Connections include AARP, Section 8, DETR, US Vets, VITA, Nye County Health &amp; Human Services, Westcare and Vocational Rehabilitation. We are on the same property with the Nye County School District and have an agreement with Nevada Division of Welfare in regards to TANF and the SNAP Employment and Training recipients. NyECC serves as the training component and work experience site for the SNAP E&amp;T program.</p> <p>All clients who are eligible for or are in need of the services of the on-site partners will be referred to their services and vice versa.</p>



**Performance Management:**

*Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.*

NyECC is committed to providing quality services which in turn will result in successful performance outcomes. In order to achieve high performance outcomes, we will conduct more intensive case management and assessments with the clients. We anticipate that the use of the WorkKeys assessment for clients entering training will help us to better gauge the level and abilities of the clients prior to them entering training to achieve more positive outcomes. Key Train will be implemented to assist clients needing additional guidance prior to entering training.

By serving a fewer number of clients in PY16 than we have in the past, more attention will be given to the individuals to provide support while they are working to prevent loss of employment. Career Coaches may be able to form relationships with more employers in order to engage and educate them in regards to training opportunities to assist them in employee retention rather than lay-off or termination.

Incremental benchmarks will be reviewed by the staff quarterly to ensure that the numbers we intend to serve are being reached. Additional outreach with our partners, via social media and at the weekly workshops will be conducted if we find that we are unable to meet the benchmarks that we have set.

Because we are in a rural area with limited trainers on the ETPL, staff will continue to locate potential trainers in the area to create career tracks for local clients. Clients will be encouraged to enter into a career track that will provide a livable wage & a career track that allows them to grow and attain self-sufficiency.

Projected PY15 Carry In/Transfer Participants: 35

Quarter	1	2	3	4
New Enrollments	25	20	15	15
Exiters (Est. combined total including both Carry In and New enrollments)	20	20	20	15

**Contact Person & Information:**

*Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.*

Tammi Odegard, Workforce Director  
NyE Communities Coalition Career Connections  
1020 E Wilson  
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tammi@nyecc.org



## Adult & Dislocated Worker Programs

Scope of Work  
Program Year 2016

<b>Program Name:</b>	Arbor E&T, LLC d/b/a ResCare Workforce Services (RWS)
<b>Location:</b>	6330 W. Charleston Blvd., Suite 190 Las Vegas, NV 89146
<b>Funding Stream(s):</b>	Workforce Innovation and Opportunity Act (WIOA)
<b>Amount Awarded:</b>	TBD
<b>Target Population(s):</b>	Adults and Dislocated Workers
<b>Program Description</b>	
<b>Outreach and Communication:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>RWS will engage with 8,000 and enroll 775 individuals during PY16 (Q1–3000/225; Q2–2500/200; Q3–2500/200; Q4–2000/150) through partnerships already established with core &amp; required partners, One-Stop Affiliates, Chambers of Commerce, U.S.Vets, Armed Forces Services Corp., Nevada PEP, Goodwill Southern Nevada, Easter Seals, Opportunity Village, Las Vegas Metro Police Department, Library Districts, Southern Nevada Regional Housing Authority, Urban League, CSN Veterans Education &amp; Transition Services, Safe Nest, St. Jude's Ranch, Sierra Nevada Job Corps Center, Department of Health and Human Services, Vegas PBS, Help of Southern Nevada, Foundation for an Independent Tomorrow, local elected officials, community and faith-based organizations, &amp; organizations that support Veterans, individuals with disabilities, and offenders. Through outreach and networking new alliances will be established with Nellis Air Force Base transition office, U.S. Department of Veteran Affairs, Yellow Ribbon Program, Clark County Detention Center &amp; Department of Corrections, Clark County School District, &amp; other organizations that serve job seekers of Southern Nevada. Outreach methods include Navigator presentations, email, social media, flyers, on /off site Job Fairs and brochures detailing our services &amp; how they benefit employers &amp; candidates. Mobile One-Stop events will benefit disabled workers, Vets and offenders.</p> <p>Job seeker referral process includes distribution &amp; completion of Interest Forms that include the referring agencies' name. Registration Desk Sign in Sheets include "How did you hear about us?" to track referrals. Referrals will be logged and reported to WC on a quarterly basis.</p>
<b>Basic Career Services:</b> <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i>	<p>We are projecting to make Basic Career Services available to <u>6000</u> unique individuals in PY16.</p> <p>Basic Career Services may be self-directed or facilitated using STEP to guide job seekers to Woofound assessments, ResumePro™ &amp; ResCare Talent Market, job search, interviewing, basic &amp; advanced computer and MoneySKILL workshops and ResCare Academy™ industry-specific pre-vocational training. One-Stop Navigation Sessions are scheduled 3 days per week and will provide additional information regarding our services as well as program information to those who are unsure of the services we offer or what they need to be competitive in the job market. All Job Seekers are registered in OSOS, and based on daily attendance records, sign in sheets, QLess, and OSOS, basic services are tracked monthly, and included in performance and fiscal reports.</p>



<p><b>Individualized Career Services:</b>  <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>775</u> unique individuals in PY16 that are determined to be in need of individualized career services.</p> <p>On a weekly basis, RWS will host three 4-hour One-Stop Navigation Sessions. These will be held Monday and Wednesday mornings and Tuesday afternoons offering up to 36 slots per week.</p> <p>Individuals we have engaged with in the community, referred by partners or who walk-in and are interested in training or are unsure of the services we offer or what they need or those with a Letter of Intent will be required to attend a Navigation Session.</p> <p>Talent Engagement Specialists at the Registration Desk discuss the reason an individual is visiting the One-Stop. They ensure job seekers register in OSOS and complete an Interest form. If applicable, they then Sign up for a Navigation Session and are provided with a flyer that includes what to expect, what to bring, and who to call with questions. The date and time of their Navigation Session is written on the flyer and they are invited to participate in workshops, job clubs, or use the resource room prior to attending the session.</p> <p>Navigation Sessions are led by Talent Engagement Navigators. Job seekers have access to computers and a printer during the session. The Navigation Session Agenda includes:</p> <ul style="list-style-type: none"> <li>- Roll Call - Introduction</li> <li>- Sign in / Confirm contact information</li> <li>- ResCare Career Center video</li> <li>- Service and Program PowerPoint Presentation</li> <li>- Q&amp;A</li> <li>- Labor Market Information</li> <li>- Woofound Career Exploration Assessment</li> <li>- CASAS - 1 hour limit</li> <li>- General Assessment</li> <li>- What's next? Assignments</li> </ul> <p>Individual assignments are made based on assessment results and will include but are not limited to ResCare Academy Pre-vocational courses, STEM Career Exploration workshops and ResumePro &amp; ResCare Talent Market workshops. Assignments are provided in the form of a check list with write in due dates to track progress and completion.</p> <p>A One-On-One Appointment is scheduled with a Navigator within the same week to provide Supply &amp; Demand LMI, discuss results, and next steps, which may include meeting with a TDS, BVR, AEL, JobConnect, Talent Development, Job Developer/BEST or a referral to other resources. Information gathered during the Navigation Sessions will be documented in OSOS and a paper file if applicable.</p>
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<p><b>Training Services:</b>  <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>475</u> individuals enrolled in our PY16 program.</p> <p>Job Seekers requiring assistance and barrier removal such as support services, education, and/or job-specific training are directed to Talent Development. Team members further assess needs and design a customized Individual Employment Plan (IEP) that aligns with specific career goals and the in-demand industries and occupations, documents assessment outcomes, summarizes specific needs, and maps out a plan that includes tools and activities required to address skills gaps and meet those goals. For job seekers that need minor skills updates and work readiness activities, ResCare Academy™ is available online to provide thousands of courses. If additional career development is needed, we explore cross-walking current skills and developing OJTs or paid work experience for more in depth occupational skills building to deliver talent back into the workplace. Should the job seeker's goals require it, we develop apprenticeship and internship opportunities. Finally, we look at short- and long-term classroom training through ITAs for job seekers who need to begin their career development at ground level. Once job seekers are marketable, they become a candidate and are fully immersed in job searching. Once hired, we continue to interact with our customers to ensure successful outcomes that promote longevity and tenure at their place of employment, continue to mitigate barriers as needed, and continue to be a resource for job development.</p>
<b>Program Management</b>	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>76</u> to 1 participant to direct staff ratio.</p> <p>Program staff members include Talent Engagement Navigators who facilitate One-Stop Navigation Sessions and Workshops and conduct One-on-One meetings to develop Managed Activity Plans (MAP) to assist job seekers through the workforce development process. Career Coach has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. and is able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including special populations. Career Coach (MOS) coordinates Mobile One-Stop activities for two (2) MOS vehicles and coordinates community engagement activities on behalf of RWS and OSCC. Job Developer has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. They explain the process and practices for gainful employment related to adults, dislocated workers, and youth including special populations. Their activities are dedicated exclusively to engaging industry and coordinating work related activities for program participants. Job Developers collaborate with BEST through prescreening event referrals, job fairs, employer engagement through Chambers of Commerce, On the Job Training, Work Experience, ResCare National Employers, and by providing Supply &amp; Demand and ResCare Talent Market job posting information for new employer engagement. Job Developers have a monthly enrollment and placement goals which will ensure they interface with BEST. Additional roles include Talent Engagement Manager and Specialists, Talent Development Manager, Quality Assurance &amp; Performance Specialist, Project Accountant, Project Director, Office Manager/HR Specialist for a total of 24 FTE.</p>



<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>Career Coaches use standardized report templates to track transfer files and new enrollments. Weekly reports including status, last contact, and next steps ensure activities are documented accurately and timely. RWS conducts a 3-level monthly file review and Talent Development Manager reviews paper and OSOS files at the time requests are submitted for approval. Quality Assurance &amp; Performance Specialist reviews paper and OSOS files for compliance and performance. ResCare's Best In Class® (BIC) quality improvement and measurement system assesses operational conformance federal, state, local, WC and RWS policies and procedures on a quarterly and annual basis. As the One-Stop Operator, RWS has fully implemented a cobranding strategy and ensures communications originating from RWS staff follow WC branding guidelines. ResCare provides over 4,000 courses for staff development and relevant workforce development courses through Dynamic Works Institute. Staff participates in policy and procedure training and receives individual technical assistance as needed. Managers mentor to develop key competencies for future leaders.</p>
<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>RWS ensures content-expert services are provided to special populations by identifying staff members who have previous related experience providing workforce development services to special populations. RWS resources, expertise and best practices provide a foundation that ensures services are well-thought out and delivered appropriately. Knowledge and experience is gained through community involvement, partnerships with specialized agencies and organizations, and participation in volunteer opportunities directed toward special populations. Educational Background: 4 year related degree or 2 year degree and 2 years of related experience or High School equivalency and 5 years of related experience; Specialization: Credentials and related training certificates from recognized workforce development institutes such as Dynamic Work Institute and Workforce180; Experiential Background: Resume and Letter of recommendation and/or testimonial demonstrating passion to serve and first-hand experience providing services to and working for an agency, organization or employer in a related field and/or position.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>One Stop Career Center Memorandum of Understanding will be executed with seated partners including DETR - JobConnect and DETR - Bureau of Vocational Rehabilitation. Adult Education and Family Literacy staff will offer high school equivalency and/or other adult education courses onsite. Temporary Assistance for Needy Families NEON program will seat staff in the OSCC to provide services to co-enrolled participants. Mobile One-Stop is deployed upon request through identified community partnerships and activities. At times, referrals to partner agencies are the most effective ways to serve Job Seekers. Staff is trained on the resources and services available through our center, local community and system partners. RWS has developed a community resource guide and is familiar with 211 network services. When a referral is made, staff contacts the appropriate partner to ensure there is a warm hand-off then provides referral information in writing to the Job seeker using a standard referral form (contact name, appointment time and other pertinent information). Staff follows up with partners to ensure services were provided and tracked with attendance and case notes.</p>

**Performance Management:**

*Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.*

RWS' program services and design features ensure that Job Seekers are registered in OSOS at the time they enter the One-Stop. With each encounter, RWS staff case notes the interaction and results building an individual story. Interest cards capture required information and work history information whether the engagement occurs onsite or in the community. Navigators make contact with job seekers within days of receiving the Interest form to schedule One-Stop Navigation Sessions or one-on-one meetings to assess need and determine the best next step for each individual. CASAS, General and Woofound assessments provide a basis for service recommendations that include Workshops, ResCare Academy, STEM Career Exploration workshops, Talent Development or referrals to seated partners including JobConnect, Bureau of Vocational Rehabilitation, Temporary Assistance for Needy Families or Adult Education and Family Literacy, as well as Career Coaches with special population subject matter expertise or community service providers. With a demonstrated ability to form and sustain partner collaborations, RWS builds programs through innovative and sustainable partnerships with businesses, Chambers of Commerce, community organizations, educational institutions, and training providers. RWS hosts hiring events, job clubs, and workshops and as the One-Stop Operator, benefits from a unique relationship with BEST giving Job Seekers access to engaged employers through prescreening and hiring events. Internal mechanisms that ensure RWS meets contracted performance goals and common measures include OSOS registration records and reports, sign-in sheets, and tracking logs to develop performance reports maintained by the Project Director and Quality Assurance & Performance Specialist. Individual staff performance goals reflect contract and common measures are reviewed every 6 months. As needed, Quality Improvement and Corrective Action Plans are developed at local and corporate levels.

Projected PY15 Carry In/Transfer Participants: 140

Quarter	1	2	3	4
New Enrollments	225	200	200	150
Exiters (Est. combined total including both Carry In and New enrollments)	50	150	150	150





OSCC Initiatives	
<p><b>Economic Development Partnership</b>  <i>Insert enrollment commitment in space provided. Describe which Individualized Career services and/or Training services will be offered and how customers (both employee and employer) will be served by the program design, including staffing structure.</i></p>	<p>We are projecting to enroll <u>200</u> unique individuals in PY16 that are determined to be in need of individualized career services and/or training services to meet the needs of employer's identified by Workforce Connections' Business Engagement Specialist Team and Economic Development initiatives.</p> <p>Demand-driven strategies ensure staff communicates with businesses to develop career pathways through On the job and customized training, and paid work experience. Four Job Developers collaborate with BEST to provide direct and work-based learning placements, occupational skills training, and/or supportive services. RWS delivers talent through the successful pairing of businesses with the qualified candidates needed to execute the mission of the business efficiently and to further advance their level of competitiveness within their markets and industry.</p>
<p><b>Mobile One-Stop Partnership</b>  <i>Describe the planned schedule of deployments. Describe what outreach will be done and how the MOS will be managed to ensure the greatest return on investment.</i></p>	<p>MOS deployments are scheduled monthly &amp; promoted through OSCC branded flyers, email, partner meetings, business associations and service providers. Job seekers learn about events through flyers, social media &amp; staff referrals. Community events are promoted by the coordinator. RWS and/or One-Stop Affiliates offer basic career services including resume review, job search, informational interviews &amp; assessments to identify interests, barriers, skill gaps, &amp; work history. Job Seekers are enrolled in individualized career &amp; training services, as appropriate. Businesses benefit from Rapid Response &amp; hiring events. MOS increases the visibility &amp; availability of services to those who can't or won't come to a center including disabled workers, Vets &amp; offenders. Results are reported monthly.</p>
<p><b>Contact Person &amp; Information:</b>  <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i></p>	<p>Lynn Hoffman, Project Director, One-Stop Operator  ResCare Workforce Services  lynnhoffman@rescare.com  Office: 702-822-4202  Mobile: 214-802-5889</p>

**Agenda item 9.      DISCUSSION AND POSSIBLE ACTION:**

Ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017.

<b>Sub-Recipient (in alphabetical order)</b>	<b>Amount Not To Exceed</b>
a. HELP of Southern Nevada (Drop Out Recovery)	\$500,000
a. Lincoln County Grants Administration (Lincoln County)	\$212,000
b. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$800,000
c. Nye Communities Coalition (Nye and Esmeralda Counties)	\$350,000
d. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)	\$800,000





### WIOA Youth Programs

Scope of Work

Program Year 2016

<b>Program Name:</b>	HELP of Southern Nevada
<b>Location:</b>	1640 E. Flamingo Rd. Suite 100 Las Vegas, Nevada 89119
<b>Funding Stream(s):</b>	WIOA OSY
<b>Amount Awarded:</b>	\$500,000.00
<b>Target Population(s):</b>	Drop-Out Youth ages 16 to 24.
<b>Youth Service Delivery</b>	
<b>Outreach and Communications:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p><i>We are projecting to enroll <u>100</u> youth participants in our PY16 Youth WIOA program.</i></p> <p>Recruitment and Engagement: HOSN will continue outreach efforts at locations youth congregate (sports centers, game stores, tattoo parlors, skate parks, etc.). In addition, outreach, recruitment and referrals will continue with community partners such as Clark County School District, Clark County Family Services and Welfare, State of Nevada Child Support Enforcement, Las Vegas Metropolitan Police Department, and various other community resource offices.</p> <p>HOSN anticipates that a majority of our referrals will come from CCSD's Adult Education Department where a referral process is already in place with counselors who offer the program and then contact our Career Coaches directly to schedule appointments. We will increase the use of outreach efforts using social media like Facebook, Instagram, Snapchat and other technology that youth use on a daily basis to increase publicity of our WIOA program and reach more potential participants.</p> <p>We have streamlined our eligibility and intake process to engage those who are alienated, disconnected and disaffected. Using primarily a one-on-one approach and focusing on work, life circumstances and gaining financial stability; these are the key motivators to keeping youth engaged. Career Coaches will have a minimum of two monthly contacts with active youth as to ensure program and outcome compliance.</p> <p>HOSN will have 100 youth participants enrolled by November 30th, 2016.</p> <p>HOSN WIOA Outcome Measures: To be determined.</p>



<p><b>Educational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies.</b></li> <li>• <b>Alternative secondary school services, or dropout recovery services.</b></li> <li>• <b>Activities that help youth prepare for and transition to post-secondary education and training.</b></li> </ul>	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>HOSN's One-Stop Center will provide an array of employment services and connect youth to work-related training and education.</p> <p>Tutoring, Study Skills Training, and Evidence Based Dropout Prevention: The Comprehensive Adult Student Assessment System (CASAS) instrument will be used to assess youth's Basic skills and English language proficiency. Youth who are identified as Basic Skills Deficient will be provided with on-going tutoring and will be re-tested as needed to increase their overall basic skills scores. Youth who require a more advance tutoring model or are in need of a more structured environment may be referred to other providers as needed.</p> <p>Alternative Secondary School Services, or Dropout Recovery Services: HOSN works closely with the College of Southern Nevada, (CSN), who provides on-site HiSet &amp; WorkKeys (Tutorial Key Train-Interactive Training Systems) assessments, and tutoring for WIOA Youth by a licensed teacher. In addition, we will refer to Desert Rose, St. Louis adult education programs, and Academy for Individualized study High School (AIS) for these services.</p> <p>Students needing assistance for degrees/certificates, proficiencies, &amp; literacy/numeracy gains work with our on-site tutor &amp; career coach to get the individual attention needed. Participants are encouraged to explore advanced learning &amp; training opportunities. We offer group workshops on a bi-monthly basis on Job Seeking &amp; Keeping skills, Budgeting, &amp; other work &amp; life skills. On a quarterly basis we offer HELP UP opportunities with engagement activities, specialized tutoring, &amp; guest speakers to encourage &amp; provide additional training.</p> <p>Activities that Help Youth Prepare for and Transition to Post-Secondary Education and Training: Summer Employment Opportunities Linked to Academic &amp; Occupational Learning: Work and career exploration is done at a location of business with structured participation &amp; measurable outcome. HOSN's Job Developer recruits employers and oversee work experience.</p> <p>Youth Development Opportunities: Some of the valuable skills the youth will receive are public speaking, decision making, consensus building, creative problem solving, delegation, organizing, planning and morale building. Youth will serve as Peer Advisors and will assist in program enrollment, design &amp; modification.</p>
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<p><b>Occupational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupational Skills Training</b></li> <li>• <b>Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</b></li> <li>• <b>Entrepreneurial Skills Training</b></li> <li>• <b>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.</b></li> </ul>	<p><i>We are projecting to provide training to <u>100</u> youth enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>Occupation Skill Training-Leading to Recognized Postsecondary Credentials, In-Demand industries &amp; Occupations):        HELP staff assist youth in selecting an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by Science, Technology, Engineering and Math (STEM) fields at entry, intermediate, or advanced levels. Youth will have the opportunity to select training, as approved on the ETPL list that is outcome-oriented and focused on a long-term goal as specified in the youth's ISS, and result in attainment of a certificate.</p> <p>Education Concurrent with Workforce Activities &amp; Training-Specific Occupation:        HOSN will provide career centered/science based assessments to give youth work based training and the chance to earn income while also receiving training and developing essential skills that are best learned on the job. HOSN's WORC Department provides pre-employment services that empower participants to enter or re-enter the labor market. Workshops, support groups and net-working, one-to-one personal/vocational counseling, job-seeking/keeping methods, leadership &amp; decision-making skills development, &amp; assistance with developing an action plan are among the resources used to help participants build confidence, identify skills, &amp; seek training/employment.</p> <p>Entrepreneurial Skills Training:        HOSN will align with entrepreneurs and small business owners to help interested youth receive comprehensive business organization and development strategies through webinars and other supportive services.</p> <p>Services-Provide Labor Market/Employment Information-In Demand Occupations: HELP will continue to work closely with Nevada JobConnect for Labor Market Information on a local, state and national level to provide Labor Market Information (LMI) to help youth understand the workplace and the dynamics which influence job search and career choices. Youth will receive a list of key sites to include the Nevada Workforce Informer interactive site which provides the labor and economic information needed to make informed career path decisions. Having chosen a goal, youth can use the workshops, resource library materials, or counseling assistance available at the WORC Center to develop such a plan.</p>
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<p><b>Work-based Learning Services</b> (30% expenditure requirement for PY 16):</p> <ul style="list-style-type: none"><li>• <b>Paid or unpaid Work Experiences</b></li><li>• <b>On-the-Job Training</b></li><li>• <b>Internships and Job Shadowing</b></li><li>• <b>Pre-Apprenticeship programs</b></li></ul>	<p><i>We are projecting the following number of youth enrolled in our PY 16 program to participant in the following:</i></p> <table><tr><td><u>47</u> WEXs</td><td><u>5</u> OJTs</td><td><u>8</u> Internships</td></tr><tr><td><u>25</u> Job Shadowing</td><td><u>5</u> Pre-Apprenticeships</td><td></td></tr></table> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Paid/Unpaid Work Experiences-Incorporate Academic &amp; Occupational Education: The Employment Specialist assesses each participant to give an opportunity to learn &amp; gain knowledge at a pace &amp; style that is comfortable to the individual. Each participant is given a pre-test &amp; scored on their knowledge of Making Career Decisions, Labor Market Information, Preparing Resumes, Filling out Applications, Interviewing Skills, Being Consistently Punctual, Maintaining Regular Attendance, Demonstrating Positive Attitudes/Behavior, Presenting Appropriate Appearance, Exhibiting Good Interpersonal Relations &amp; Completing Tasks Effectively. The employment skill areas will then be gone over &amp; taught in detail individually using integrated technology, or in a group workshop. Paid work experiences will be offered by partner employers to provide the youth with needed on the job skill based training.</p> <p>On-the-Job Training: HOSN has two-hundred (200) employer partners, who provide current job postings, professional instruction, work experience opportunities and/or connection to on the job training. These partnerships have resulted in building a pool of skilled workers to be competitive in the Workforce.</p> <p>Summer Employment Opportunities Linked to Academic &amp; Occupational Learning: Work and career exploration is done at a location of business with structured participation &amp; measurable outcome. HOSN's Job Developer recruits employers and oversee work experiences.</p> <p>HOSN will offer Job shadowing through career exploration activities that offer the opportunity to spend time with a professional currently working in the youth's career field of interest. Youth will see what it's actually like working in a specific job. In addition, short term internships will be offered at education or training sites to offer youth the opportunity to learn more about career options.</p> <p>HOSN will work with Desert Rose High School's Apprentice Program which offers numerous and varied technical trainings like Welding Technology, Culinary Arts, Auto Technology, Construction Technology and Hospitality Management.</p>	<u>47</u> WEXs	<u>5</u> OJTs	<u>8</u> Internships	<u>25</u> Job Shadowing	<u>5</u> Pre-Apprenticeships	
<u>47</u> WEXs	<u>5</u> OJTs	<u>8</u> Internships					
<u>25</u> Job Shadowing	<u>5</u> Pre-Apprenticeships						



<p><b>Youth Development Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Development</b></li> <li>• <b>Supportive Services</b></li> <li>• <b>Adult Mentoring</b></li> <li>• <b>Comprehensive Guidance and Counseling</b></li> <li>• <b>Financial Literacy</b></li> </ul>	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p><b>Leadership Development Opportunities:</b> Some of the valuable skills the youth will receive are public speaking, decision making, consensus building, creative problem solving, delegation, organizing, planning and morale building. Youth will serve as Peer Advisors and will assist in program design &amp; modification.</p> <p><b>Supportive Services:</b> May include work cards, emergency/residential housing, appropriate clothing for interviews and/or work, transportation assistance, etc.</p> <p><b>Adult Mentoring:</b> HOSN will utilize local business professionals to teach segments of workshops that would support basic skills, 101 employment opportunities and will align youth with an adult mentor along career paths.</p> <p><b>Comprehensive Guidance/Counseling/Drug &amp; Alcohol Abuse Counseling/Referral:</b> Youth will be offered drug and alcohol abuse awareness and counseling, mental health services and support. The Counselor is present to guide the client through obstacles that are hard to negotiate at the present time. The Counselor is able to lead group therapy sessions and small workshops to include any topic that impede youth's success. In addition, youth are provided the opportunity and tools needed to ensure personal safety and stability.</p> <p><b>Financial Literacy:</b> Youth will receive the necessary set of skills &amp; knowledge that allows them to make informed &amp; effective decisions with all of their financial resources.</p>
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<p><b>Employment Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Career Exploration Activities</b></li> <li>• <b>Job Readiness Activities</b></li> <li>• <b>Job Search Activities</b></li> </ul>	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>HOSN will continue to align with the Southern Nevada Workforce Connections One-Stop Career Center model with a commitment to a comprehensive service delivery of training and career services that aligns and combines resources responsive to the participants needs. Getting people good jobs and acquiring needed skills and support will be accomplished through a network of committed individuals within partnering organizations with “point of access” all under one roof. HOSN will bring together many community partners to seamlessly provide an array of services, from resume preparation, to job search to placement to job coaching to supportive services, and follow up. HOSN will continue to establish dynamic partnerships with employers, connecting employment, education and job training opportunities for all participants.</p> <p><b>Career Exploration Activities:</b> HOSN will provide Education, Tutoring, Work Experience, Mentoring, Training and Work Experience opportunities, which develop skills sets in the emerging market of STEM based industry sectors, such as Tourism, Entertainment, Hospitality Services, Healthcare, Business and Eco IT systems, Clean Energy, Agriculture, Manufacturing, and Mining. Utilizing the youth’s ISS and education and employment goals, staff will help youth explore STEM employment opportunities and determine the appropriate certification path.</p> <p><b>Job Readiness Activities:</b> HOSN will provide Work Readiness Workshops, Career and Skill Assessments through Woofound and NVCIS, one-on-one resume building, interview skills, work focused career exploration and effective job seeking training, and life skills coaching.</p> <p><b>Job Search Activities:</b> HOSN has a Career Center that includes computers, printers, a fax machine, job listings and a staff person that is able to assist participants in their job search. Assistance with sending resumes to employers and completing online applications is also available. HOSN will continue to offer on-going training to individuals seeking employment, as well as access to the job developer to assist them in their search, as well as with referrals to matched interests.</p> <p><b>Job Development:</b> The HOSN Job Developer will work in tandem with our Career Coaches to find employment that is both suitable and appropriate. Youth will be assessed, trained and guided throughout the employment process in order to meet the established goals on their Individual Service Strategy plan.</p>
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Program Management	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team.</i></p>	<p><b>We are projecting a 50to 1 participant to direct staff ratio.</b></p> <ul style="list-style-type: none"> <li>-Chief Employment Officer: Overall Program/Grant/Contract/P&amp;P.</li> <li>-Program Manager: Overall supervision and management of Youth program and staff.</li> <li>-Career Coach/Talent Development Specialist: Assist participants' Identification of skills, barriers, vocational goals, aptitude and interests. Develop vocational goals reflective of their skills, capabilities, interest and Labor Market Trends. Facilitates participant progress towards achieving goals by creating and updating plans, moving them from program enrollment, support services, education/training to employment. Helps clients with interviewing skills, resume building and developing the skills needed to secure employment.</li> <li>-Case Monitor: Administers skills and aptitude assessment tools to help interprets clients' interest, skills, aptitude and proficiency.</li> <li>-Employment Specialist: Connects clients to occupational skills training that will provide the skills needed to gain employment and a livable wage. Conducts work readiness and job search workshops.</li> <li>-Job Developer: Responsible for initiating and maintaining ongoing relationships with employers, job development and employer support. Refers well-matched clients to various employers within the community. Coordinates "Job Club" and related activities.</li> <li>-Data Quality Control: Monitors enrollments, information/data quality and data validation.</li> </ul>
<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p><b>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</b></p> <p>Program Manager supervises the program staff, facility, the day to day services and activities in the Center. Provide tactical support, updates/reports and attend mandatory weekly managers meetings with the Chief Workforce Officer to evaluate the performance and impact of the organization and staff in meeting objectives and deliverable, programming, systems, management and administrative needs. Staff and clients receive orientations that present an overview of WIOA and the various support services provided to all clients Youth and unregistered by HOSN.</p> <p>The service flow has a daily review process in place that tracks program enrollment, training, employment placement and follow up; being internally monitored as an addition level of documentation and data validated by Program Manager and the Data Quality Control review team. HOSN provided mandatory monthly Staff and Professional development workshops coupled with opportunities to attend outside trainings to enhance their skills as well as attending specialized trainings provided by Workforce Connections. Program presentations, materials and signage include Workforce Connections and HELP of Southern Nevada branding.</p>



<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>HOSN's holistic approach provides regular, sustained interaction by a career coach or a support team so youth are "wrapped around by people" who got to know them and who challenged them. HELP's career coaching team provides a youth-centered, goal-oriented process for assessing needs of youth for particular services to meet educational &amp; employment goals &amp; assisting youth in obtaining those services. Personalized activities are scheduled to keep the youth engaged and staff support the progress of the youth. HOSN's Shannon West Homeless Youth Center is located in the "homeless corridor" area (89101) and open 24/7, to receive homeless youth in need of services. SWHYC is certified by the State of Nevada's Substance Abuse Prevention &amp; Treatment Agency (SAPTA), allowing us to provide substance abuse treatment &amp; counseling right on our campus. In addition, SWHYC provides shelter, food, clothing, substance abuse counseling, life skills training, &amp; intensive case management to homeless youth. HOSN provides residential support services to youth, who are homeless, disabled, adjudicated, &amp;/or aged out of foster care. For the past nine (9) years, HELP of Southern Nevada (HOSN) has provided employment &amp; training activities for approximately 2,025 at risk youth through Workforce Investment Act funding as overseen by Workforce Connections, and has met or exceeded required outcomes while contributing to Nevada's High School Graduation Rates &amp; helping at-risk youth become active, viable workforce members.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>HOSN has on-site certified SNAP staff to provide assistance with the Food Stamp application. HOSN will also provide free office space, computer, copying, fax/scanning equipment use and receptionist services to local service providers such as the Bureau of Vocational Rehabilitation and Clark County Social Services. HOSN will continue to incorporate STEM industry sector business and training providers in the Work Readiness Workshops and various other trainings provided to our youth throughout the year. HOSN will expand its local service and training provider partnership and career training relations to help ensure more individuals from diverse social-economic backgrounds are provided STEM related career exploration, training and employment.</p>





<p><b>Performance Management:</b>  <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i></p>	<p>HOSN will manage and obtain successful performance outcomes by how many youth found jobs; did they stay employed; and what did they earn, as outlined in the required WIOA outcome measures. The Measures will facilitate the service delivery process, reduce barriers that hinder self sufficiency and maximize overall service delivery by having needed programs such as (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help youth transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupations, within the One-Stop Center, South.</p> <p>HOSN will provide necessary activities through various system partners to increase the employment, retention and earnings of participants, and increase attainment of recognized credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and build the local workforce. Evaluations, customer satisfaction surveys, data systems overseen by our data control team will provide incremental benchmarks. Our internal controls will monitor the data base to ensure data validation.</p> <p>HOSN will establish a plan to manage and accomplish WIOA performance measures once those are determined.</p> <p style="text-align: right;">50</p> <p>PY15 Carry In/Transfer Participants: _____</p>																			
	<table border="1"> <thead> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>New Enrollments</td> <td>50</td> <td>50</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Exiters (Est. combined total including both carry in and new enrollments.)</td> <td>50 - PY 15</td> <td>0</td> <td>50 - PY 16</td> <td>50 - PY 16</td> </tr> </tbody> </table>	Quarter	1	2	3	4	New Enrollments	50	50	N/A	N/A	Exiters (Est. combined total including both carry in and new enrollments.)	50 - PY 15	0	50 - PY 16	50 - PY 16				
Quarter	1	2	3	4																
New Enrollments	50	50	N/A	N/A																
Exiters (Est. combined total including both carry in and new enrollments.)	50 - PY 15	0	50 - PY 16	50 - PY 16																
<p><b>Contact Person &amp; Information:</b>  <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i></p>	<p>Denise Gee - Chief Workforce Officer          1640 E. Flamingo Rd. Suite 100 Las Vegas, Nevada 89119          702.369.4357 Ext. 1851          degee@helpsonv.org</p>																			

**WIOA Youth Programs**

Scope of Work

Program Year 2016

<b>Program Name:</b>	Lincoln County Grant Administration- Lincoln County Workforce Youth Programs
<b>Location:</b>	P.O. Box 728 , Caliente, NV 89008
<b>Funding Stream(s):</b>	WIOA Youth
<b>Amount Awarded:</b>	\$ 212,000.00
<b>Target Population(s):</b>	In-School and Out -of School Youth in Lincoln County
<b>Youth Service Delivery</b>	
<b>Outreach and Communications:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p><i>We are projecting to enroll <u>32</u> youth participants in our PY16 Youth WIOA program.</i></p> <p>Engagement and recruitment across Lincoln County is promoted through the distribution of posters, flyer's and pamphlets in public areas. A large number of new participants come through word-of-mouth referrals from previous happy participants. We will continue to encourage participants to spread the word to others of how we can help.</p> <p>Recruitment is done through partnerships. Local high schools and adult education will regularly refer new participants from in-person meetings and distribution of flyer's, business cards and pamphlets. Established partnerships with local businesses will continue to gain referrals for new participants for employment and training. Established partnerships with Juvenile Probation (2), Lincoln County Drug Court (3), and Meadow Valley Justice Court (2) will produce referrals and court orders of new participants. We will continue to partner with the Bureau of Land Management (2) Nevada Division of State Parks (2), Lincoln County School District (6), City of Caliente (5) and Lincoln County (4) to gain referrals for enrollment. Social Service providers in Lincoln County such as Family to Family Connections, County Health Nurse and County Human Services all refer residents in need to the program. We will continue to expand this network of partners ( VFW and United States Postal Service) to continue to recruit and engage participants.</p>



<p><b>Educational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies.</b></li> <li>• <b>Alternative secondary school services, or dropout recovery services.</b></li> <li>• <b>Activities that help youth prepare for and transition to post-secondary education and training.</b></li> </ul>	<p><i><b>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</b></i></p> <p>Lincoln County workforce has hired a contracted tutor who will identify gaps in education. LC Workforce will partner with the Lincoln County School District which oversee Adult Education / Alternative Ed, and the Local High School. Together we offer tutoring to high school students, and the opportunity for out of school youth to either finish the high school credits, take proficiency tests, or study and take the Hi-set.</p> <p>LC Workforce will promote career advancement for eligible youth, create exposure to career opportunities and provide urban life skill training. Out of school youth will be aligned for placement in employment, further training, or post-secondary education to obtain a degree, certificate, or diploma according to their career plan. Several businesses in the area will continue to provide multiple opportunities for On-the-Job trainings and Work Experiences. The program will continue to expand WEX activities by taking advantage of these business relationships and build new relationships. Out-of-school youth will be approached through adult and alternative education, juvenile parole, family social support agencies and local networks. To identify their education capabilities and weaknesses they will be pre and post-tested for Lit/Num levels. Youth in school will dominantly be seniors. Each youth participant will establish a career plan including the education required and implement the plan, have individual career alignment, participate in virtual career tours on-line, and receive needed education counseling. The needed education counseling includes the evidence based STEM Odyssey-ware curriculum.</p> <p>Youth in-school and out-of-school will be given financial training using the FDIC Smart-Money Program and soft skills training using the "Bring Your- A-Game" training program. Youth will learn about completing an application, resume development, and interviewing to increase their chances of obtaining employment.</p> <p>Assistance in finding financial aid programs will be provided to increase the feasibility of post-secondary education. Education advancement to achieve higher Lit/Num levels will be attained through tutoring, and adult and alternative education classes. Life skills for urban living will be taught.</p> <p>LC Workforce will partner with Bureau of Land Management, Nevada Division of State Parks, Lincoln County School District, City of Caliente and Lincoln County Power District, Canyon Gardens, Lincoln County Hospital and the County Health Nurse to do Career explorations with participants. LC Workforce does on-line and other jobs searches with participants.</p>
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<p><b>Occupational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupational Skills Training</b></li> <li>• <b>Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</b></li> <li>• <b>Entrepreneurial Skills Training</b></li> <li>• <b>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.</b></li> </ul>	<p><i>We are projecting to provide training to <u>25</u> youth enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>LC workforce offers a career exploration for participants along with doing the Woo-found assessment to target participant's job interests. LC Workforce uses the EPTL listing from Nevada and Utah to find the appropriate training that fit our participant's career goals. Lincoln County workforce will hire a contracted tutor to assist in the education of participants. LC Workforce will partner with the Lincoln County School District which oversee Adult Education / Alternative Ed, and the Local High School. Together we offer tutoring to high school students, and the opportunity for out of school youth to either finish the high school credits or take proficiency tests, or study and take the Hi-set.</p> <p>Both Adult Education/ Alternative and Local High School have and utilize Odyssey-ware fore credit attainment. They will set up the LC Workforce tutor for full accesses to this program. Workforce provides access to computers with Internet and tutoring programs to help students. They have full access to them during office hours.</p> <p>LC Workforce is in the process of setting this up with the University of Nevada Cooperative Extension Educator for potential participants interested in Entrepreneurial Education/Training.</p> <p>LC Workforce sets up all WEXs to to provide exposure to STEM based Careers. LC workforce provides STEM Activities, Woo-found Assessment, My Plan, Job Fairs posted by Workforce Connection and local help wanted ads are posted weekly.</p>
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<p><b>Work-based Learning Services</b> (30% expenditure requirement for PY 16):</p> <ul style="list-style-type: none"> <li>• <b>Paid or unpaid Work Experiences</b></li> <li>• <b>On-the-Job Training</b></li> <li>• <b>Internships and Job Shadowing</b></li> <li>• <b>Pre-Apprenticeship programs</b></li> </ul>	<p><i>We are projecting the following number of youth enrolled in our PY 16 program to participant in the following:</i></p> <p><u>25</u> WEXs      <u>2</u> OJTs      <u>1</u> Internships  <u>3</u> Job Shadowing      <u>1</u> Pre-Apprenticeships</p> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>LC Workforce will continue to partner with the Bureau of Land Management, Nevada Division of State Parks, Lincoln County School District, City of Caliente and Lincoln County to provide referrals for WEX opportunities.</p> <p>LC Workforce will promote to local business the OJT opportunities that our program has to offer.</p> <p>LC Workforce will continue to work with the City of Caliente and Workforce Connections to establish a Pre-Apprenticeship/Internship program with them. The Pre-Apprenticeship/Internship will consist of a participant being chosen to be certified as a D-1 or D-2 water operator.</p>
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<p><b>Youth Development Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Development</b></li> <li>• <b>Supportive Services</b></li> <li>• <b>Adult Mentoring</b></li> <li>• <b>Comprehensive Guidance and Counseling</b></li> <li>• <b>Financial Literacy</b></li> </ul>	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Youth Development Services:</p> <p>Leadership Development: Includes the following independent living skills: mental health-related services, financial literacy, healthy decision making, health lifestyle, parent training, positive social behaviors, self-esteem building, conflict management, avoiding delinquency and computer literacy. LC Workforce works closely with University Nevada Cooperative Extension, local 4-H for referrals of participants, eating smart and being active, financial development and entrepreneur help and information.</p> <p>The partnership with Lincoln County School District and Adult Education help ensure that participants get enrolled and complete the education that is needed for their high school or adult diploma.</p> <p>Supportive Services:</p> <ol style="list-style-type: none"> <li>1. Supportive services can be provided to customers who cannot obtain supportive services through other programs or partner agencies providing such services.</li> <li>2. Supportive services may be received throughout the period that the participant is enrolled in WIOA and up to a maximum of 12 months after exiting (excluding needs based payments). Examples of such services include but are not limited to:             <ul style="list-style-type: none"> <li>• Child care and dependent care</li> <li>• Clothing</li> <li>• Housing</li> <li>• Community services-tutoring, alcohol/drug/gang intervention counseling, dropout prevention, referrals to pregnancy prevention, money management or other purposes</li> <li>• Referrals to medical services</li> <li>• Transportation</li> <li>• Gas cards /Amazon gift cards</li> <li>• Other-Services which are consistent with these policies. Examples include but are not limited to the following: school supplies, uniforms or work-related tools, including such items as eye glasses and protective eye gear which may be needed for participating in WIOA activities and/or employment, materials for individuals with disabilities, meals, and needs related payments.</li> </ul> </li> </ol> <p>LC Workforce offers soft skills training in financial literacy through FDIC Money Smart ( a financial education program) offered in our office.</p>
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<p><b>Employment Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Career Exploration Activities</b></li> <li>• <b>Job Readiness Activities</b></li> <li>• <b>Job Search Activities</b></li> </ul>	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Career Exploration Activities: LC Workforce has partnered with the Lincoln County Power District, Department of Natural Resources Conservation Service, Cannon Gardens, Lincoln County Health Nurse, Bureau of Land Management, The Nevada Division of State Parks, Lincoln Power District Engineer, City of Caliente Utilities, and Dixie Applied Technical College. Throughout the year we offer individuals one-on-one activities on Career Exploration, and we have a STEM activity where LC Workforce invites speakers from businesses to do a presentation on all the career opportunities in their fields.</p> <p>LC workforce offers job readiness activities such as interview preparation, resume writing, filling out job applications and submitting to business. We also offer "Bring your A game to Work"</p> <p>LC workforce offers job development such as support the achievement of career goals, leverage strengths, address gaps in knowledge or skills needed in the job and improve performance.</p> <p>LC Workforce and participants actively search the local business and help wanted adds. USA jobs and State of Nevada (NEATS) are available for searches online for career opportunities that the participant has an interest.</p>
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Program Management	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team.</i></p>	<p><b>We are projecting a 20to 1 participant to direct staff ratio.</b></p> <ul style="list-style-type: none"> <li>• Program Director: Program Management at the macro scale (staffing, program development, evolution and excellence), budget development, promotions in the community and problem resolution</li> <li>• Program Manager: The Program Manager will manage day to day operations and staff. Duties include tracking education advancement, employment and manage finances, provide career counseling, process all bill payment requests, and ensure all WIOA reporting, program budgeting, financial paperwork, tracking and reporting is accurate.</li> <li>• Career Coach will provide career counseling, develop career plans, connect participants to training, development/implementation of case management, provide timely, accurate and complete case work with participants, track education and employment, write program reports and updates, and collaborate with community entities, businesses, State Employment Training and Rehabilitation Dept., and Nevada Workforce Connections.</li> <li>• Job Developer: Develop relationships and collaborations with Lincoln County businesses and agencies through in-person meetings with manager/owners several times a year. Market workforce services to businesses and agencies, finding qualified candidates, posting job openings, prescreening of candidates; employment services provided for candidates. Arrange and process paper work.</li> </ul>
<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p><b>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</b></p> <p>Lincoln County Workforce staff will work together to ensure all activities follow the path of Standard Operating Procedures and WC mandated policies. Checks and balances have been built into the program design to maintain integrity of program components such as excellence in personal customer service, calendared reminders of participant contacts, practices to ensure proper and timely data entry.</p> <p>A survey is sent to participants annually to gain feedback on the quality of program and the areas for improvement. The Standard Operating Procedures are in progress and will be completed by the Program Manager by the end of September, 2016. At the time of completion, all staff will be trained on the standard operating procedures to ensure they understand and follow it.</p>



<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>Our special populations are reached and served with consideration of the special needs through collaborations with experts. We will assist Youth and Adults with disabilities by partnering with Vocational Rehabilitation Services in DETR. Veterans and eligible spouses will receive priority services and a partnership with the VFW will be developed to reach veterans and build local support systems.</p> <p>Mental health expertise is obtained through the partnership with Lincoln County Mental Health (contact Jannie Rippetoe ) and the UNLV 24 hour call line. Support for re-entry youth and adults will come from the Lincoln County Sherriff's Department and Lincoln County Probation. Drug rehabilitation (New Frontier Treatment Center) will be supported by a local counselor Mr. West who provides counseling for locals in the community and youth at the correctional facility for over 10 years. Social Services can be supported by the Grover C. Dils Medical Center expert Sandy Hulse, who has been providing support for 20 years.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>Lincoln County Workforce has partnered with the Las Vegas one-stop and workforce to provide job opportunities, job fairs, STEM support, business tours and industry and education connections. We commonly refer call inquiries and participants to seek help at the Las Vegas One-stop if they are residing in Las Vegas, and NYE County. Our system partnerships are as follows, education partnerships include: A-1 and Southwest Truck Driving, Southwest Technical School, PBS, Great Basin College, College of Southern Nevada, and Dixie Applied Technology, Lincoln County High School and Adult Education. Program referrals and services come from core partnerships in Lincoln County which include: Lincoln County Human Resources, Lincoln County Family to Family Connections, Lincoln County School District, Lincoln County Adult/Alternative Education, Juvenile Probation and Meadow Valley Justice Court. WEX's are done with the system partnerships with City of Caliente, Panaca Farmstead, Lincoln County Power District, Pioche Public Utilities, University of Nevada Cooperative Extension, McCrosky's Y Service, Department of Natural Resources Conservation Service, Bureau of Land Management, USPS, Nevada Division of State Parks, Lincoln County Telephone System, DR Klomp DDS, Lincoln County Hospital District, Jerry's Sinclair, MV Pharmacy and Rainbow Inn.</p> <p>LC Workforce is currently in the process of setting up and internship/ pre-apprenticeship program with the City of Caliente, to be able to get youth certified as a water operator. LC Workforce believes that this will open doors with other local businesses.</p>



<b>Performance Management:</b> <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i>	<p>Lincoln County Workforce will use its close personal connections with the communities and participants to successfully achieve performance outcomes. Our goal is to help each participant to plan a career that will sustain their needs and to enhance their confidence, skills and experiences to succeed in achieving their career goals. The one-on-one service, customized to each participant, identifies the needs and aligns the necessary services. This personalized service has become a great source of referrals by past participants because the Lincoln County Workforce is becoming more broadly recognized as a place where you will get help. Partnerships are used to provide the expertise needed in social services, training and business connections. Service are sparse in Lincoln County and Lincoln County Workforce will be the place where assistance can be found. The addition of a Job Developer will greatly expand our ability to build relationships with local businesses and agencies and develop community events to provide greater job opportunities and find participants within the county. This additional staff member will open more time for the Program Manager to assist clients, ensure programing is running well, maintain reporting and complete finances and the Career Coach will be in the office more to welcome participants, provide career counseling and services and maintain data entry. A year plan of activities will be established to create regular contact with the businesses, agencies and communities in Lincoln County. The performance of number of participants, the quality of service provided (success in achieving the career plan) and the budget use will be monitored regularly but examined closely every quarter by the Program Manager and Program Director so that activity plans can be adjusted to improve performance as needed.</p> <p style="text-align: right;">8</p> <p>PY15 Carry In/Transfer Participants: _____</p>																			
	<table border="1"> <thead> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>New Enrollments</td> <td>9</td> <td>7</td> <td>8</td> <td>8</td> </tr> <tr> <td>Exiters (Est. combined total including both carry in and new enrollments.)</td> <td>6</td> <td>7</td> <td>8</td> <td>7</td> </tr> </tbody> </table>	Quarter	1	2	3	4	New Enrollments	9	7	8	8	Exiters (Est. combined total including both carry in and new enrollments.)	6	7	8	7				
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<b>Contact Person &amp; Information:</b> <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i>	<p>Launa Chouquer- Program Manager          PO Box 728          Caliente, NV 89008          lchouquer.lcworkforce@gmail.com          1-775-726-3800</p>																			



### WIOA Youth Programs

Scope of Work

Program Year 2016

<b>Program Name:</b>	Nevada Partners, Inc. Positive Youth Impact
<b>Location:</b>	710 West Lake Mead Blvd, North Las Vegas, NV 89030
<b>Funding Stream(s):</b>	Youth
<b>Amount Awarded:</b>	800,000
<b>Target Population(s):</b>	Out-of-School Youth ages 16-24
<b>Youth Service Delivery</b>	
<b>Outreach and Communications:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p><i>We are projecting to enroll <u>130</u> youth participants in our PY16 Youth WIOA program.</i></p> <ol style="list-style-type: none"> <li>1. Career Coaches will work together in groups of 3 to 6 to conduct outreach/recruitment 2 times a week until enrollment is confirmed.</li> <li>2. Career Coaches will target the following sites to set up an outreach/recruitment table to speak with youth: <ol style="list-style-type: none"> <li>a. Doolittle Community Center (Programming location)</li> <li>b. West Las Vegas Arts Center (Programming location)</li> <li>c. West Las Vegas Library (Programming location)</li> <li>d. Pearson Community Center (Programming location)</li> <li>e. East Las Vegas Community Center (Programming location)</li> <li>f. Silver Mesa Community Center (Programming location)</li> <li>g. YMCA Centers ( Referrals/ Programming)</li> <li>h. Local churches (Referrals)</li> <li>i. City of Las Vegas (Programming location)</li> <li>j. Spring Mountain Youth Camp (Referrals)</li> <li>k. Clark County (Referrals/ Programming)</li> <li>l. Local fast food restaurants (Referrals)</li> <li>m. In-house referrals– Housing classes, CALV training classes</li> <li>n. Charter Schools – Odyssey and Delta Academy (Referrals)</li> <li>o. West Prep Academy and Andre Agassi Prep Schools (Referrals)</li> <li>p. Department of Family Services (Referrals)</li> <li>q. Use distribution list provide by schools (Referrals)</li> <li>r. Public Service Announcements (Referrals)</li> </ol> </li> </ol> <p>-Nevada Partners, Inc. is looking to serve 130 out-of-school youth during the first three (3) quarters of the program year. Which will average out to be forty-three (43) enrollments per month, and about eleven (11) enrollments per week.</p> <p>-The above community partners will assist with recruitment, programming locations / activities and referral partners.</p> <p>-Youth Department currently offers orientation every second/fourth Tuesday of the month from 10:00am to 12:00pm to go over the program, program benefits, and eligibility requirements where the above community partners can send potential youth to.</p>



<p><b>Educational Services:</b></p> <ul style="list-style-type: none"> <li>• Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies.</li> <li>• Alternative secondary school services, or dropout recovery services.</li> <li>• Activities that help youth prepare for and transition to post-secondary education and training.</li> </ul>	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Youth programming will be comprehensive with a holistic approach to ensure all youth receive complete wrap around services from Nevada Partners and our collaborators. Nevada Partners youth program will provide direct client services to defined youth who are Out-of-School 16-24 years of age with one/more of the following barriers:</p> <p>Homeless, youth w/ disabilities, current/former foster youth / pregnant or parenting, juvenile justice system.</p> <p>-Nevada Partners, Inc. utilizes best practices and strategies to out-of-school youth who are defined as at-risk and academically fragile and works in partnership with local partnerships to provide youth with resources and mentoring related to:</p> <ul style="list-style-type: none"> <li>• Intensive Case Management</li> <li>• Academic Advisement</li> <li>• College and Career Counseling/Readiness</li> <li>• Service Learning Projects</li> <li>• Health and Wellbeing</li> <li>• Life Skills training</li> <li>• Substance Prevention and Education</li> <li>• Financial Literacy and Entrepreneurship Education</li> </ul> <p>-Partners:Andson/Local banks (Financial Literacy and Entrepreneurship Education)Go to college foundation/local colleges (College and Career Counseling/Readiness)</p> <p>STEM workshops (conducted by Career coaches)</p> <p>Adult Ed./ Delta Academy/ Desert Rose/local H.S( Schooling opportunities, tutoring locations)</p> <p>City of Las Vegas ( Leadership development/ college tours/community service)</p> <p>Work readiness( Employment readiness workshops/workkeys/woofound assessments)</p> <p>-As part of our evidence based training, all youth participate in a 10 week life skills training course approved through Substance Abuse and Mental Health Services Administration. Additionally, all youth and adult career coaches at Nevada Partners are certified under the Mental Health First Aid through PACT and CARE Coalitions to aid in effective case management and program needs.</p> <p>-All workshops and activities happen at least once a quarter depending on the workshop or activity length. All participants will need to participate in the above areas prior to any OCC's, WEX's,OJT's or Job Shadowing will be approved from the Program Manager.</p> <p>-Partnerships that will assist in referrals and programmatic support, by offering on-site services through Adult Education, VESOL training for ELL learners entering the workforce, onsite culinary training facility with a focus on hospitality training.</p>
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<p><b>Occupational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupational Skills Training</b></li> <li>• <b>Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</b></li> <li>• <b>Entrepreneurial Skills Training</b></li> <li>• <b>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.</b></li> </ul>	<p><i>We are projecting to provide training to <u>30</u> youth enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>The Occupational planning conducted by our career lifeskills coach can help participants find career information on education and training, pay, and a outlook for hundreds of occupations. Utilizing our job developer/ and career lifeskills coach our participants will have the opportunity to explore different Occupational trainings that will transition into career pathways.</p> <p>Architecture and Engineering  Arts and Design  Building and Grounds Cleaning  Business and Financial  Community and Social Service  Computer and Information Technology  Construction and Extraction  Farming, Fishing and Forestry  Food Preparation and Serving  Healthcare  Installation, Maintenance, and Repair  Legal  Life, Physical and Social Science  Management  Media and Communication  Office and Administrative Support  Personal care  Production  Protective Service  Sales  Transportation and Material Moving</p> <p>-Participants will conduct OCC research through Workforce Connections EPTL. Once the participants finds a training they will meet with a career lifeskills coach and conduct a woofound assessment. Once the participant has interest they will need to attend the training orientation, provide their career coach the referral form to see when classes will be offered, the start and end date, and the cost. Once that information has been provided career coaches will update the participants ISS and provided stackable credentials for the clients career pathway. Career coach will then do the internal process through Nevada Partners to get the OCC approved by the program manager and then the Program Manager will send off the documents to workforce for approval. Once approved by workforce, participant will be notified to begin training and on going career management will be conduct by their career coach.</p> <p>-OCC will happen throughout the program year.</p>
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<p><b>Work-based Learning Services</b> <i>(30% expenditure requirement for PY 16):</i></p> <ul style="list-style-type: none"><li>• <b>Paid or unpaid Work Experiences</b></li><li>• <b>On-the-Job Training</b></li><li>• <b>Internships and Job Shadowing</b></li><li>• <b>Pre-Apprenticeship programs</b></li></ul>	<p><i>We are projecting the following number of youth enrolled in our PY 16 program to participant in the following:</i></p> <table><tr><td><u>71</u> WEXs</td><td><u>10</u> OJTs</td><td><u>5</u> Internships</td></tr><tr><td><u>5</u> Job Shadowing</td><td><u>10</u> Pre-Apprenticeships</td><td></td></tr></table> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Current partnerships that assist with housing our WEX's, OJT's internships,job shadowing and career exposure are; Las Vegas Mob Museum, City of North Las Vegas, Fun Zone, NLV Craig Ranch Regional Park, NLV SafeKey/ Summer Camp Program, City of Las Vegas SafeKey, Vegas Roots, Las Vegas Mini Grand Prix, MGM Resorts International, Adidas North Premium Outlet Mall ,Batteries In A Flash, TJX Companies, Inc., Ayala's McCarran International Airport, Sumnu Marketing, New Horizons Las Vegas Library District, Children's Discovery Museum, Smith Center for the Performing Arts (Pending Partnership), Boys Scouts of America, Boys&amp;Girls Club of Southern Nevada Urban League, Dr. William Pearson Community Center, PACT &amp; CARE Coalition.</p> <p>-24 work based learning experiences every quarter for the first three quarters at \$8.25hr at 32 wks. for 10 weeks. -10 OJT's at about two-three per quarter. 5 Job shadowing/ Internships at about two-three per quarter. 10 Pre- Apprenticeships at about two-three per quarter. -Participants will begin Job Shadowing first to provide them work experience options where students learn about a job by shadowing through the work day with a current employee in that field. Participants will then be provided a Work-based learning experience which provides under prepared youth the chance to earn income while also receiving training and developing essential work skills. -Participants will also have the opportunity to engage in a OJT, which allows training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance on the job, and eventually get hired full time from the employer. -10 Participants will have the opportunity to be exposed to NPI's Pre-Apprenticeship program by exposing them to the 17 different building trades such as, but not limited to painting,electrical work,carpentry work, plumbing, heating, air-conditioning, roofing, and sheet metal work.</p>	<u>71</u> WEXs	<u>10</u> OJTs	<u>5</u> Internships	<u>5</u> Job Shadowing	<u>10</u> Pre-Apprenticeships	
<u>71</u> WEXs	<u>10</u> OJTs	<u>5</u> Internships					
<u>5</u> Job Shadowing	<u>10</u> Pre-Apprenticeships						





<p><b>Youth Development Services:</b></p> <ul style="list-style-type: none"> <li>• Leadership Development</li> <li>• Supportive Services</li> <li>• Adult Mentoring</li> <li>• Comprehensive Guidance and Counseling</li> <li>• Financial Literacy</li> </ul>	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Youth programming and services will focus on the following program elements throughout the program year.</p> <ol style="list-style-type: none"> <li>1. Intensive ongoing case management</li> <li>2. Education advising and tutoring support</li> <li>3. Work readiness skills and dress for success</li> <li>4. Leadership development</li> <li>5. Mentor and guidance counseling</li> <li>6. Life skills development and training</li> <li>7. Health and wellness – eating right and physical fitness</li> <li>8. Service learning and civic engagement activities</li> <li>9. Entrepreneurial skills training</li> <li>10. Financial literacy education</li> <li>11. Support of services</li> <li>12. Occupational skill training</li> <li>13. On-the-job training opportunities</li> <li>14. Internships and job shadowing/WEX</li> </ol> <p>-Programming Support: The youth program manager will hire contracted employees to provide the following services for the youth.</p> <p>-Tutors – will provide tutoring, 1.5 hours each day</p> <p>-Mentors will provide exposure activities focused on entrance to college, college survival, FAFSA, applications, college research, and college field trips.</p> <p>-Mentors will provide career exposure activities focused on career research, guest speakers, field trips to local industries, and job shadowing opportunities.</p> <p>-Career coaches will spend 1 to 1.5 hours weekly conducting mentoring workshops.</p> <p>-UNLV Interns will work with Career Coaches to provide one-to-one counseling, whole group discussion or life skills workshops.</p> <p>-Partners/ Roles:</p> <p>Andson(Financial Lit./Entrepreneurial workshops)</p> <p>UNLV Clinical mental health interns (Guidance counseling)</p> <p>PACT/CARE Coalitions (Lifeskills / substance abuse training workshops)</p> <p>Project 150 (Clothing, food, hygiene kits)</p> <p>Batteries Included ( Leadership development/College Exposer/ Service learning &amp; civic engagement activities )</p> <p>Participants will participate in weekly programming on the following 2-10 program elements listed above.</p>
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<p><b>Employment Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Career Exploration Activities</b></li> <li>• <b>Job Readiness Activities</b></li> <li>• <b>Job Search Activities</b></li> </ul>	<p><i><b>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</b></i></p> <p>Nevada Partners offers a Career Resource Center which is open to the public, this center provides free computer, fax, and reproduction services. Staff members help clients search for jobs, use the computers, submit unemployment claims, use a template to create resumes, and apply for jobs online.</p> <p>STEM programming will be integrated within the following activities:</p> <ol style="list-style-type: none"> <li>1. Career Exposure</li> <li>2. Employability</li> <li>3. Health and Wellness</li> <li>4. STEM specific programs and workshops geared toward STEM related career fields.</li> </ol> <p>Nevada Partners youth program will utilize local oriented commerce who specialize in the areas of STEM. Example may consist of, but not limited to UNLV, CSN, Solar City, Water District, Parks and Recreations, MGM Resorts International, and others.</p> <p>-LifeSkills Training Transitions program is a highly interactive, skills-based curriculum designed to promote positive health and personal development. This program helps young adults navigate the transition into the workforce and/or higher education. LST Transitions helps participants achieve competency in the skills that not only are key to success but also have been found to reduce and prevent substance use and violence.</p> <p>-Job Developers will teach work readiness workshops to assist in: Providing a understanding of the tools and skills needed to successfully pursue, gain, and retain employment. Topics include career planning, conflict resolution, proper grooming and hygiene, communication and interpersonal skills, and other workplace concerns. Participants will learn how to complete resumes and applications and how to successfully interview for a job.</p> <p>-Following assessments are also used to assist and provide guidance towards finding career pathways conducted by job developers/ Career lifeskills coaches;</p> <ol style="list-style-type: none"> <li>1. Woofound Assessment</li> <li>2. Workkeys</li> <li>3. CareerScope</li> </ol> <p>-Activities/field trips:  Las Vegas fire &amp; rescue dept., N.LV Police dept.,  Las Vegas Metropolitan Police dept.  Pepsi- Job &amp; career opportunities  College Kinesiology &amp; Engineering dept.  Hoover Damn,Inspiring Connections Outdoor Hikes  Solar City,Cirqu De Soli- KA stage production</p>
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Program Management	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team.</i></p>	<p><b>We are projecting a <u>10</u>to 1 participant to direct staff ratio.</b></p> <p>-(1) Program Manager          Support/train and supervise staff, develop strategic plans ,maintain budget, implementing production, productivity, quality, and customer service ; resolving problems; completing audits,implementing change</p> <p>-(2) Lead Career Coaches          Prepares a variety of records/reports. Providing in-service and ongoing trainings and or new policies. Participates in Quality Assurance activities, including file reviews/determining eligibility.</p> <p>-(4) Career coaches (Case Managers)          Provide case management, counseling, support services,assessing student skills and abilities; assisting students in determining training options and obtaining support services. Partner with community organizations; track participant progress; complete required reports accurately and timely; comply with all policies and regulations.</p> <p>-(2) Job Developers          Tailor career services to each participant's needs. Creating/securing internships, placing individuals into OJTs, WEX's conducting employer outreach, and serve as a liaison between employers and participants.</p> <p>-(1) Quality Assurance Specialist          Oversees the quality assurance activities of the program. Examines, Evaluates/investigates eligibility for or conformity with the WIOA laws and Regulations governing all WIOA contracts.</p>
<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p><b>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</b></p> <p>NPI has an extensive process for managing performance. Lead/Career Coaches are provided a performance rubric at the beginning of each program year. The rubric indicates the number of enrollments and employment outcomes required by each quarter to meet performance requirements. Beyond weekly staff reviews and biweekly performance management meeting with the executive team, performance is monitored daily.</p> <p>Professional Development: NPI will partner with agencies who offer professional development and or utilize in house contractors to conduct trainings on, but not limited to the following;</p> <p>Assessment &amp; Case Management Community          Resources for Working with Youth Referrals:          Making Effective Referrals          Case noting          WIOA trainings          Leadership development/ team building          Quality Assurance Specialist and Lead career coaches will meet weekly to monitor support services, performance,exits,outcomes and data integrity.          Processes will be managed through spreadsheets, internal documents, weekly Friday reporting during staff meetings.</p>



<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>Nevada Partners partners has a large array of organizations, high quality programming and professional development.</p> <ul style="list-style-type: none"> <li>- Job connect is a collaborating partner, this outreach office provides clients with information on, and access to, job training, education, and employment services. JobConnect, part of Nevada's Department of Employment, Training and Rehabilitation, also offers funding for training through the Career Enhancement Program.</li> <li>-Clark County School District Adult Education Program: adult learners attend weekly classes in English as a Second Language, math, science, health, social studies, and English literature. They also take GED prep classes and study for the state math proficiency test, which house on Nevada Partners campus.</li> <li>-An internationally recognized model for workplace education and vocational training, the Culinary Academy of Las Vegas.</li> <li>-Vocational Rehabilitation services is designed to address assessments, training, treatment, and job placement for Nevadans with disabilities. The division places primary emphasis on providing necessary services to help clients work and live independently.</li> <li>-Department of Juvenile Justice Services provides intervention services, guidance and control for youth ages 18 and under who are involved in delinquency and truancy.</li> <li>-All subject matter expertise are well trained and certified.</li> </ul>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>NPI currently has Vocational Rehabilitation on campus which helps people with disabilities become employed and to help those already employed perform more successfully through training, counseling and other support methods.</p> <p>Additional System Partners/Programs located on-site are:</p> <p>Adult Education -Adult Education is an educational program designed to serve adults and out of school youths, 17 years of age or older, who desire to earn a high school diploma or obtain a Nevada State Certificate of High School Equivalency.</p> <p>Nevada JobConnect provides businesses and job seekers with personalized attention and a variety of valuable services, including job listings, job placement, work registration, labor market information, career information and guidance, assessment, information about education and training opportunities, unemployment insurance information, information on filing for unemployment insurance, resume preparation, referrals to other partner agency services, and more.</p>



<p><b>Performance Management:</b>  <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i></p>	<p>NPI has an extensive process for managing performance. Career Coaches are provided a performance rubric at the beginning of each program year. The rubric indicates the number of enrollments and employment outcomes required by quarter to meet performance requirements. Beyond weekly staff reviews and biweekly performance management meeting with the executive team, performance is monitored daily.</p>																			
	<p style="text-align: right;">151</p> <p>PY15 Carry In/Transfer Participants: _____</p> <table border="1" data-bbox="573 1234 1474 1612"> <thead> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>New Enrollments</td> <td>43</td> <td>43</td> <td>43</td> <td></td> </tr> <tr> <td>Exiters (Est. combined total including both carry in and new enrollments.)</td> <td>75</td> <td>76</td> <td>65</td> <td>65</td> </tr> </tbody> </table>					Quarter	1	2	3	4	New Enrollments	43	43	43		Exiters (Est. combined total including both carry in and new enrollments.)	75	76	65	65
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<p><b>Contact Person &amp; Information:</b>  <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i></p>	<p>Brittani Gray ,Youth Program Manager            710 W. Lake Mead Blvd. Las Vegas, NV 89030            (702)924-2134            Bgray@nevadapartners.org</p>																			



### WIOA Youth Programs

Scope of Work

Program Year 2016

<b>Program Name:</b>	NyE Communities Coalition, Youth WERKS
<b>Location:</b>	Nye and Esmeralda Counties
<b>Funding Stream(s):</b>	Rural
<b>Amount Awarded:</b>	350,000
<b>Target Population(s):</b>	ISY and OSY Rural Youth
<b>Youth Service Delivery</b>	
<b>Outreach and Communications:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p><i>We are projecting to enroll <u>50</u> youth participants in our PY16 Youth WIOA program.</i></p> <p>50 youth, 20 in school youth and 30 out of school youth.</p> <p>NyE Communities Coalition plans to recruit youth by utilizing our current partnerships in counties. NyE Communities Coalition (NyECC) will collaborate with the local high schools, the alternative education programs, Juvenile Probation, and other servicing agencies such as Behavioral Health and Health and Human Services, to attain 50 at-risk youth, ages 16-24. An agreement has also been made with the Adult Workforce Program in Pahrump to refer any individuals without a high school diploma/GED and are lacking basic work skills. With these partnerships and established collaborations, we will hit our enrollment number.</p> <p>NyE Communities Coalition plans to enroll 15 youth by the end of the first quarter (September 2016). An additional 15 youth will be enrolled by the end of the second quarter (December 2016), reflecting 60% enrollment. The remaining 20 youth will be enrolled by the end of the 1st month in the last quarter (April 2017). This allows for sufficient time for all program youth to receive needed services.</p> <p>NyECC will especially focus on engaging teen parents / pregnant youth, youth in the foster system, and youth with juvenile offense backgrounds. These recruitments will occur in coordination with Juvenile probation, Nevada State Health Division and Nevada Outreach. Meetings will be scheduled in the first quarter to provide information to key partners and encourage recruitment.</p>





<p><b>Educational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies.</b></li> <li>• <b>Alternative secondary school services, or dropout recovery services.</b></li> <li>• <b>Activities that help youth prepare for and transition to post-secondary education and training.</b></li> </ul>	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>NyE Communities Coalition will provide tutoring and study skills training for all youth who are A: failing to pass state exams and / or required classes, B: have asked for tutoring services to better their grades, or C: have dropped out of school and are working on their diploma/GED. On site tutoring will be offered Monday - Friday via a classroom setting with a contracted tutor. Additionally, in school youth will be offered on site study hall with peer tutoring and assistance M-F 8am to 5pm. NyECC staff will also provide information regarding tutoring services located at their schools. NyECC will utilize telecommunications including polycom services for more rural and remote students on an as needed basis.</p> <p>NyECC will provide linkage to alternative secondary school services to youth who enroll as dropouts, 5th year seniors, students who lack transportation, and for students who are involved with juvenile justice or disciplinary actions. Career Coaches (CC) will provide guidance on how to enroll, discuss expectations, and set goals to attain while in the program. CC have a relationship with the alternative education Principal which allows for immediate feedback on students' progress, grades, and attendance. All enrolled students will be monitored for attendance and participation.</p> <p>All enrolled youth will also receive post-secondary education information by attending trainings such as college awareness, applying for financial aid and scholarships, and real life budgeting. If post-secondary education is a strong interest for the student, a CC will have 1 on 1 meetings to provide college exploration guidance. They will also discuss college opportunities and establish a plan for enrolling into a university. Interested college bound students may be provided opportunities to tour potential colleges and universities. Students will be linked with school provided information sessions as a resource also.</p>
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<p><b>Occupational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupational Skills Training</b></li> <li>• <b>Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</b></li> <li>• <b>Entrepreneurial Skills Training</b></li> <li>• <b>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.</b></li> </ul>	<p><i>We are projecting to provide training to <u>50</u> youth enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>Occupational Skills Training will be offered for enrolled youth at NyE Communities Coalition. Due to the small selection of Occupational Skills Training offered in the rural areas and lack of consistent transportation, NyE Communities Coalition plans to provide this service to 5 youth enrolled into the PY 16 Program. NyE Communities Coalition will offer Certified Nursing Assistant training and Dental assistant training. Concurrent education will be specific to that training and will build the skills of the person entering OST. Youth will be assessed using WooFound to determine their skills and interests and will be assessed by Work keys to determine their competency to complete training. Each youth must designate their Occupational Career Goal on their ISS and discuss steps to take with the Career Coach (CC). When they are ready to attain the needed training for their occupation (such as CNA) they will fill out the "request of service" form and turn it into their CC. The CC will look it over and approve or disapprove based on progress made in the youth program and sufficient case noting and documents justifying the training. If approved, the CC will pull up the ETPL to ensure the training is still approved. If it is, CC will fill out the "Individual Training Authorization" and "Occupational Skills Training Acknowledgment" form. After forms are fill out completely, the Career Coach will direct the youth to the training facility to attain needed signatures from the instructor. When forms are return with correct signatures, CC will go over them with the Executive Director for quality assurance. Director will sign forms and the CC will scan and e-mail forms to <a href="mailto:traininginvoices@nvworkforceconnections.org">traininginvoices@nvworkforceconnections.org</a>. If and when the training is approved, the signed and approved forms will be emailed back to the CC allowing the CC to move forward with the process. When the youth's training is paid for, the youth will sign their file and a "receipt of service" form.</p> <p>NyECC offers multiple STEM courses that provide labor market and employment information about in demand industry sectors. Each course highlights a specific in demand sector and provides current employment opportunities. These courses also inform the youth of education or certification requirements. NyECC provides internships that create opportunities for youth to develop entrepreneurial skills. This includes hands on skill development in areas such as woodworking, custodial, culinary and agriculture. Youth will be provided instruction by a small business owner on starting and managing a business.</p>
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<p><b>Work-based Learning Services</b> <i>(30% expenditure requirement for PY 16):</i></p> <ul style="list-style-type: none"> <li>• <b>Paid or unpaid Work Experiences</b></li> <li>• <b>On-the-Job Training</b></li> <li>• <b>Internships and Job Shadowing</b></li> <li>• <b>Pre-Apprenticeship programs</b></li> </ul>	<p><i>We are projecting the following number of youth enrolled in our PY 16 program to participant in the following:</i></p> <p><u>40</u> WEXs                      <u>      </u> OJTs                      <u>5</u> Internships  <u>50</u> Job Shadowing           <u>      </u> Pre-Apprenticeships</p> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>NyE Communities Coalition will provide work experiences to 40 enrolled youth and 5 internships. Career Coach and youth will discuss appropriate Work Experience opportunities that have the ability to teach skills associated with their career choice. Youth will be assessed using WooFound to determine their skills and interests. Youth will be assessed by Work keys and participate in necessary follow-up with that program along with concurrent involvement with a WEX, job shadow, or internship. A youth must attend mandatory meetings and actively be working on their ISS goals before they attain a work experience. After a place of interest for their work experience is decided, the CC will contact that business and set up a time for an interview and to sign paperwork. The CC will prepare the work site agreement packet and gather all needed forms before the interview. CC will work with the youth on interviewing skills and inform them how to correctly fill out time sheets. The CC and youth will meet at the business where the work experience will occur. An interview will take place and expectations, rules, and work experience processes will be discussed.</p> <p>NyECC has numerous partners across the counties. These sites work collaboratively to provide sites for youth for WEX, internships and job shadowing:</p> <ul style="list-style-type: none"> <li>* Assessors Office</li> <li>* Buildings and Grounds</li> <li>* Chamber of Commerce</li> <li>* Clerks Office</li> <li>* District Attorney's Office</li> <li>* Health and Human Services</li> <li>* Justice Court</li> <li>* Nevada Outreach Organization</li> <li>* NyE Communities Coalition</li> <li>* Nye County School District</li> <li>* Pahrump Community Library</li> <li>* Pahrump Valley High School</li> <li>* Pahrump Valley Youth Association</li> </ul> <p>All 50 youth will be offered the opportunities and locations for unpaid job shadowing. This will allow the youth to develop and enhance their skills so that when they are placed on WEX or internships there will be increased likelihood of a successful placement and opportunity for employment.</p>
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<p><b>Youth Development Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Development</b></li> <li>• <b>Supportive Services</b></li> <li>• <b>Adult Mentoring</b></li> <li>• <b>Comprehensive Guidance and Counseling</b></li> <li>• <b>Financial Literacy</b></li> </ul>	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>NyE Communities Coalition provides leadership development, supportive services, adult mentoring, comprehensive guidance and counseling, and financial literacy.</p> <p>Leadership development training is provided once every month and is mandatory for all enrolled youth to attend. There are also other opportunities through out the year, such as the Annual Educational Trip, where leadership development is a strong focus. Youth will participate in hands-on and discussion based activities to strengthen their leadership skills and understanding of leadership. Information and exposure such as post-secondary education, volunteering at community events, learning how to work as a team, gaining strong communication skills, self esteem building and more, will help the youth develop confidence, responsibility, and positive social skills. These skills can also help them improve their employability.</p> <p>NyE Communities Coalition provides supportive services to all enrolled youth. Each youth must designate their supportive service needs on their ISS and objective assessments. When the youth is in need for the service, they will fill out the "request of service" form and turn it into their CC. The Career Coach will approve or disapprove based on progress made in the youth program and sufficient case noting and documents justifying the service. If the CC approves the service, the youth and CC will set up a time to complete the supportive service. When the youth receives their service, the youth will sign their file and a "receipt of service" form. All supportive services will be provided based upon policies and procedures.</p> <p>Adult Mentoring services will be provided through partner agencies such as McKinney Vento. CC will offer this service and refer clients on a needs basis.</p> <p>Comprehensive guidance and counseling is provided through the youth program. This service is provided based on the need of the youth and situation. Appropriate referrals to our partner agencies will be completed if a youth presents to the CC mental or addictive behaviors that exceed the CC capability.</p> <p>Financial literacy services are provided by NyE Communities Coalition. Youth will attend a budgeting class that consists of hands on and discussion based participation. Budgets will be formed to show what living on their own could look like. CC also work one and one with the individual to discuss establishing bank accounts, saving techniques and reaching goals.</p>
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<p><b>Employment Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Career Exploration Activities</b></li> <li>• <b>Job Readiness Activities</b></li> <li>• <b>Job Search Activities</b></li> </ul>	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>NyE Communities Coalition provides Career Exploration activities for all enrolled youth. STEM classes discuss many career choices and opportunities. NyE Communities Coalition provides a education/career exploration trip that takes a group of youth to see different careers such as mining, hotel management and more.</p> <p>NyE Communities Coalition provides Job Readiness trainings and are mandatory to attend for all enrolled youth. These trainings consist of but are not limited to Dress For Success, Resume Writing, Interview Skills, Mock Interviews, and more. CC will also work with youth on an individual basis to provide clear feed back and strengthen employment skills.</p> <p>Job Search Activities are also provided to all enrolled youth. All enrolled youth are mandated to attend a Job Search training that covers how to search for employment, where to look for employment, what on-line sites are useful, and how to use the job board located in the office. Each CC will work with enrolled youth one on one to provide direct help with job searching, setting up work e-mail for online sites, resume building and more.</p> <p>The Job Developers will utilize established partnerships within the community along with recruitment of new partners to provide sites for the youth to complete work experiences and gain employment. Job Developers will utilize the Job Fairs that are held at least quarterly as a recruitment tool for new partnerships and opportunities. NyECC Staff association with Nye County Economic Development Association will allow for emerging opportunities to be identified for youth.</p>
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Program Management	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team.</i></p>	<p><b>We are projecting a 25to 1 participant to direct staff ratio.</b></p> <p>For NyE Communities Coalition, our CC fulfill all needed roles to run the WIOA program. A CC will case manage, and act as a career coach. Participants will be evenly split between Monique Barnes and the new CC we hire on. Tammi Odegard and Kaylee Harker will focus on job developing within NyE and Esmeralda County.</p> <p>Monique Barnes - Career Coach          New Person - Career Coach          Kaylee Harker - Program Manager and Job Developer          Tammi Odegard - Job Developer</p> <p>NyE Communities Coalition Job Developers will have all enrolled youth participate in Work Keys setting higher standards for employability. This allows employers to feel confident that they will receive workforce ready individuals. Doing this will also build a stronger relationship with partner businesses in our community making it more likely that they will use NyE Communities Coalition as their main resource for finding employees. Job Developers will receive information about potential partnerships from BEST and connect with those local entities. BEST Team members will be invited to attend NyECC Job Fairs.</p>
<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p><b>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</b></p> <p>NyECC is committed to continue providing high quality services to individuals in Nye and Esmeralda counties. The quality and integrity of the program will continue to be monitored closely by the Workforce Director and staff assigned to Quality Assurance. Implementation of the use of the Workforce Connections NJCOS Data Entry and File Review Monitoring Tool by the Workforce Director and staff assigned to Quality to Assurance. Implementation of the tool was made in PY15 and will continue. A log of files that have spot checked has been developed. These quality assurance measures will continue to be used and further developed in order to ensure regulatory compliance and integrity of program components. Staff will attend any relevant skill-building or informational training that is offered that is aligned with NyECC's budgetary and programmatic constraints. NyECC will ensure that all print and other media includes co-branding that identifies workforceConnections and WIOA as the funder for the programs and activities of Youth WERKS.</p>





<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>NyE Communities Coalition Youth staff are diverse and while small, has the ability to serve a wide range of clients. The Program Manager has been working with the WIOA program for 6 years and continues to attend trainings and expand educational knowledge of the program. She is currently finishing her last year of college with a Bachelors in Social Work.</p> <p>The CC has been working in the WIOA program for 3 years. She brings a strong knowledgeable background in available social services in the Rural areas and has experience working with at-risk populations.</p> <p>Staff working on the YouthWERKS program include a diverse ethnic, racial and gender mix. Staff members are able to provide translation for American Sign Language and can access on site translation for Spanish speakers. Several YouthWERKS staff have personal experience in being a recipient or participant in workforce programming gaining expertise by experience. All staff participate in training opportunities through NyE Communities Coalition including Leadership development, Youth Mental Health First Aide, Drug Identification, Teamwork, Confidentiality, and Ethics.</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>NyE Communities Coalition offers strong connections to the business, service, non-profit and governmental organizations in Nye and Esmeralda counties. Partners that reside within the Career Connections facility include AARP, Section 8, DETR, US Vets, Sierra Nevada JobCorps, VITA, Nye County Health &amp; Human Services and Vocational Rehabilitation. We partner closely with the Nye County School District and have an agreement with Nevada Division of Welfare. NyECC serves as the training component and work experience site for SNAP Employment and Training recipients. All clients who are eligible for or are in need of the services of the on-site partners will be referred to their services and vice versa.</p> <p>xxx see next section:</p> <ul style="list-style-type: none"> <li>* Median Earnings will be tracked by CC utilizing web based tool and through client provision of pay stub and through employer verification and documentation by CC.</li> <li>* Credential Rate will be monitored and tracked once it is fully defined and systems of tracking is determined.</li> <li>* Measurable Skills Gains may be determined by Work Keys progression as established by workforceConnection.</li> </ul>



<p><b>Performance Management:</b>  <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i></p>	<p>NyECC is committed to providing quality services which in turn will result in successful performance outcomes. In order to achieve high performance outcomes, we will conduct more intensive case management and assessments with the clients. We anticipate that the use of the WorkKeys assessment for clients which will help us to better gauge the level and abilities of the clients prior to them entering training to achieve more positive outcomes. By serving a fewer number of clients in PY16 than we have in the past, more attention will be given to the individuals to provide support to help them attain their goals and measures. Job Developers will form relationships with many varied employers that will allow for training opportunities and work experiences.</p> <p>Incremental benchmarks will be reviewed by the staff quarterly to ensure that the numbers we intend to serve are being reached. Additional outreach with our partners, via social media and at the weekly workshops will be conducted if we find that we are unable to meet the benchmarks that we have set. Because we are in a rural area with limited trainers on the ETPL, staff will continue to locate potential trainers in the area to create career tracks for local clients. Clients will be encouraged to enter into a career field that will provide a livable wage and that allows them to grow and attain self-sufficiency.</p> <p>NyECC will manage and accomplish the following youth measures:</p> <ul style="list-style-type: none"> <li>* Placement in Employment / Training / Education - by tracking youth employment through web-based tool; youth in training that extends past exit (not ETPL) as measured by enrollment documents; and youth in post secondary education as measured by proof of enrollment.</li> <li>* Retention of the above as measured by client verification with CC and / or enrollment documents. XXXXXXXX see bottom of system partnerships for rest of info - layout locked.</li> </ul> <p style="text-align: right;">15</p> <p>PY15 Carry In/Transfer Participants: _____</p>																			
	<table border="1"> <thead> <tr> <th>Quarter</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>New Enrollments</td> <td>15</td> <td>15</td> <td>10</td> <td>10</td> </tr> <tr> <td>Exiters (Est. combined total including both carry in and new enrollments.)</td> <td>20</td> <td>10</td> <td>5</td> <td>5</td> </tr> </tbody> </table>	Quarter	1	2	3	4	New Enrollments	15	15	10	10	Exiters (Est. combined total including both carry in and new enrollments.)	20	10	5	5				
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<p><b>Contact Person &amp; Information:</b>  <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i></p>	<p>Kaylee Harker, Program Manager          NyE Communities Coalition          1020 East Wilson Road          Pahrump NV 89048          7757279770</p>																			





## WIOA Youth Programs

Scope of Work

Program Year 2016

<b>Program Name:</b>	Youth One-Stop Affiliate east
<b>Location:</b>	5390E. Flamingo
<b>Funding Stream(s):</b>	WIOA Youth
<b>Amount Awarded:</b>	\$800,000
<b>Target Population(s):</b>	Out of school youth ages 16-24
<b>Youth Service Delivery</b>	
<b>Outreach and Communications:</b> <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p><i>We are projecting to enroll <u>130</u> youth participants in our PY16 Youth WIOA program.</i></p> <p>We will recruit our youth by using flyer distribution, radio ads on power 88.1 Community Report, attending public events, walk-ins, weekly meet and greets, Facebook, and youth conducting radio and TV interviews. We plan to enroll a minimum of 13 youth a month for 10 months. This would give us a milestone of 48 youth by the end of each quarter.</p> <p>Currently we established partnerships with over 36 agencies. Some of the partnerships include Department of Welfare and Supportive Services, Family Services, Department of Juvenile Justice Services, Youth Probation and Parole, Bully Buster 702, TheHelpMe Foundation, Olive Crest, HerShe, Clark County Library District, Easter Seals, Vocational Rehabilitation, Department of Training and Rehabilitation, and The Center. Each of these partnerships provide for referrals into our WIOA program. We often visit each agency and attend one of their staff meetings or they attend our partners meeting to gain information on eligibility and our referral process. We have interest forms and also conduct open weekly "Meet and Greets", which is our orientation. We expect each of our partnerships to generate 10-15 referrals per year.</p> <p>The special populations for youth are youth with disabilities, youth involved in the juvenile justice system, and current or former foster youth. SNRHA engages these special populations by ensuring enrollment and outreach are conducted through our community partnerships. We also find creative ways for youth to attend who face physical barriers such as Skyping and Video Chatting. Easter Seals and Vocational Rehabilitation community partnerships will allow for referral of youth with disabilities. They provide assistive technology to remove barriers that will enable individuals with disabilities to go to training and become employed. SNRHA also has a partnership with Youth Probation and Parole to screen referral who are youth offenders. We work directly with their agent to assist the youth in meeting court mandated requirements through our community partnerships. Our partnership with HerShe, Olive Crest and Family Services allows for recruitment and engagement of current and former foster youth.</p> <p>SNRHA delivers services to eligible participants and provides wrap-around services through our established community partners.</p>



<p><b>Educational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies.</b></li> <li>• <b>Alternative secondary school services, or dropout recovery services.</b></li> <li>• <b>Activities that help youth prepare for and transition to post-secondary education and training.</b></li> </ul>	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>SNRHA will continue to offer tutoring services to our youth through our Nevada Student Care. We have significant increase in reading, math and science scores. Our youth are more confident and raising their proficiency scores based on case notes provided by the vendor. We have also seen lit/num increases.</p> <p>We also use drop out recovery strategies to support of at-risk students. Through our partnership with Clark County School District youth are able to re-engage in alternative secondary school services in an educational settings that allow them to participate in credit recovery; earning a high school diploma; or transitioning to post-secondary education. As an agency we offer social and emotional support, and have established community partnerships with college such as CSN and UNLV TRIO that provide career readiness, assistance with college applications and applicable fees, FAFSA assistance, testing, and mentoring services that provide motivation, support, and prepare students from disadvantaged backgrounds for college.</p> <p>We also offer other activities to assist with the transition to post-secondary education and training such as collaborating with postsecondary institutions, and employers to help youth transitions to college and the workforce. As an example we work with our youth to teach them self-advocacy and self-determination. We also hold our youth accountable for taking the lead on deciding and participating in creating their own career path.</p> <p>The flow and expectations begin when they enroll into the program. They are placed in leadership positions and have opportunity to display the skills they have learned. For example, SNRHA has allowed youth to facilitate classes, create classes, have input on topics of discussion, give tours of the One-Stop, plan and schedule group tours of colleges and STEM activities, and attend partners meetings. All of these activities assist and prepare youth to transition into post-secondary and training as future leaders of tomorrow. The culture we have established allows youth to use SNRHA as their testing grounds to meet and form relationships with staff, other youth, community partners, and workshop presenters. When youth are referred outside of SNRHA we have a resource directory that allows caseworkers to call direct contacts and schedule youth for appointments or have community partners come to the One-Stop and provide the service.</p> <p>Program participants will be able to meet with the job developer who will assist participants in finding employment concurrent with their career path, experience, and skills. The Job Developer will also identify/create job opportunities for participants and match qualified participants with these employment opportunities. He/She will be responsible for developing relationships with employers, successfully placing participants into the jobs and providing on going retention.</p>
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<p><b>Occupational Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupational Skills Training</b></li> <li>• <b>Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</b></li> <li>• <b>Entrepreneurial Skills Training</b></li> <li>• <b>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.</b></li> </ul>	<p><i>We are projecting to provide training to <u>50</u> youth enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>SNRHA utilizes the ETPL to provide training in all industry sectors as allowed by WIOA. Participants assist in developing their ISS to determine if Occupational Skills training is required to become employed in a certain industry.</p> <p>We offered workshops concurrently as workforce preparation activities and training for a specific occupation such as: critical thinking; social skills; communication; leadership; teamwork; workplace basics; employer expectations; and problem solving. To begin the approval process youth are given assessments to determine if they have interest and the basic skill sets required by the designated industry. In addition, if youth have not obtained their high school diploma they are required to obtain their Hi-set or High School equivalence prior to starting training. To assist youth in preparation for Occupational Skills training it is mandatory that youth participate in at least 2 workshops, leadership, and a STEM related activity prior to approval. Once all requirements are met caseworkers may submit the required ITA and Training acknowledgment for approval by the program manager.</p> <p>Entrepreneurial Skills Training is offered through various established partnerships. We utilize business owners from the community to conduct workshops on starting and owning your own business. Some of the employer partners in the founder and creator of Atari and Chuck E Cheese, Las Vegas Black Book, 100 Black Men, and Bully Buster 702. Youth are encouraged to pursue training such as accounting and bookkeeping, and Office Specialist to give them a basic understanding of office procedures. Business owners also allow for unpaid job shadowing to expose youth to the process of and skills required to be successful at owning a business. SNRHA offers information on: labor market information; industry sector; and local occupations as a core service. We provide this information to allow participants to: make informed plans and choices; and decisions for a variety of purposes; career planning and preparation; education and training decisions; effective job search strategies; information on in demand fields; skills/task needed to perform jobs; educational requirements; and current wage information.</p>
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<b>Work-based Learning Services</b> <i>(30% expenditure requirement for PY 16):</i> <ul style="list-style-type: none"><li>• <b>Paid or unpaid Work Experiences</b></li><li>• <b>On-the-Job Training</b></li><li>• <b>Internships and Job Shadowing</b></li><li>• <b>Pre-Apprenticeship programs</b></li></ul>	<i>We are projecting the following number of youth enrolled in our PY 16 program to participant in the following:</i> <table><tr><td><u>55</u> WEXs</td><td><u>15</u> OJTs</td><td><u>10</u> Internships</td></tr><tr><td><u>10</u> Job Shadowing</td><td><u>0</u> Pre-Apprenticeships</td><td></td></tr></table> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>To meet the 30% work-based learning requirement SNRHA offers paid and unpaid Work Experience to our youth. We deliver this service by assessing youths past work experience, education, and barriers to employments. Once it is identified on the ISS youth are required to attend workshops and leadership classes every Friday. This gives staff an opportunity to engage and develop relationships with the participant while identifying and discussing barriers presented through observation. SNRHA offers youth \$8.25/ hr up to 32 hrs a week for a 10 week period to obtain real life work experience.</p> <p>Participants enrolled in alternative post-secondary may be placed on WEX for 20 hours a week until completion of their diploma. If a participant is unsure of their career path they maybe placed on unpaid work experience for up to a week.</p> <p>SNRHA offer On-the Job training for employers who are willing to hire participants who are less than qualified. Employers are required to develop training plans that show a clear strategy to train the participant.</p> <p>SNRHA offers Internships and job shadowing to participants to determine if they have an interest in a particular career and to create a network of contacts. These opportunities maybe paid or unpaid.</p>	<u>55</u> WEXs	<u>15</u> OJTs	<u>10</u> Internships	<u>10</u> Job Shadowing	<u>0</u> Pre-Apprenticeships	
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<p><b>Youth Development Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Development</b></li> <li>• <b>Supportive Services</b></li> <li>• <b>Adult Mentoring</b></li> <li>• <b>Comprehensive Guidance and Counseling</b></li> <li>• <b>Financial Literacy</b></li> </ul>	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Leadership Development services- are offered to SNRHA program participants. It is mandatory that youth who are not working or attending school attend every Friday morning from 9-12 pm. Leadership covers such topics as social responsibility, making positive choices, setting goals, peer pressure, discrimination and overcoming biases, self-esteem, teamwork, conflict resolution, and other topics related to the development of leadership.</p> <p>Supportive Services is offered to remove barriers that are reasonable, necessary, and allowable under WIOA. Examples of supportive services offered are transportation, work cards, background checks and fingerprinting, college application fees, alternative education fees, uniforms, childcare, and tutoring services.</p> <p>Adult Mentoring is offered both long-term (12 months or longer) and short-term (less than 12 months). Mentoring is necessary to provide guidance and support to participants. Mentoring can be educational, employment related, or in general to assist with social issues. SNRHA has partnered with TheHelpMe Foundation, 100 Black Men, CSN to provide mentoring services to young men and women. Comprehensive guidance and counseling is offered to participants and includes mental health and drug and alcohol counseling. Olive Crest is as community partner and is offering services based on participant need and services.</p> <p>Financial literacy is offered to participants to encourage responsible financial decision. Topics may include: opening a checking or savings account; checking your credit score; renting vs home ownership; tax preparations; and budgeting. SNRHA has partnered with Legal Aid, Wells Fargo, and our own trained staff from various departments to provide workshops for the program.</p> <p>Participants are encouraged to participate in all workshops. They may sign up directly or through their career coach. Participants also receive incentives for participation up to \$200.</p>
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<p><b>Employment Services:</b></p> <ul style="list-style-type: none"> <li>• <b>Career Exploration Activities</b></li> <li>• <b>Job Readiness Activities</b></li> <li>• <b>Job Search Activities</b></li> </ul>	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Career exploration is offered to program participants. It allows program participant to create career pathways based on industry, experience, interest, and abilities. Samples of career exploration includes research, job shadowing, unpaid internships, WEX, mentoring, workshops by community employers, and networking. SNRHA has partnered with over 25 employers to offer career exploration activities.</p> <p>Job readiness activities are offered weekly through various workshops. The facilitators range from community partners, employer partners, to staff lead workshops. The topics can include: workplace basics, employer expectation, communication, resume development, addressing cultural and racial biases, teamwork, conflict resolution, hygiene, and other soft skills. These workshops are eligible for incentives.</p> <p>Job search activities are offered through the program. They can be staff assisted or a participant can search independently. SNRHA provides job leads, employment fair information, application assistance, hiring events, and labor market information. This information is provided by on-site employers, postings on the bulletin board, Facebook, and via email to participants.</p>
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Program Management	
<p><b>Staffing Structure:</b>  <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches &amp; Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team.</i></p>	<p><b>We are projecting a 55to 1 participant to direct staff ratio.</b></p> <p>Resident Program Coordinator is responsible for overall staff management, program oversight including performance, tracking, and fiscal management with contractors and SNRHA fiscal staff. Supportive Service Coordinator will have over-sight over program level services and respond to the needs of the Career Coaches and the Resident Program Coordinator. The Supportive Service Coordinator will also provide quality control for participant files. The Job Developer engages with potential employers to secure internships, job shadow opportunities, apprenticeships, work experiences, and unsubsidized job placements for program participants while also explaining benefits and employment support services provided to employers. Regularly interface with WC's Business Engagement Specialist Team (BEST) for job placement with BEST employers, participate in BEST job fairs and pre-screening and other recruitment activities. Career Coaches will serve as point of entry for participants into WIOA and provide case management to range from eligibility determination to follow-up services. Locating resources and sources of career information; Identifying training and employment opportunities; and Recognizing any needs for additional services. Office Assistant II is responsible for providing administrative support to the RPC and SSC as well any WIOA assignments given by the Director of Support</p>
<p><b>Quality Control:</b>  <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p><b>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</b></p> <p>The Youth One-Stop Affiliate Site program operations is managed by the Resident Program Coordinator. Quality control of files and data entry is monitored weekly by the Supportive Service Coordinator and the Resident Program Coordinator ensuring quality and integrity of all program components. Quality of service is monitored by daily interactions between staff and participants. To ensure quality of service surveys are available through out the One-Stop and can be submitted anonymously to the Resident Program Coordinator. The One-Stop Delivery system is co-branded by signs through out the building and in front of the building. It is also on all promotional activities including Facebook. All WIOA staff will receive no less than thirty (30) hours a year of training. All training will be logged and tracked. In addition, we send our staff to NAJA, NAWP and other national conventions that focus on WIOA. Locally, we send staff to Mainstream Programs Basic Training (MPBT). WIOA staffs are also encouraged to attend The Nevada Partnership for Training that offers a variety of training opportunities for professionals who work with children, youth and families. In addition, staff will be participating in webinars that offer trainings relevant to WIOA.</p>





<p><b>Subject Matter Experts</b>  <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth &amp; Adult with Disabilities, Re-Entry Youth &amp; Adult, &amp; Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>Veterans; SNRHA has a partnership with Las Vegas Urban League (LVUL). LVUL workshops, and wrap around services to Veterans and their family. Veterans will receive priority of service.</p> <p>Individuals with Disabilities – Subject matter expertise for individuals with disabilities population will be provided by Easter Seals. Easter Seals is currently a WIOA service provider. Upon being granted RFP Easter Seals will complete an MOU as a contracted seated partner, which will place one of their WIOA case managers in the One-Stop to provide new services or continue services to existing participants.</p> <p>Re-Entry – Subject matter expertise for re-entry population will be provided by the Las Vegas Urban League (LVUL). An MOU will be established with Urban League Re-Entry program to allow a staff to be seated at SNRHA. The staff person from LVUL will provide referrals, present workshops, and provide counseling.</p> <p>Foster Youth - Subject matter expertise for foster youth will be provided by Olive Crest. Olive Crest is currently a WIOA service provider. Olive Crest will be a contracted provider. They will have one WIOA case manager assigned to the One-Stop to assist with enrollment, assessments, supportive services, and follow-up of foster youth. SNRHA is assuming all fiscal and programmatic oversight</p>
<p><b>System Partnerships and Programs</b>  <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>Veterans Affairs- SNRHA has an MOU with Veterans Affairs to provide for referrals and administer the VASH vouchers.</p> <p>Nevada Department of Corrections- SNRHA has a Letter of support from Nevada Department of Corrections to allow for referrals of individuals needing WIOA services.</p> <p>Department of Juvenile Justice- SNRHA has a Letter of partnership with the Department of Juvenile Justice to receive referrals from Youth Probation and Parole for youth offenders into the WIOA program</p> <p>Vocational Rehabilitation- SNRHA, in partnership with Easter Seals Nevada, has a letter of support from Vocational Rehabilitation.</p> <p>Department of Family Services- SNRHA has a working relationship with the Department of Family Services to provide services to at-risk youth into the WIOA program. We attend staff meeting to provide information about the program and designated orientation dates.</p> <p>Health and Human Services- SNRHA has an MOU with Health and Human Services DWSS to allow for referrals and workshops to be offered through the One-Stop</p>



<b>Performance Management:</b> <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i>	<p>We have developed methods and best practices to manage performance as a participant progresses through the program from enrollment, training, employment placement, and retention. Performance tracking begins with conducting a comprehensive assessment of the individual's needs and skills. SNRHA offers workplace skills classes to prepare participants to re-enter the workforce. In addition, we build relationships with our participants to engage them in the program giving them primary responsibility for their success. Staff utilizes spreadsheets and OSOS to note progression. Career Coaches are seasoned and have working relationships with training providers and obtain feedback/updates on attendance and progress. This method allows Career Coaches to provide supportive services or intervention as needed. As a participant gains employment, monthly contact is made to ascertain if supportive services are needed or to discuss any situations that the participant maybe facing at work. Required performance goals will be documented in tracking sheets, OSOS and additionally on the IEP/ISS. To ensure this process is followed, Career Coaches generate monthly reports to their immediate supervisor. SNRHA has partnerships with over 32 community organizations to make and receive referrals to provide wrap-around services and to facilitate positive outcomes. SNRHA plans to manage and accomplish the new WIOA performance measures by the hiring of the job developer to facilitate relationships with employers and the BEST team. SNRHA also manages performance by setting monthly and quarterly goals that are reviewed to ensure that our internal systems (processes, forms, teams, etc.) are working together to allow us to meet performance measures and make improvements when necessary.</p> <p style="text-align: right;">80</p> <p>PY15 Carry In/Transfer Participants: _____</p>																			
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<b>Contact Person &amp; Information:</b> <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i>	<p>Bonita Fahy          Resident Program Coordinator          702-477-3186          bfahy@snvrha.org</p>																			

**Agenda item 10.    DISCUSSION AND POSSIBLE ACTION:**

Ratify Workforce Connections' no-cost contract award with Olive Crest to ensure the continuation of WIOA Youth services to foster care youth. The contract extension shall be from July 1, 2016 through February 28, 2017.



Strong Families, Safe Kids

1.800.550.CHILD (2445)  
www.olivecrest.org

April 5, 2016

Ardell Galbreth  
Executive Director  
Workforce Connections  
6330 West Charleston Boulevard, Suite #150  
Las Vegas, Nevada 89146

Subject: Sub-award No. 12-FCY/YD-WIA-OC-04

Dear Mr. Galbreth:

Olive Crest would like to request a no cost extension for our WIOA Youth subcontract through February 28, 2017. This will allow us to continue to provide services to foster youth currently enrolled in our program and also assist with the transition of those youth to the awarded One-Stop Affiliate sites. Due to the special population we serve, we feel this transition period would assist us in preparing the foster youth for developing new relationships with WIOA funded partner's staff and better equip them to meet their continuing employment and educational goals.

We understand that no additional funding will be awarded for this contract extension and we can only utilize FY16 unspent funds to provide these services. If funding is spent prior to the February 28, 2017 date, we would respectfully request that the contract extension concludes at that time.

Thank you for your time and consideration of our request. We hope to be able to continue our partnership into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Coombs".

Doug Coombs  
Executive Director

**Agenda item 11.     DISCUSSION AND POSSIBLE ACTION:**

Ratify Board's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections' programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding.

**Workforce Connections  
Clothing Services RFP Proposal Ratings**

Scoring Criteria (Maximum Points)	Total Number of Points Available	Proposal					
		Goodwill			Dress for Success		
		#1	#2	#3	#1	#2	#3
<b>A. Types of New or Gently Used Clothing (55 points maximum)</b>							
1. Professional/Business Work-Related Clothing (Interview Suits and Business Casual)							
Men's Regular and/or Women's Misses Sizes Clothing	10	10	10	10	5	10	10
Men's Big & Tall and/or Women's Plus Sizes Clothing	10	10	10	10	5	10	10
Shoe-Related Clothing such as dress shoes	5	3	5	5	3	5	5
2. Specialty Work-Related (Construction/Industrial, Healthcare/Scrubs, Food Service, Gaming/Hospitality, and/or Security Guard/Tactical)							
Men's Regular and/or Women's Misses Clothing	10	4	10	10	3	10	10
Men's Big & Tall and/or Women's Plus Sizes Clothing	10	4	10	10	3	10	10
Shoe-Related Clothing such as safety, steel toe, or slip resistant	5	0	5	0	2	5	5
3. School-Related (Jeans, Khakis, Polo Shirts, and/or Athletic Shoes)							
School Uniforms, Casual, and Athletic Shoes	5	5	5	5	0	0	0
<b>Type of Clothing Total</b>	<b>55</b>	<b>36</b>	<b>55</b>	<b>50</b>	<b>21</b>	<b>50</b>	<b>50</b>
<b>B. Clothing Services (25 points maximum)</b>							
1. One-on-one assistance with clothing selection	15	15	15	15	15	15	15
2. Grooming Services	5	0	5	0	1	5	5
3. Workshops	5	5	5	5	5	5	5
<b>Clothing Services Total</b>	<b>25</b>	<b>20</b>	<b>25</b>	<b>20</b>	<b>21</b>	<b>25</b>	<b>25</b>
<b>C. Discounts and Payment Options (20 points maximum)</b>							
1. If retail organization, discount percent for non-clearance items – maximum points based on highest discount percent available for all transactions (one score only)							
Discount 0%	0						
Discount 1% to 4.99%	1						
Discount 5% to 9.99%	5						
Discount 10% or more	10	10	10	10	0	0	0
2. Payment Options – points received for each payment option available for all transactions							
Monthly Invoices to Service Providers	5	5	5	5	5	5	5
Gift Cards (no quantity discount)	0	0	0	0	0	0	0
Gift Cards Purchased in advance with Discount	5	5	5	5	0	0	0
<b>Discounts and Payments Options Total</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>OVERALL TOTAL POINTS</b>	<b>100</b>	<b>76</b>	<b>100</b>	<b>90</b>	<b>47</b>	<b>80</b>	<b>80</b>
<b>AVERAGE SCORING</b>		<b>88.67</b>			<b>69.00</b>		

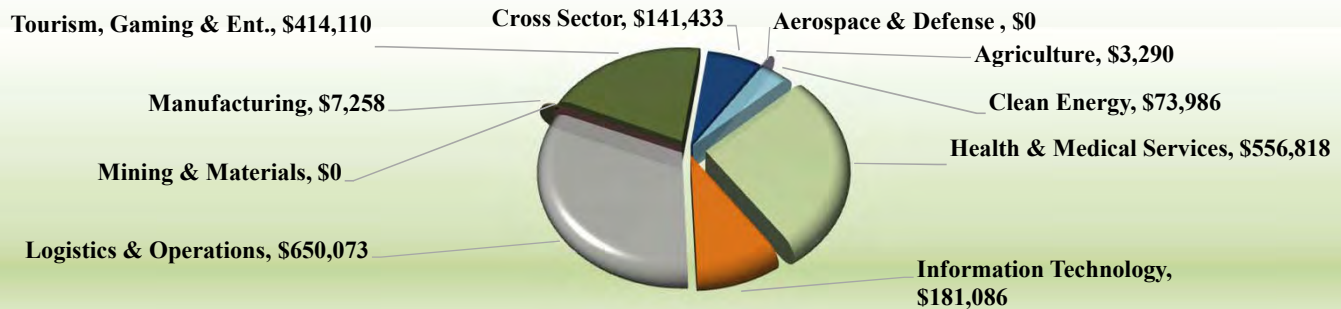
**Agenda item 12.    INFORMATION:**

ADW Training by Industry Sector Report for the period July 1, 2015  
through March 31, 2016 ~ *Brett Miller, Manager, Strategic Planning & Analysis*

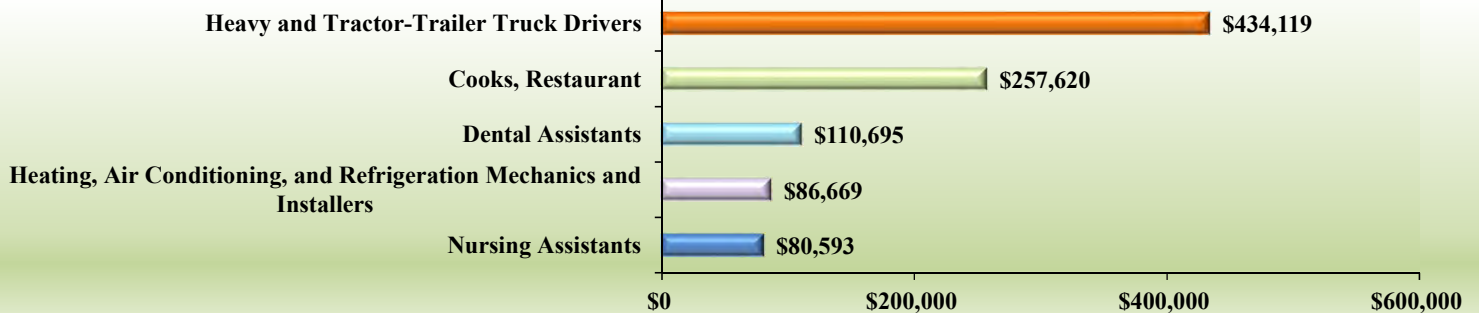


***Adult and Dislocated Workers Trained by Industry Sector  
July 1, 2015 through March 31, 2016***

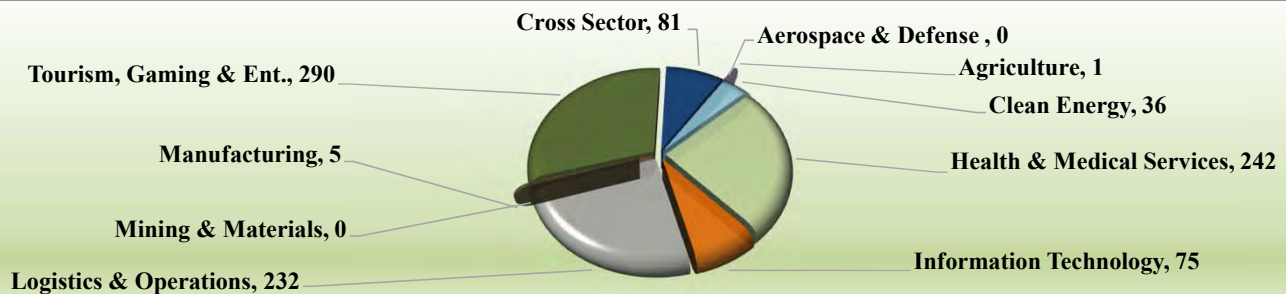
**Total Training Spend by Sector - \$2,028,054**



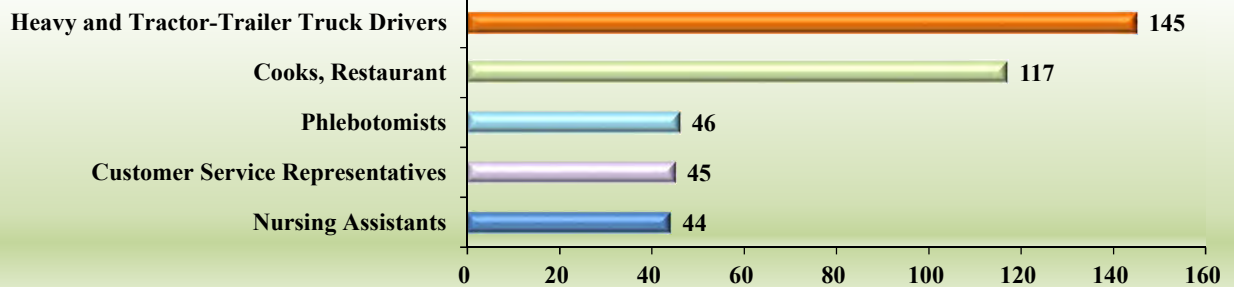
**Top 5 Trainings by Dollars Spent**



**Number of Trainings by Sector - 962**



**Top 5 Trainings by Participant Count**



**Agenda item 13.    INFORMATION:**

Foster youth outgrowing the foster care system

**Agenda item 14.    DISCUSSION AND POSSIBLE ACTION:**

Review, discuss, accept and approve reports ~ *Jim Kostecki, Chief  
Financial Officer*

a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
July 1, 2015 - June 30, 2016  
(Revised Budget - May 1, 2016)**

Revenue by Funding Stream	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2014 Adult	4,462,428	4,462,428	-	430,000	645,000	3,387,428	4,462,428
PY2014 Dislocated Worker	976,651	976,651	-	100,000	150,000	726,651	976,651
PY2014 Youth	3,310,325	3,310,325	-	300,000	450,000	2,560,325	3,310,325
PY2015 Adult	7,363,530	7,375,010	11,480	737,501	1,106,252	5,531,257	7,375,010
PY2015 Dislocated Worker	4,437,868	4,448,425	10,557	444,843	667,264	3,336,318	4,448,425
PY2015 Youth	5,973,728	5,973,728	-	597,373	896,059	4,480,296	5,973,728
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
<b>Total Revenue by Funding Stream</b>	<b>\$ 26,584,555</b>	<b>\$ 26,606,592</b>	<b>\$ 22,037</b>	<b>\$ 2,609,717</b>	<b>\$ 3,914,600</b>	<b>\$ 20,082,275</b>	<b>\$ 26,606,592</b>
			0.1%	Subtotal Board Operations		\$ 6,524,317	

Notes:

1. PY2015 Revenues include WIOA funding in the total amount of \$17,797,163.
2. Carry forward funds for PY2014 amount to \$8,749,404.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.
5. Applies to current year funding only

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	8,940,075	8,948,685	8,610	519,058	1,151,268	7,278,359	8,948,685
Dislocated Worker Services	4,085,052	4,092,969	7,917	222,454	493,401	3,377,114	4,092,969
Youth Services	7,040,621	7,040,621	-		250,000	6,790,621	7,040,621
<b>Subtotal Community Resource Allocations</b>	<b>\$ 20,065,748</b>	<b>\$ 20,082,275</b>	<b>\$ 16,527</b>	<b>\$ 741,512</b>	<b>\$ 1,894,669</b>	<b>\$ 17,446,094</b>	<b>\$ 20,082,275</b>

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,518,807	6,524,317	5,510	1,738,704	4,785,613	6,524,317
<b>Total Expenditures</b>	<b>\$ 26,584,555</b>	<b>\$ 26,606,592</b>		<b>\$ 1,738,704</b>	<b>\$ 4,785,613</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 871,013</b>	<b>\$ (871,013)</b>	<b>\$ -</b>

NOTE: PY2014 funding period is available July 1, 2014 through June 30, 2016 (after two years, funds revert to the State for one additional year)  
PY2015 funding period is available July 1, 2015 through June 30, 2017 (after two years, funds revert to the State for one additional year)

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
July 1, 2015 - June 30, 2016  
(Revised Budget - May 1, 2016)**

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2015</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	33.18	25.95	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			270,000	270,000	-	270,000	-	270,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			70,000	50,000	(20,000)	12,500	37,500	50,000
7055 Travel and Mileage - Staff			72,000	92,000	20,000	23,000	69,000	92,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			189,414	191,914	2,500	47,979	143,935	191,914
7075 Facilities Repairs and Maintenance			141,200	141,200	-	35,300	105,900	141,200
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			215,000	215,000	-	-	215,000	215,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			25,000	28,000	3,000	-	28,000	28,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	211,535	634,605	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	20,194	60,583	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			102,500	102,500	-	25,625	76,875	102,500
8500 Capital - Tenant Improvements			19,950	19,950	-	4,988	14,962	19,950
8900 Strategic Initiative - WIOA			115,793	115,803	10	28,951	86,852	115,803
8900 Strategic Initiative - 1st Qtr 2016			900,000	900,000	-	225,000	675,000	900,000
<b>Subtotal Board Operations</b>			<b>6,518,807</b>	<b>6,524,317</b>	<b>5,510</b>	<b>1,738,704</b>	<b>4,785,613</b>	<b>6,524,317</b>

**Workforce Connections  
Program Year 2015  
WIOA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Development Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Development Area by carrying out the Board's operations plans. Staff responsibilities include implementing Board policies and establishing techniques and methods to achieve the Board's mission. Staff administers and oversees all internal administrative service provisions, including program administration, management analysis and administration support for the Workforce Development Board.

**Revenues:**

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2015 allotted funds are in the amount of \$17,797,163. Funding is allocated among the three funding streams: Adult - \$7,375,010, Dislocated Worker - \$4,448,425, Youth - \$5,973,728.

Funding for PY2015 decreased by \$1,598,980 (8.24%), compared to the PY 2014 WIOA allocation which was \$19,396,143.

Other anticipated funding includes operating carry forward funds from PY2014 WIOA allocation of \$8,749,404 and program income/interest at \$60,025.

Total budgeted revenues for PY2015 are \$26,606,592.

**Expenditures – Community Resource Allocation:**

In January 2016, the Board approved National Emergency Grant (NEG) funds for ResCare Workforce Services in the amount of \$100,000 for additional training support of Dislocated Worker eligible clients.

**Administrative and Program Operating Expenditures – Board Staff:**

The Department of Labor allows local workforce development boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 15% of the total budget allocation. Such operational and management oversight includes, but is not limited to:

- Providing technical assistance to contracted service providers
- Tracking and monitoring of participating clients and performance outcome
- Program oversight and monitoring of service provider contracts



**6500 - Salaries: \$2,692,533** –Allocated costs for administrative and program staff salaries.

**7000 - Accounting and Auditing: \$270,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 25,000
Accounting Services	\$165,000

**7005 Legal Fees: \$70,000** – Allocated costs for legal services in areas such as Board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

**7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

**7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

**7025 Dues and Subscriptions: \$15,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

**7030 Postage and Delivery: \$6,000** –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

**7035 Printing and Reproduction: \$11,000** – Allocated costs for ancillary copying and printing costs associated with Board administration and daily operations.

**7040 Office Supplies: \$31,500** – Allocated costs for various office supplies needed for daily operations.

**7045 Systems Communications: \$107,000** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.

**7050 Training and Seminars (Staff): \$50,000 – A decrease of \$20,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. The decrease is a result of attending numerous WIOA trainings during the year where the registration for the training is a much smaller cost compared to the travel component. This funding is transferred to account 7055 – Travel and Mileage.

**7055 Travel and Mileage (Staff): \$92,000 – An increase of \$20,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. The increase is due to staff attending numerous WIOA training

opportunities throughout the year. Travel is a large component of attending the trainings, and as such, the funds are being transferred from line 7050 – Training and Seminars.

- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$191,914 – An increase of \$2,500** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions. The increase is needed because rent escalation was miscalculated for the formulation of the budget at the beginning of the year.
- 7075 Facilities Maintenance: \$141,200** – Allocated costs for equipment or facility repairs and maintenance and security guard services.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$215,000** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$28,000 – An increase of \$3,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is based on spend rates during the year.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- |                  |         |
|------------------|---------|
| Bank Fees        | \$6,000 |
| Payroll Services | \$5,000 |

- 7200 Equipment – Operating Leases: \$40,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$122,450** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$1,015,803 – An increase of \$10 –** These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
One-Stop Center - Charleston  
(Revised Budget - May 1, 2016)**

<b>One-StopCenter</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2015</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	0.90	0.90	53,179	53,179	-	1,595	51,584	53,179
7000 Accounting and Auditing			5,000	6,200	1,200	6,200	-	6,200
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			6,000	6,000	-		6,000	6,000
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			22,500	22,500	-		22,500	22,500
7045 Systems Communications			25,500	35,000	9,500		35,000	35,000
7050 Training, and Seminars - Staff			3,000	3,000	-		3,000	3,000
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			146,000	146,000	-		146,000	146,000
7075 Facilities Repairs and Maintenance			104,325	104,325	-		104,325	104,325
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	20,000	-		20,000	20,000
7085B Program Support Contracts - IT/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			18,613	18,613	-		18,613	18,613
7125 Employer Payroll Taxes			1,595	1,595	-		1,595	1,595
7130/7135 Payroll Services and Bank Fees			950	950	-	950	-	950
7200 Equipment - Operating Leases			45,500	47,500	2,000		47,500	47,500
7215/8500 Capital - Equipment and Furniture			7,750	7,750	-		7,750	7,750
GASB Depreciation			140,000	100,000	(40,000)		100,000	100,000
8900 Strategic Initiative - WIOA			120,700	108,000	(12,700)		108,000	108,000
<b>Subtotal One-Stop Center</b>			<b>781,512</b>	<b>741,512</b>	<b>(40,000)</b>	<b>14,745</b>	<b>726,767</b>	<b>741,512</b>

**Workforce Connections  
Program Year 2015  
WIOA One-Stop Center Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$53,179** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$6,200 – An increase of \$1,200** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The increase is a result of allocating the final audit costs based on the expenditures of the program. The One-Stop Center expenditures were a higher percentage of all operations costs than the prior year.
- 7025 Dues and Subscriptions: \$1,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,500** – Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$22,500** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$35,000 – An increase of \$9,500** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support. The increase is a result of having an outside operator run the One-Stop Center. In the past the bills were allocated based on headcount because WC had staff at the Center. Since ResCare took over operating the Center, the allocation method switched to square footage which brings more allocated costs.
- 7050 Training and Seminars (Staff): \$3,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$2,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$2,700** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7070 Rent (Offices): \$146,000** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$104,325** – Allocated costs for equipment, security and facility repairs and maintenance.
- 7080 Admin Support Contracts: \$6,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$20,000** – Allocated costs for program support training agreements.
- 7090 Non-Board Meetings and Outreach: \$1,800** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$12,900** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$18,613** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$1,595** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$950** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7200 Equipment – Operating Leases: \$47,500 – An increase of \$2,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is due to increases in printing usage over the year.
- 8500 Capital – Equipment and Furniture: \$7,750** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$120,700 – A decrease of \$12,700** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
One-Stop System  
(Revised Budget - May 1, 2016)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	9.38	7.38	683,158	683,158	-	20,495	662,663	683,158
7000 Accounting and Auditing			18,000	18,000	-	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			14,500	14,500	-		14,500	14,500
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			16,310	20,000	3,690		20,000	20,000
7050 Training, and Seminars - Staff			9,756	9,756	-		9,756	9,756
7055 Travel and Mileage - Staff			18,480	18,480	-		18,480	18,480
7060 Utilities			-	-	-		-	-
7065 Telephone			5,720	5,720	-		5,720	5,720
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			10,000	10,000	-		10,000	10,000
7080 Admin Support Contracts			17,000	17,000	-	17,000	-	17,000
7085A Program Support Contracts			59,500	59,500	-		59,500	59,500
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,500	-		58,500	58,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	216,087	-		216,087	216,087
7125 Employer Payroll Taxes			21,108	21,108	-		21,108	21,108
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	200,000	-		200,000	200,000
7215/8500 Capital - Equipment and Furniture			57,000	57,000	-		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIOA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			290,000	286,310	(3,690)		286,310	286,310
<b>Subtotal One-Stop System</b>			<b>1,894,669</b>	<b>1,894,669</b>	<b>-</b>	<b>86,995</b>	<b>1,807,674</b>	<b>1,894,669</b>



**Workforce Connections  
Program Year 2015  
WIOA One-Stop System Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$683,158** – Allocated costs for administrative and program staff salaries
- 7000 - Accounting and Auditing: \$18,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$1,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$14,500** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$3,500** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7035 Printing and Reproduction: \$4,500** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$10,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$20,000 – An increase of \$3,690** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support. The increase is due to the increase in the annual renewal of the HRM Direct applicant tracking software.
- 7050 Training and Seminars (Staff): \$9,756** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$18,480** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7065 Telephone: \$5,720** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7075 Facilities Maintenance: \$10,000** – Allocated costs for equipment, security and facility repairs and maintenance.
- 7080 Admin Support Contracts: \$17,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$59,500** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$15,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,500** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$19,000** – Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$216,087** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$21,108** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$200,000** – Contracts for training initiatives related to tutoring.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,050** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$286,310 – A decrease of \$3,690** – These funds are available to be allocated for future workforce initiatives approved by the Board.

b. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017

**WORKFORCE CONNECTIONS  
PY2016 WIOA Formula Budget  
July 1, 2016 - June 30, 2017  
(Revised Budget - May 1, 2016)**

Revenue by Funding Stream		Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
					10% Admin	15% Program		
PY2015 Adult	Estimated	4,462,428	1,500,000	(2,962,428)	150,000	225,000	1,125,000	1,500,000
PY2015 Dislocated Worker	Estimated	976,651	2,000,000	1,023,349	200,000	300,000	1,500,000	2,000,000
PY2015 Youth	Estimated	3,310,325	3,300,000	(10,325)	330,000	495,000	2,475,000	3,300,000
PY2016 Adult		7,375,010	8,979,339	1,604,329	897,934	1,346,901	6,734,504	8,979,339
PY2016 Dislocated Worker		4,448,425	2,992,325	(1,456,100)	299,233	448,849	2,244,243	2,992,325
PY2016 Youth		5,973,728	5,985,581	11,853	598,558	897,837	4,489,186	5,985,581
Other Revenues (Program Income and Interest)		60,025	60,025	-		25	60,000	60,025
<b>Total Revenue by Funding Stream</b>		<b>\$ 26,606,592</b>	<b>\$ 24,817,270</b>	<b>\$ (1,789,322)</b>	<b>\$ 2,475,725</b>	<b>\$ 3,713,612</b>	<b>\$ 18,627,933</b>	<b>\$ 24,817,270</b>
					-6.7% Subtotal Board Operations		\$ 6,189,337	

Notes:

1. PY2016 Revenues include WIOA funding in the total amount of \$17,957,245.
2. Carry forward funds for PY2015 amount to \$6,800,000.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	8,948,685	7,889,504	(1,059,181)	507,500	1,106,000	6,276,004	7,889,504
Dislocated Worker Services	4,092,969	3,774,243	(318,726)	217,500	474,000	3,082,743	3,774,243
Youth Services	7,040,621	6,964,186	(76,435)		30,000	6,934,186	6,964,186
<b>Subtotal Community Resource Allocations</b>	<b>\$ 20,082,275</b>	<b>\$ 18,627,933</b>	<b>\$ (1,454,342)</b>	<b>\$ 725,000</b>	<b>\$ 1,610,000</b>	<b>\$ 16,292,933</b>	<b>\$ 18,627,933</b>

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,524,317	6,189,337	(334,980)	1,615,334	4,574,003	6,189,337
<b>Total Expenditures</b>	<b>\$ 26,606,592</b>	<b>\$ 24,817,270</b>		<b>\$ 1,615,334</b>	<b>\$ 4,574,003</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 860,391</b>	<b>\$ (860,391)</b>	<b>\$ -</b>

NOTE: PY2015 funding period is available July 1, 2015 through June 30, 2017 (after two years, funds revert to the State for one additional year)  
PY2016 funding period is available July 1, 2016 through June 30, 2018 (after two years, funds revert to the State for one additional year)

**WORKFORCE CONNECTIONS**  
**PY2016 WIOA Formula Budget**  
**July 1, 2016 - June 30, 2017**  
**(Revised Budget - May 1, 2016)**

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Admin	Program	Total
6500 Salaries	27.57	24.57	2,692,533	2,400,000	(292,533)	480,000	1,920,000	2,400,000
7000 Accounting and Auditing			270,000	200,000	(70,000)	200,000	-	200,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			50,000	50,000	-	12,500	37,500	50,000
7055 Travel and Mileage - Staff			92,000	92,000	-	23,000	69,000	92,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			191,914	195,000	3,086	48,750	146,250	195,000
7075 Facilities Repairs and Maintenance			141,200	145,000	3,800	36,250	108,750	145,000
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			215,000	220,000	5,000	-	220,000	220,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	35,000	(8,000)	8,750	26,250	35,000
7095 Board Meetings and Travel			28,000	30,000	2,000	-	30,000	30,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	816,000	(30,140)	204,000	612,000	816,000
7125 Employer Payroll Taxes			80,777	77,000	(3,777)	19,250	57,750	77,000
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			102,500	100,000	(2,500)	25,000	75,000	100,000
8500 Capital - Tenant Improvements			19,950	20,000	50	5,000	15,000	20,000
CAP Cost Allocation to One-Stop				(35,000)	(35,000)	(8,750)	(26,250)	(35,000)
8900 Strategic Initiative - WIOA			115,803	208,837	93,034	52,209	156,628	208,837
8900 Strategic Initiative - 1st Qtr 2017			900,000	900,000	-	225,000	675,000	900,000
<b>Subtotal Board Operations</b>			<b>6,524,317</b>	<b>6,189,337</b>	<b>(334,980)</b>	<b>1,615,334</b>	<b>4,574,003</b>	<b>6,189,337</b>

**Workforce Connections  
Program Year 2016  
WIOA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Development Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Development Area by carrying out the Board's operations plans. Staff responsibilities include implementing Board policies and establishing techniques and methods to achieve the Board's mission. Staff administers and oversees all internal administrative service provisions, including program administration, management analysis and administration support for the Workforce Development Board.

**Revenues:**

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2016 allotted funds are in the amount of \$17,957,245. Funding is allocated among the three funding streams: Adult - \$8,979,339, Dislocated Worker - \$2,992,325, Youth - \$5,985,581.

Funding for PY2016 increased by \$160,082 (.90%), compared to the PY 2015 WIOA allocation which was \$17,797,163.

Other anticipated funding includes **estimated** operating carry forward funds from PY2015 WIOA allocation of \$6,800,000 and program income/interest at \$60,025.

Total budgeted revenues for PY2016 are \$24,817,270.

**Expenditures – Community Resource Allocation:**

Community resource funding is in the amount of \$18,627,933. No funds have been Board obligated at this time.

**Administrative and Program Operating Expenditures – Board Staff:**

The Department of Labor allows local workforce development boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 15% of the total budget allocation. Such operational and management oversight includes, but is not limited to:

- Providing technical assistance to contracted service providers
- Tracking and monitoring of participating clients and performance outcome
- Program oversight and monitoring of service provider contracts

**6500 - Salaries: \$2,400,000 – A decrease of \$292,533** – Allocated costs for administrative and program staff salaries. The decrease is due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool.

**7000 - Accounting and Auditing: \$200,000 – A decrease of \$70,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The decrease is due to the reduced renewal amount of the accounting services contract.

A-133 Audit	\$ 80,000
Auditing Services	\$ 25,000
Accounting Services	\$ 95,000

**7005 Legal Fees: \$70,000** – Allocated costs for legal services in areas such as Board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

**7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

**7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

**7025 Dues and Subscriptions: \$15,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

**7030 Postage and Delivery: \$6,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

**7035 Printing and Reproduction: \$11,000** – Allocated costs for ancillary copying and printing costs associated with Board administration and daily operations.

**7040 Office Supplies: \$31,500** – Allocated costs for various office supplies needed for daily operations.

**7045 Systems Communications: \$107,000** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.

**7050 Training and Seminars (Staff): \$50,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

**7055 Travel and Mileage (Staff): \$92,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.



- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$195,000 – An increase of \$3,086** – Allocated costs for Workforce Connections' office space for staff in support of the Board's administrative and programmatic functions. The increase is needed because of the scheduled rent escalation of 3% during the year.
- 7075 Facilities Maintenance: \$145,000 – An increase of \$3,800** – Allocated costs for equipment or facility repairs and maintenance and security guard services. The increase is for anticipated vehicle maintenance costs.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$220,000 – An increase of \$5,000** – Allocated costs for program support training agreements. The increase is due to bringing the budget to anticipated executed contract amounts for services.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$35,000 – A decrease of \$8,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The decrease is based on historical spend analysis.
- 7095 Board Meetings and Travel: \$30,000 – An increase of \$2,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is based on historical spend analysis.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$816,000 – A decrease of \$30,140** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits. The decrease results from the position adjustments related to the salary line above.
- 7125 - Employer Payroll Taxes: \$77,000 – A decrease of \$3,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The decrease results from the position adjustments related to the salary line above.

**7130-7135 Bank/Payroll Services: \$11,000** –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$6,000
Payroll Services	\$5,000

**7200 Equipment – Operating Leases: \$40,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

**8500 Capital – Equipment and Furniture: \$120,000 – A decrease of \$2,450** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. **The decrease is based on historical spend analysis.**

**CAP Cost Allocation to One-Stop: (\$35,000)** – Costs allocated to the One-Stop Center and System based on operations staff time spent and charged to those activities.

**8900 Strategic Initiatives: \$1,108,837 – An increase of \$93,034** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS  
PY2016 WIOA Formula Budget  
One-Stop Center - Charleston  
(Revised Budget - May 1, 2016)**

<b>One-StopCenter</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2016</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	0.90	0.90	53,179	54,000	821	1,620	52,380	54,000
7000 Accounting and Auditing			6,200	6,200	-	6,200	-	6,200
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			6,000	6,000	-		6,000	6,000
7035 Printing and Reproduction			4,500	4,000	(500)		4,000	4,000
7040 Office Supplies			22,500	23,000	500		23,000	23,000
7045 Systems Communications			35,000	35,000	-		35,000	35,000
7050 Training, and Seminars - Staff			3,000	-	(3,000)		-	-
7055 Travel and Mileage - Staff			2,000	-	(2,000)		-	-
7060 Utilities			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	3,000	300		3,000	3,000
7070 Facility Rent/Lease			146,000	148,000	2,000		148,000	148,000
7075 Facilities Repairs and Maintenance			104,325	105,000	675		105,000	105,000
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	10,000	(10,000)		10,000	10,000
7085B Program Support Contracts - IT/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	2,000	200		2,000	2,000
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	15,000	2,100		15,000	15,000
7100-7120 Employee Fringe Benefits			18,613	19,000	387		19,000	19,000
7125 Employer Payroll Taxes			1,595	1,700	105		1,700	1,700
7130/7135 Payroll Services and Bank Fees			950	600	(350)	600	-	600
7200 Equipment - Operating Leases			47,500	47,500	-		47,500	47,500
7215/8500 Capital - Equipment and Furniture			7,750	8,000	250		8,000	8,000
GASB Depreciation			100,000	100,000	-		100,000	100,000
CAP Cost Allocation to One-Stop				25,000	25,000		25,000	25,000
8900 Strategic Initiative - WIOA			108,000	75,000	(33,000)		75,000	75,000
<b>Subtotal One-Stop Center</b>			<b>741,512</b>	<b>725,000</b>	<b>(16,512)</b>	<b>14,420</b>	<b>710,580</b>	<b>725,000</b>

**Workforce Connections  
Program Year 2016  
WIOA One-Stop Center Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$54,000 – An increase of \$821 –** Allocated costs for administrative and program staff salaries. The increase is to account for a position adjustment.
- 7000 - Accounting and Auditing: \$6,200 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7025 Dues and Subscriptions: \$1,000 –** Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000 –** Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,000 – A decrease of \$500 –** Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations. The decrease is based on historical spend analysis.
- 7040 Office Supplies: \$23,000 – An increase of \$500 –** Allocated costs for program support training agreements and security guard costs. The increase is based on historical spend analysis.
- 7045 Systems Communications: \$35,000 –** Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7050 Training and Seminars (Staff): \$0 – A decrease of \$3,000 –** Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. These are staff related line items and the One-Stop Center does not have Board staff.
- 7055 Travel and Mileage (Staff): \$0 – A decrease of \$2,000 –** Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. These are staff related line items and the One-Stop Center does not have Board staff.
- 7060 Utilities: \$30,000 –** Allocated costs for electric and gas.
- 7065 Telephone: \$3,000 – An increase of \$300 –** Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication. The increase is based on historical spend analysis.

- 7070 Rent (Offices): \$148,000 – An increase of \$2,000** – Allocated costs for Workforce Connections' office space for staff in support of the Board's administrative and programmatic functions. The increase is needed because of the scheduled rent escalation of 3% during the year.
- 7075 Facilities Maintenance: \$105,000 – An increase of \$675** – Allocated costs for equipment, security and facility repairs and maintenance. The increase is based on historical spend analysis.
- 7080 Admin Support Contracts: \$6,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$10,000 – A decrease of \$10,000** – Allocated costs for program support training agreements. The decrease is based on historical spend analysis.
- 7090 Non-Board Meetings and Outreach: \$2,000 – An increase of \$200** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The increase is based on historical spend analysis.
- 7100 Insurance: \$15,000 – An increase of \$2,100** – Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omissions liability. The increase is based on historical spend analysis.
- 7100-7120 Employee Fringe Benefits: \$19,000 – An increase of \$387** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits. The increase is to account for a position adjustment.
- 7125 Employer Payroll Taxes: \$1,700 – An increase of \$105** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The increase is to account for a position adjustment.
- 7130-7135 Bank/Payroll Services: \$600 – A decrease of \$350** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services. The decrease is based on historical spend analysis.
- 7200 Equipment – Operating Leases: \$47,500** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$8,000 – An increase of \$250** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is based on historical spend analysis.
- CAP Cost Allocation to One-Stop: \$25,000** – Costs allocated to the One-Stop Center based on operations staff time spent and charged to those activities.

**8900 Strategic Initiatives: \$75,000 – A decrease of \$33,000 –** These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS  
PY2016 WIOA Formula Budget  
One-Stop System  
(Revised Budget - May 1, 2016)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Admin	Program	Total
6500 Salaries	8.38	6.38	683,158	615,000	(68,158)	18,450	596,550	615,000
7000 Accounting and Auditing			18,000	18,000	-	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			14,500	15,000	500		15,000	15,000
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
7035 Printing and Reproduction			4,500	4,000	(500)		4,000	4,000
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			20,000	20,000	-		20,000	20,000
7050 Training, and Seminars - Staff			9,756	10,000	244		10,000	10,000
7055 Travel and Mileage - Staff			18,480	20,000	1,520		20,000	20,000
7060 Utilities			-	-	-		-	-
7065 Telephone			5,720	6,000	280		6,000	6,000
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			10,000	20,000	10,000		20,000	20,000
7080 Admin Support Contracts			17,000	15,000	(2,000)	15,000	-	15,000
7085A Program Support Contracts			59,500	50,000	(9,500)		50,000	50,000
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,000	(500)		58,000	58,000
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	210,000	(6,087)		210,000	210,000
7125 Employer Payroll Taxes			21,108	22,000	892		22,000	22,000
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	-	(200,000)		-	-
7215/8500 Capital - Equipment and Furniture			57,000	57,000	-		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,000	(50)		15,000	15,000
CAP Cost Allocation to One-Stop			-	10,000	10,000		10,000	10,000
8900 Strategic Initiative - WIOA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			286,310	265,000	(21,310)		265,000	265,000
<b>Subtotal One-Stop System</b>			<b>1,894,669</b>	<b>1,610,000</b>	<b>(284,669)</b>	<b>82,950</b>	<b>1,527,050</b>	<b>1,610,000</b>



**Workforce Connections  
Program Year 2016  
WIOA One-Stop System Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$615,000 – A decrease of \$68,158 –** Allocated costs for administrative and program staff salaries. The decrease is due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool.
- 7000 - Accounting and Auditing: \$18,000 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000 –** Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$1,000 –** Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$15,000 – An increase of \$500 –** Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software. The increase is based on historical spend analysis.
- 7025 Dues and Subscriptions: \$3,500 –** Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7035 Printing and Reproduction: \$4,000 – A decrease of \$500 –** Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations. The decrease is based on historical spend analysis.
- 7040 Office Supplies: \$10,000 –** Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$20,000 –** Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7050 Training and Seminars (Staff): \$10,000 – An increase of \$244 –** Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. The increase is based on historical spend analysis.
- 7055 Travel and Mileage (Staff): \$20,000 – An increase of \$1,520 –** Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. The increase is based on historical spend analysis.

- 7065 Telephone: \$6,000 – An increase of \$280** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication. The increase is based on historical spend analysis.
- 7075 Facilities Maintenance: \$20,000 – An increase of \$10,000** – Allocated costs for equipment, security and facility repairs and maintenance. The increase is for anticipated gas, repairs and maintenance and other costs to maintain the mobile One-Stop units.
- 7080 Admin Support Contracts: \$15,000 – A decrease of \$2,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management. The decrease is based on historical spend analysis.
- 7085A Program Support Contracts: \$50,000 – A decrease of \$9,500** – Allocated costs for program support training agreements. The decrease is based on historical spend analysis.
- 7085B Program Support Contracts – IT and Web: \$15,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,000 – A decrease of \$500** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The decrease is based on historical spend analysis.
- 7100 Insurance: \$19,000** – Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omission liability.
- 7100-7120 Employee Fringe Benefits: \$210,000 – A decrease of \$6,087** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits. The decrease is to account for a position adjustment.
- 7125 Employer Payroll Taxes: \$22,000 – An increase of \$892** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The increase is to account for a position adjustment and on historical spend analysis.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$0 – A decrease of \$200,000** – Contracts for training initiatives related to tutoring. The tutoring contracts have expired and were not renewed.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,000 – A decrease of \$50** – Allocated costs for equipment and furniture including computers, servers, and furniture

for administrative and programmatic support staff. The decrease is based on historical spend analysis.

**CAP** **Cost Allocation to One-Stop: \$10,000 –** Costs allocated to the One-Stop System based on operations staff time spent and charged to those activities.

**8900** **Strategic Initiatives: \$265,000 – A decrease of \$21,310 –** These funds are available to be allocated for future workforce initiatives approved by the Board.

- c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)

## PY2015 WIOA Formula Expenses

For the Period : July 1, 2015 through June 30, 2016

## Administrative and Program Operating Budget

											% OF PROGRAM YEAR COMPLETED		
											75.0%		
Line Item Number	Budget				Actual Expenses			Budget Authority Remaining			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	538,507	2,154,026	2,692,533	391,740	1,122,673	1,514,414	146,767	1,031,353	1,178,119	72.75%	52.12%	56.24%
7000	Accounting and Auditing	270,000	0	270,000	140,347	0	140,347	129,653	0	129,653	51.98%	0.00%	51.98%
7005	Legal Fees	70,000	0	70,000	6,133	0	6,133	63,867	0	63,867	8.76%	0.00%	8.76%
7010	Legal Publication Advertising	4,500	13,500	18,000	166	1,351	1,517	4,334	12,149	16,483	3.69%	10.01%	8.43%
7020	Licenses and Permits	750	2,250	3,000	110	304	414	640	1,946	2,586	14.72%	13.51%	13.81%
7025	Dues and Subscriptions	3,750	11,250	15,000	968	3,634	4,603	2,782	7,616	10,397	25.83%	32.30%	30.68%
7030	Postage & Delivery	1,500	4,500	6,000	598	1,790	2,388	902	2,710	3,612	39.89%	39.78%	39.81%
7035	Printing and Reproduction	2,750	8,250	11,000	1,064	3,177	4,241	1,686	5,073	6,759	38.69%	38.51%	38.55%
7040	Office Supplies	7,875	23,625	31,500	4,175	12,522	16,698	3,700	11,103	14,802	53.02%	53.01%	53.01%
7045	System Communications	26,750	80,250	107,000	16,750	49,272	66,022	10,000	30,978	40,978	62.62%	61.40%	61.70%
7050	Training and Seminars	17,500	52,500	70,000	5,788	23,099	28,887	11,712	29,401	41,113	33.07%	44.00%	41.27%
7055	Travel and Mileage (Staff)	18,000	54,000	72,000	8,679	37,134	45,813	9,321	16,866	26,187	48.22%	68.77%	63.63%
7060	Utilities	7,500	22,500	30,000	5,139	15,240	20,380	2,361	7,260	9,620	68.52%	67.74%	67.93%
7065	Telephone	7,500	22,500	30,000	2,624	11,765	14,388	4,876	10,735	15,612	34.98%	52.29%	47.96%
7070	Rent	47,354	142,060	189,414	35,368	105,351	140,719	11,986	36,709	48,695	74.69%	74.16%	74.29%
7075	Facilities Maintenance	33,875	101,625	135,500	23,457	71,485	94,942	10,418	30,140	40,558	69.25%	70.34%	70.07%
7080/7085	Support Contracts	118,000	385,000	503,000	73,273	206,800	280,073	44,727	178,200	222,927	62.10%	53.71%	55.68%
7090	Non-Board Meetings & Outreach	10,750	32,250	43,000	1,984	11,444	13,428	8,766	20,806	29,572	18.46%	35.48%	31.23%
7095	Board Meetings and Travel	0	25,000	25,000	0	21,317	21,317	0	3,683	3,683	0.00%	85.27%	85.27%
7100	Insurance	12,500	37,500	50,000	8,341	22,846	31,187	4,159	14,654	18,813	66.73%	60.92%	62.37%
7120	Employee Fringe Benefits	211,535	634,605	846,140	128,628	384,191	512,819	82,907	250,414	333,321	60.81%	60.54%	60.61%
7125	Employer Payroll Taxes	20,194	60,583	80,777	10,045	32,251	42,295	10,149	28,332	38,482	49.74%	53.23%	52.36%
7130/7135	Payroll Services and Bank Fees	11,000	0	11,000	4,753	0	4,753	6,247	0	6,247	43.21%	0.00%	43.21%
7200	Equipment - Operating Leases	10,000	30,000	40,000	5,470	16,302	21,772	4,530	13,698	18,228	54.70%	54.34%	54.43%
8500	Equipment and Furniture	30,613	91,837	122,450	10,941	31,902	42,844	19,672	59,935	79,606	35.74%	34.74%	34.99%
8900	Strategic Initiative (Operations)	263,001	789,002	1,052,003	0	0	0	263,001	789,002	1,052,003	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,745,704</b>	<b>4,778,613</b>	<b>6,524,317</b>	<b>886,543</b>	<b>2,185,850</b>	<b>3,072,393</b>	<b>859,161</b>	<b>2,592,763</b>	<b>3,451,924</b>	<b>50.78%</b>	<b>45.74%</b>	<b>47.09%</b>

## Legend

Correct Now	
Watch	
OK	

d. Awards & Expenditures Report - Monthly Update (Status of Service Providers)

**Workforce Connections  
Awards and Expenditures  
Program Year 2014/2015 Adult/Dislocated Worker Programs  
February 29, 2016**

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA/WIOA PY15 One-Stop Career Center**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	\$ 338,777	\$ 123,981	\$ 71,731	\$ 195,711	57.77%	\$ 143,066
ResCare Economic Development	7/1/15-6/30/16	\$ 137,515	\$ 54,568	\$ 12,800	\$ 67,368	48.99%	\$ 70,147
ResCare General Career and Training	7/1/15-6/30/16	\$ 1,259,486	\$ 438,219	\$ 266,551	\$ 704,770	55.96%	\$ 554,716
JanTec - Follow-up Files	7/1/15-3/31/16	\$ 100,000	\$ 26,530	\$ 13,933	\$ 40,464	40.46%	\$ 59,536
<b>Total</b>		<b>\$ 1,835,778</b>	<b>\$ 643,298</b>	<b>\$ 365,015</b>	<b>\$ 1,008,313</b>	<b>54.93%</b>	<b>\$ 827,465</b>

**WIA/WIOA PY15 One-Stop Affiliate Sites**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 395,000	\$ 104,711	\$ 93,959	\$ 198,670	50.30%	\$ 196,330
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 628,000	\$ 246,800	\$ 105,506	\$ 352,306	56.10%	\$ 275,694
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 675,000	\$ 326,069	\$ 126,612	\$ 452,681	67.06%	\$ 222,319
<b>Total</b>		<b>\$ 1,698,000</b>	<b>\$ 677,580</b>	<b>\$ 326,077</b>	<b>\$ 1,003,656</b>	<b>59.11%</b>	<b>\$ 694,344</b>

**WIA/WIOA PY14/15 Special Populations**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 264,000	\$ 109,375	\$ 76,145	\$ 185,520	70.27%	\$ 78,480
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 390,000	\$ 298,213		\$ 298,213	76.46%	\$ 91,787
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 339,200	\$ 151,300	\$ 26,925	\$ 178,224	52.54%	\$ 160,976
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 360,000	\$ 171,754	\$ 44,210	\$ 215,964	59.99%	\$ 144,036
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	\$ 800,000	\$ 339,930		\$ 339,930	42.49%	\$ 460,070
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ 395,000	\$ 18,686	\$ 7,469	\$ 26,155	6.62%	\$ 368,845
UNLV Nursing GAP Training	11/1/14-6/30/16	\$ 200,000	\$ 99,990		\$ 99,990	50.00%	\$ 100,010
<b>Total</b>		<b>\$ 2,748,200</b>	<b>\$ 1,189,248</b>	<b>\$ 154,748</b>	<b>\$ 1,343,996</b>	<b>48.90%</b>	<b>\$ 1,404,204</b>

**WIA/WIOA PY15 Rural**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 59,500	\$ 27,180	\$ 4,633	\$ 31,813	53.47%	\$ 27,687
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 345,000	\$ 128,114	\$ 42,568	\$ 170,681	49.47%	\$ 174,319
<b>Total</b>		<b>\$ 404,500</b>	<b>\$ 155,293</b>	<b>\$ 47,201</b>	<b>\$ 202,494</b>	<b>50.06%</b>	<b>\$ 202,006</b>

<b>Total PY14-PY15 Adult/DW</b>		<b>\$ 6,686,478</b>	<b>\$ 2,665,419</b>	<b>\$ 893,041</b>	<b>\$ 3,558,460</b>	<b>53.22%</b>	<b>\$ 3,128,018</b>
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75%

25%



**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Adult/Dislocated Worker WC paid Trainings  
Obligations through April 5, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA/WIOA PY15 One-Stop Career Center**

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	N/A			\$ -		
ResCare Economic Development	7/1/15-6/30/16	\$ 340,939	\$ 146,206	\$ 4,037	\$ 150,244	44.07%	\$ 190,695
ResCare General Career and Training	7/1/15-6/30/16	\$ 699,222	\$ 424,380	\$ 135,302	\$ 559,682	80.04%	\$ 139,540
JanTec - Follow-up Files	7/1/15-3/31/16	N/A			\$ -		
<b>Total</b>		<b>\$ 1,040,161</b>	<b>\$ 570,586</b>	<b>\$ 139,339</b>	<b>\$ 709,925</b>	<b>68.25%</b>	<b>\$ 330,236</b>

**WIA/WIOA PY15 One-Stop Affiliate Sites**

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 240,000	\$ 84,028	\$ 40,648	\$ 124,676	51.95%	\$ 115,324
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 412,000	\$ 216,973	\$ 85,330	\$ 302,303	73.37%	\$ 109,697
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 400,000	\$ 242,262	\$ 85,738	\$ 328,000	82.00%	\$ 72,000
<b>Total</b>		<b>\$ 1,052,000</b>	<b>\$ 543,263</b>	<b>\$ 211,716</b>	<b>\$ 754,979</b>	<b>71.77%</b>	<b>\$ 297,021</b>

**WIA/WIOA PY14/15 Special Populations**

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 236,000	\$ 104,734	\$ 55,674	\$ 160,408	67.97%	\$ 75,592
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 210,000	\$ 84,952		\$ 84,952	40.45%	\$ 125,048
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 260,800	\$ 102,576	\$ 12,911	\$ 115,487	44.28%	\$ 145,313
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 240,000	\$ 138,570	\$ 49,724	\$ 188,294	78.46%	\$ 51,706
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ 5,000	\$ -	\$ -	\$ -	0.00%	\$ 5,000
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	N/A			\$ -		
UNLV Nursing GAP Training	11/1/14-6/30/16	N/A			\$ -		
<b>Total</b>		<b>\$ 951,800</b>	<b>\$ 430,831</b>	<b>\$ 118,309</b>	<b>\$ 549,140</b>	<b>57.69%</b>	<b>\$ 402,660</b>

**WIA/WIOA PY15 Rural**

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 40,500	\$ 24,420	\$ -	\$ 24,420	60.30%	\$ 16,080
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 230,000	\$ 150,531	\$ 35,264	\$ 185,795	80.78%	\$ 44,205
<b>Total</b>		<b>\$ 270,500</b>	<b>\$ 174,951</b>	<b>\$ 35,264</b>	<b>\$ 210,215</b>	<b>77.71%</b>	<b>\$ 60,285</b>

**WIA PY15 NEG**

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000		\$ 8,039	\$ 8,039	16.08%	\$ 41,961
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 25,000			\$ -	0.00%	\$ 25,000
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 100,000		\$ 2,100	\$ 2,100	2.10%	\$ 97,900
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 35,000		\$ 1,575	\$ 1,575	4.50%	\$ 33,425
ResCare Economic Development	7/1/15-6/30/16	\$ 100,000		\$ 33,044	\$ 33,044	33.04%	\$ 66,956
ResCare General Career and Training	7/1/15-6/30/16						
<b>Total</b>		<b>\$ 460,000</b>	<b>\$ -</b>	<b>\$ 44,758</b>	<b>\$ 44,758</b>	<b>9.73%</b>	<b>\$ 415,242</b>

<b>Total PY11-PY12 Adult/DW</b>		<b>\$ 3,774,461</b>	<b>\$ 1,719,631</b>	<b>\$ 549,387</b>	<b>\$ 2,269,017</b>	<b>60.12%</b>	<b>\$ 1,505,444</b>
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76%

24%

**Workforce Connections  
Awards and Expenditures  
Program Year 2014/2015 Youth Programs  
February 29, 2016**

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY15 Youth One Stop Affiliate Sites**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 867,800	\$ -	\$ 398,289	\$ 398,289	45.90%	\$ 469,511
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 679,500	\$ -	\$ 314,892	\$ 314,892	46.34%	\$ 364,608
<b>Total</b>		<b>\$ 1,547,300</b>	<b>\$ -</b>	<b>\$ 713,181</b>	<b>\$ 713,181</b>	<b>46.09%</b>	<b>\$ 834,119</b>
			<b>0%</b>	<b>100%</b>			

**WIA PY15 Youth Rural**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 127,320	\$ 13,196	\$ 15,470	\$ 28,666	22.51%	\$ 98,654
Nye Communities Coalition	7/1/15-6/30/16	\$ 342,800	\$ 67,599	\$ 58,533	\$ 126,132	36.79%	\$ 216,668
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 210,000	\$ 50,703	\$ 47,519	\$ 98,223	46.77%	\$ 111,777
<b>Total</b>		<b>\$ 680,120</b>	<b>\$ 131,498</b>	<b>\$ 121,522</b>	<b>\$ 253,021</b>	<b>37.20%</b>	<b>\$ 427,099</b>
			<b>52%</b>	<b>48%</b>			

**WIA PY15 Special Populations**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 342,400	\$ -	\$ 152,915	\$ 152,915	44.66%	\$ 189,485
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 337,429	\$ 16,307	\$ 184,480	\$ 200,788	59.51%	\$ 136,641
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 525,000		\$ 118,892	\$ 118,892	22.65%	\$ 406,108
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 470,300	\$ 133,042	\$ 120,372	\$ 253,414	53.88%	\$ 216,886
<b>Total</b>		<b>\$ 1,675,129</b>	<b>\$ 149,349</b>	<b>\$ 576,659</b>	<b>\$ 726,008</b>	<b>43.34%</b>	<b>\$ 949,121</b>
			<b>21%</b>	<b>79%</b>			

<b>Total PY14-PY15 Youth</b>		<b>\$ 3,902,549</b>	<b>\$ 280,847</b>	<b>\$ 1,411,362</b>	<b>\$ 1,692,210</b>	<b>43.36%</b>	<b>\$ 2,210,339</b>
			<b>17%</b>	<b>83%</b>			

**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Youth WC Paid Trainings  
Obligations through April 5, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY15 Youth One Stop Affiliate Sites**

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 87,000	\$ 2,095	\$ 25,889	\$ 27,984	32.16%	\$ 59,017
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 147,500	\$ -	\$ 81,155	\$ 81,155	55.02%	\$ 66,345
<b>Total</b>		<b>\$ 234,500</b>	<b>\$ 2,095</b>	<b>\$ 107,044</b>	<b>\$ 109,139</b>	<b>46.54%</b>	<b>\$ 125,361</b>
			2%	98%			

**WIA PY15 Youth Rural**

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 22,680	\$ -	\$ (7,327)	\$ (7,327)	-32.30%	\$ 30,007
Nye Communities Coalition	7/1/15-6/30/16	\$ 7,200	\$ -	\$ 3,999	\$ 3,999	55.54%	\$ 3,201
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 65,000	\$ -	\$ 7,981	\$ 7,981	12.28%	\$ 57,019
<b>Total</b>		<b>\$ 94,880</b>	<b>\$ -</b>	<b>\$ 4,653</b>	<b>\$ 4,653</b>	<b>4.90%</b>	<b>\$ 90,227</b>
			0%	100%			

**WIA PY15 Special Populations**

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 157,600	\$ -	\$ 55,662	\$ 55,662	35.32%	\$ 101,938
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 162,571	\$ 5,500	\$ 10,999	\$ 16,499	10.15%	\$ 146,072
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 125,000	\$ -	\$ -	\$ -	0.00%	\$ 125,000
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 29,700	\$ 1,480	\$ 1,480	\$ 2,960	9.97%	\$ 26,740
<b>Total</b>		<b>\$ 474,871</b>	<b>\$ 6,980</b>	<b>\$ 68,141</b>	<b>\$ 75,121</b>	<b>15.82%</b>	<b>\$ 399,750</b>
			9%	91%			
<b>Total Youth</b>		<b>\$ 804,251</b>	<b>\$ 9,075</b>	<b>\$ 179,839</b>	<b>\$ 188,913</b>	<b>23.49%</b>	<b>\$ 615,338</b>
			5%	95%			

**Workforce Connections  
Awards and Expenditures  
Program Year 2013/2014/2015 Direct Programs  
February 29, 2016**

Amounts for Internal Programs reflect expenditures as of February, 2016.

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

**Direct Grants**

<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Youth Build PY13 - WC	4.00	7/15/13-11/14/16	973,464	\$ 871,318	89.51%	102,147
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	126,536	\$ 126,536	100.00%	-
Youth Build PY15 - WC		10/1/15-1/31/19	1,000,000	\$ 107,827	10.78%	892,173
Youth Build PY15 - CCSD DRHS		10/1/15-9/30/17	100,000	\$ 5,707	5.71%	94,293
AmeriCorps PY15 - WC	0.10	8/1/15-7/31/16	42,328	\$ 25,199	59.53%	17,129
AARP		7/1/14-6/30/16	100,000	\$ 81,345	81.35%	18,655
NSHE - DETR	0.40	2/9/16-6/30/16	65,270	\$ 6,931	10.62%	58,339
NSHE - Robert Wood		11/1/15-1/31/17	64,015	\$ 49,100	76.70%	14,915
<b>Total</b>	<b>4.50</b>		<b>2,471,613</b>	<b>1,273,963</b>	<b>51.54%</b>	<b>1,197,650</b>

- e. WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures – Adult, Dislocated Worker and Youth

**workforce CONNECTIONS**  
**WIOA Expenditure Tracking**  
**YTD PY15 - July 1, 2015 through February 29, 2016**

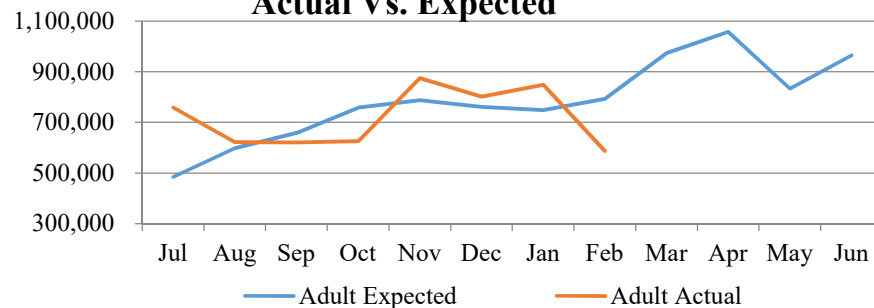
**Spending Plan (July 1, 2015 through June 30, 2016)**

Budget Line Item	PY15 Budget			PY15 Funding to be Used 1Q PY16		
	ADW	Youth	Total	ADW	Youth	Total
WC Operations	4,275,375	2,243,432	6,518,807	900,000	308,432	1,208,432
<b>Community Resource Allocations</b>						
One-Stop Center and System	2,426,181	250,000	2,676,181	450,000	10,000	460,000
Service Provider Contracts	10,598,946	6,790,621	17,389,567	1,177,920	1,292,500	2,470,420
<b>Subtotal Community Resource Allocations</b>	<b>13,025,127</b>	<b>7,040,621</b>	<b>20,065,748</b>	<b>1,627,920</b>	<b>1,302,500</b>	<b>2,930,420</b>
<b>Total Budget</b>	<b>17,300,502</b>	<b>9,284,053</b>	<b>26,584,555</b>	<b>2,527,920</b>	<b>1,610,932</b>	<b>4,138,852</b>

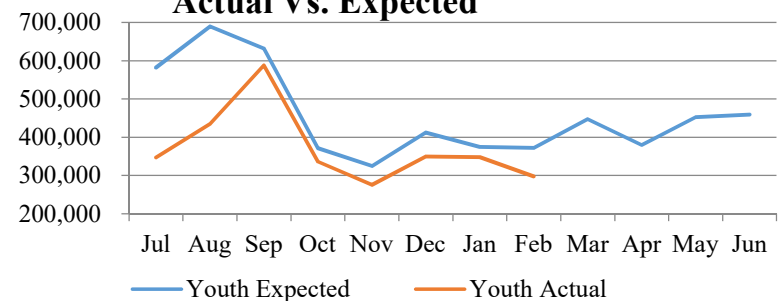
**YTD Actuals Vs. Expected**

Approved Awards	ADW			Youth		
	YTD Actual	YTD Expected	Inc / (Dec)	YTD Actual	YTD Expected	Inc / (Dec)
WC Operations	1,936,356	2,250,250	(313,894)	786,627	1,290,000	(503,373)
One-Stop Center and System	807,010	1,317,454	(510,444)	0	160,000	(160,000)
Service Provider Contracts	5,740,300	5,592,037	148,263	2,977,587	3,759,113	(781,527)
<b>Total Budget</b>	<b>8,483,665</b>	<b>9,159,741</b>	<b>(676,076)</b>	<b>3,764,214</b>	<b>5,209,113</b>	<b>(1,444,900)</b>

**ADW Service Provider Contracts  
Actual Vs. Expected**



**Youth Service Provider Contracts  
Actual Vs. Expected**



<p>f. Workforce Connections' Professional Services Contracts</p>
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*Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any member of this Consortium upon request.*

- i. Allied Barton Security Services – This is the fifth amendment to the original contract which provides security services at Workforce Connection's main office and One-Stop Career Center as well as driver support for the Mobile One-Stop deployment. This amendment of \$170,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$525,000.00.
- ii. John Chamberlain – This is the second amendment to the original contract which provides WIOA technical assistance and strategic Board development. This amendment of \$20,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$69,000.00.
- iii. Integrity Imaging Solutions – This is the second amendment to the original contract which provides document scanning services for Workforce Connections and all of its partners. This is a no cost extension request with a date modification for a second year with the maximum contract not to exceed amount remaining at \$75,000.00.
- iv. Joy Huntsman – This is the fourth amendment to the original contract which provides counseling services funded under the AARP Back to Work 50+ grant. This amendment of \$32,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$85,795.00.
- v. Taka Kajiyama – This is the sixth amendment to the original contract which provides ongoing support for the State's automated Eligible Training Partner List (ETPL). This amendment of \$50,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$252,400.00.
- vi. Parker, Nelson & Associates – This is the first amendment to the original contract which provides legal services to the Board on an as needed basis. This amendment of \$100,000.00 represents the second annual contract renewal under the existing



procurement and increases the maximum contract not to exceed amount to \$200,000.00.

- vii. Piercy, Bowler, Taylor & Kern – This is the first amendment to the original contract which provides A-133 auditing services to the Board. This amendment of \$80,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$160,000.00.
- viii. Macey Prince Consulting – This is the first amendment to the original contract which provides fiscal and procurement technical assistance to Board staff and partners. This amendment of \$25,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$60,000.00.
- ix. Red 7 Communications – This is the second amendment to the original contract which provides outreach services for Workforce Connections and the One-Stop delivery system. This amendment of \$30,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$84,000.00.
- x. Sin City Mad Men – This represents a new contract procured under the solicited bid process for website development services. This initial contract is for an amount not to exceed \$50,000.00.
- xi. Sin City Mad Men – This represents a new contract procured under the solicited bid process for outreach collateral material design services. This initial contract is for an amount not to exceed \$50,000.00.

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER  
PROFESSIONAL SERVICES CONTRACTS  
As of 5/12/16**

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>ALLIED BARTON SECURITY SERVICES</b> <b>One-Stop Center &amp; WC Administrative Offices Security Services</b>  <b>Amendment #1 &amp; #2 Contract Renewal</b>  <b>Amendment #3 &amp; #4 Contract Renewal</b>  <b>Amendment #5 Contract Renewal</b>	<b>\$80,000.00</b>  <b>\$105,000.00</b>  <b>\$170,000.00</b>  <b>\$170,000.00</b>	<b>Competitive [State Procurement Process]</b>	<b>Pending Board Approval</b>	<b>7/1/2013 to 6/30/2014</b>  <b>7/1/2014 to 6/30/2015</b>  <b>7/1/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>
<b>JOHN CHAMBERLIN</b> <b>WIOA Training, Technical Assistance &amp; Board Strategic Planning</b>  <b>Amendment #1 Contract Renewal</b>  <b>Amendment #2 Contract Renewal</b>	<b>\$24,500.00</b>  <b>\$24,500.00</b>  <b>\$20,000.00</b>	<b>Competitive</b>	<b>Pending Board Approval</b>	<b>9/1/2014 to 8/31/2015</b>  <b>9/1/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>COVERALL HEALTH BASED CLEANING SYSTEM SERVICES &amp; SUPPLIES</b> <b>Cleaning &amp; Maintenance of Administrative Offices &amp; One-Stop</b>  <b>Amendment #1 Contract Renewal</b>  <b>Amendment #2 Contract Renewal</b>	<b>\$38,412.00</b>  <b>\$40,000.00</b>  <b>\$45,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>12/3/2013 to 12/3/2014</b>  <b>12/4/2014 to 11/30/2015</b>  <b>12/1/2015 to 11/30/2016</b>
<b>CST PROJECT CONSULTING</b> <b>Fiscal Technical Assistance</b>  <b>Amendment #1 Contract Renewal</b>	<b>\$163,440.00</b>  <b>\$81,720.00</b>	<b>Competitive</b>	<b>Active</b>	<b>2/1/2015 to 1/31/2016</b>  <b>2/1/2016 to 1/31/2017</b>
<b>GREG NEWTON ASSOCIATES</b> <b>Amendment #1</b> <b>One-Stop System Planning Training</b>  <b>Amendment #2 and #3</b> <b>One-Stop Training for New Partners</b>  <b>Amendment #4, #5 and #6</b> <b>Contract Renewal</b>	<b>\$33,600.00</b>  <b>\$25,000.00</b>  <b>No Cost Amendment</b>	<b>Competitive</b>	<b>Contract will not be Renewed</b>	<b>8/1/2012 to 6/30/2013</b>  <b>7/1/2013 to 6/30/2014</b>  <b>7/1/2014 to 6/30/2016</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>INTEGRITY IMAGING SOLUTIONS</b> <b>Service Provider Client Files Scanning Project</b>  <b>Amendment #1</b> <b>Additional Funding</b>  <b>Amendment #2</b> <b>No Cost Extension</b>	<b>\$60,000.00</b>  <b>\$15,000.00</b>  <b>\$0</b>	<b>Competitive</b>	<b>Pending Board Approval</b>	<b>5/26/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>
<b>JANTEC</b> <b>Temporary Employment Services for Workforce Connections</b>  <b>Amendment #1</b> <b>Contract Renewal</b>	<b>26.79%</b> <b>Overhead Cost for Referrals</b>	<b>Competitive</b>	<b>Active</b>	<b>2/14/2015 to 2/13/2016</b>  <b>2/14/2016 to 2/13/2017</b>
<b>JOY HUNTSMAN</b> <b>Back to Work 50+</b>  <b>Amendment #1</b> <b>Additional Training Funds</b>  <b>Amendment #2 &amp; #3</b> <b>Contract Renewal</b>  <b>Amendment #4</b> <b>Contract Renewal</b>	<b>\$25,000.00</b>  <b>\$2,045.00</b>  <b>\$26,750.00</b>  <b>\$32,000.00</b>	<b>Sole Source Partner Under AARP Grant</b>	<b>Pending Board Approval</b>	<b>9/1/2014 to 6/30/2015</b>  <b>7/1/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>TAKA KAJIYAMA</b> <b>Software Development</b>  <b>Amendment #1 and #2</b> <b>Contract Renewal</b>  <b>Amendment #3, #4 &amp; #5</b> <b>Contract Renewal/ETPL</b> <b>Development</b>  <b>Amendment #6</b> <b>ETPL Development/Maintenance</b>	\$62,400.00  \$75,000.00  \$65,000.00  <b>\$50,000.00</b>	Competitive	<b>Pending Board Approval</b>	8/7/2013 to 6/30/2014  7/1/2014 to 6/30/2015  7/1/2015 to 6/30/2016  <b>7/1/2016</b> to <b>6/30/2017</b>
<b>MARCIA RILEY</b>  <b>Writing Coach</b>	\$25,000.00	Competitive	Active	2/1/2016 to 1/31/2017
<b>PARKER, NELSON &amp; ASSOCIATES</b> <b>Board Legal Council</b>  <b>Amendment #1</b> <b>Contract Renewal</b>	\$100,000.00  <b>\$100,000.00</b>	Competitive	<b>Pending Board Approval</b>	5/27/2015 to 6/30/2016  <b>7/1/2016</b> to <b>6/30/2017</b>
<b>PIERCY BOWLER TAYLOR &amp; KERN</b> <b>A-133 AUDITING SERVICES</b> <b>for Program Year 2014</b>  <b>Amendment #1</b> <b>Contract Renewal</b>	\$80,000.00  <b>\$80,000.00</b>	Competitive	<b>Pending Board Approval</b>	6/1/2015 to 6/30/2016  <b>7/1/2016</b> to <b>6/30/2017</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>MACEY PRINCE CONSULTING</b> <b>Fiscal &amp; Procurement Technical Assistance</b> <b>Amendment #1</b> <b>Contract Renewal</b>	<b>\$35,000.00</b>  <b>\$25,000.00</b>	Competitive	<b>Pending Board Approval</b>	<b>9/1/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>
<b>PRISM GLOBAL MANAGEMENT GROUP</b> <b>HR Services</b>	<b>\$72,000.00</b>	Competitive	Active	<b>10/1/2015 to 9/30/2016</b>
<b>RED 7 COMMUNICATIONS</b> <b>One-Stop and WC Outreach Services</b>  <b>Amendment #1</b> <b>Contract Renewal</b>  <b>Amendment #2</b> <b>Contract Renewal</b>	<b>\$24,000.00</b>  <b>\$30,000.00</b>  <b>\$30,000.00</b>	Competitive	<b>Pending Board Approval</b>	<b>7/1/2014 to 6/30/2015</b>  <b>7/1/2015 to 6/30/2016</b>  <b>7/1/2016 to 6/30/2017</b>
<b>SIN CITY MAD MEN</b> <b>Amendment #1</b> <b>Web Development Services</b> <b>Amendment #2-4</b> <b>Maintenance of WC Web Site</b> <b>Amendment #5-6</b> <b>Contract Renewal</b>  <b>Amendment #7 &amp; #8</b> <b>Contract Renewal</b>	<b>\$26,120.00</b>  <b>\$74,144.00</b>  <b>\$75,000.00</b>  <b>\$100,000.00</b>	Competitive	<b>Contract Ends, New Procurement Approval Pending</b>	<b>11/5/2012 to 6/30/2013</b>  <b>7/1/2013 to 6/30/2014</b>  <b>7/1/2014 to 6/30/2015</b>  <b>7/1/2015 to 6/30/2016</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>SIN CITY MAD MEN</b> <b>Website Development Services</b>	<b>\$50,000.00</b>	Competitive	<b>Pending Board Approval</b>	<b>6/1/2016 to 6/30/2017</b>
<b>SIN CITY MAD MEN</b> <b>Outreach Collateral Material Design Services</b>	<b>\$50,000.00</b>	Competitive	<b>Pending Board Approval</b>	<b>6/1/2016 to 6/30/2017</b>
<b>GRANT WRITER POOL</b> <b>Research and Assistance in Grant Writing</b> <b>STRATEGIC PROGRESS</b>	<b>\$20,000.00</b>	Competitive	Active	<b>4/1/2015 to 3/31/2016</b>
<b>Amendment #1</b> <b>Contract Renewal</b>	<b>\$20,000.00</b>		Active	<b>4/1/2016 to 3/31/2017</b>
<b>GRANTS WEST</b>	<b>\$10,000.00</b>		Pending Contract	
<b>SELIGER &amp; ASSOCIATES</b>	<b>\$7,000.00</b>		Active	<b>4/11/2016 to 5/9/2016</b>
<b>AARON ROME CONSULTING</b>	<b>\$10,000.00</b>		Pending Contract	
<b>SOCIAL POLICY RESEARCH ASSOCIATES</b> <b>RFP Evaluation Services</b>	<b>\$20,000.00</b>	Competitive	Active	<b>4/13/2015 to 4/12/2016</b>
<b>Amendment #1</b> <b>Evaluate Additional RFP's</b>	<b>\$20,000.00</b>			
<b>Amendment #2</b> <b>Contract Renewal</b>	<b>\$10,000.00</b>			<b>4/13/2016 to 4/12/2017</b>



<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>WORKPLACE ESL SOLUTIONS</b> <b>Amendment #1</b> <b>Staff Development Training</b>	<b>\$7,000.00</b>	<b>Competitive</b>	<b>Pending New Procurement</b>	<b>4/17/2013 to 6/30/2013</b>
<b>Amendment #2-3</b> <b>Staff Development Training</b>	<b>\$15,000.00</b>			<b>7/1/2013 to 6/30/2014</b>
<b>Amendment #4-6</b> <b>Workforce Development Academy Curriculum Review</b>	<b>\$22,500.00</b>			<b>7/1/2014 to 6/30/2015</b>
<b>Amendment #7</b> <b>Workforce Development Academy</b>	<b>\$12,000.00</b>			<b>7/1/2015 to 6/30/2016</b>

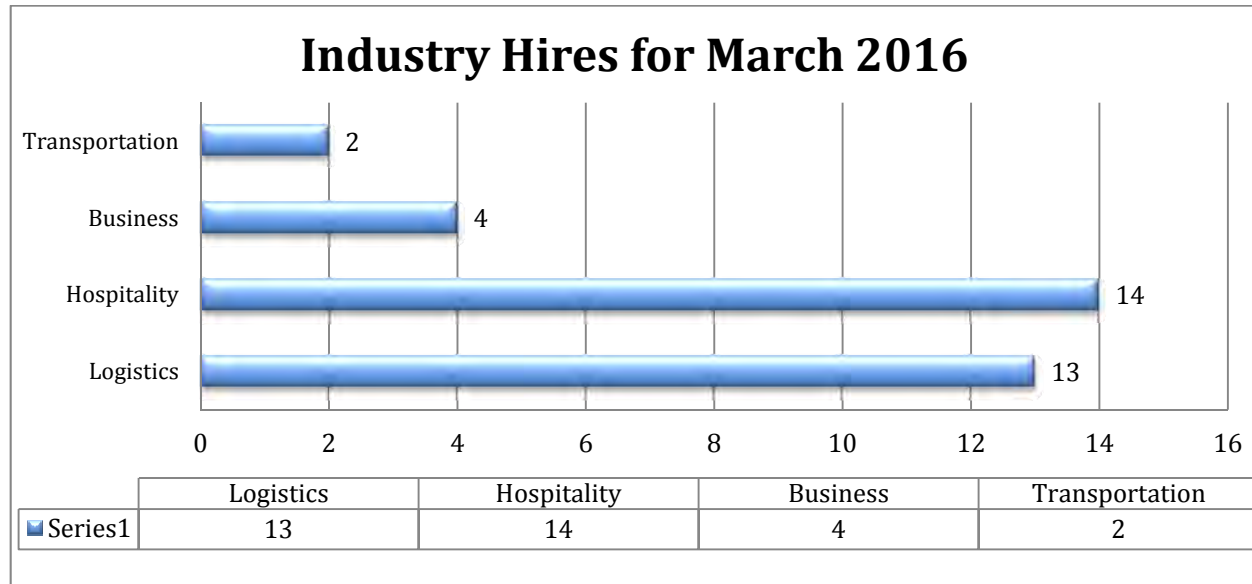
**\*\*All noted Professional Services contracts & the procurement process has been previously reviewed & approved by DETR and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization for the costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; 29 CFR 97.36 (d)(4)(i)(c)**

**Agenda item 15.    INFORMATION:**

Business Engagement and Communication Reports ~ *Kenadie Cobbin Richardson, Director, Business Engagement & Communications*

- a. In-Demand Jobs Report
- b. Pre-Screening & Referral Stats Report
- c. Workforce Connections' Compact
- d. Metro Initiative

## Business Engagement In-Demand Jobs Report



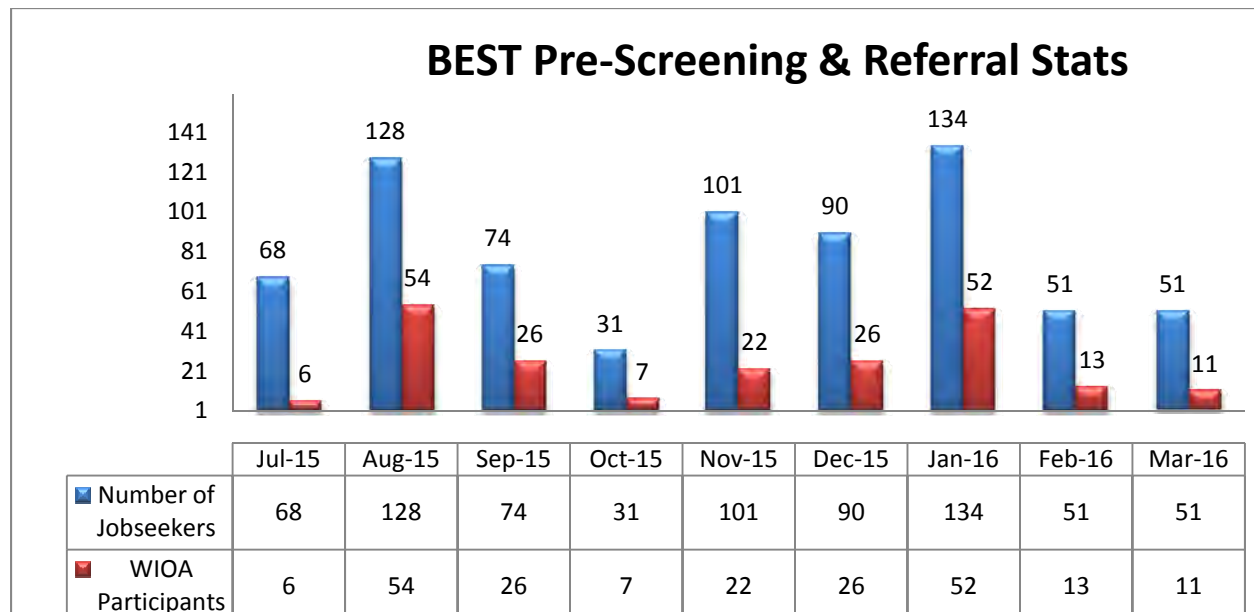
Time Period: March 1, 2016–March 31, 2016  
 Number of Jobs (March): 33  
 Number of Jobs (YTD): 387  
 Median Wage: \$12.89  
 Wage Range: \$9.40 - \$32.00  
 OJTs: 8

### EMPLOYERS

Aliante casino (1)	Robert Half (1)
Allied Flooring Services (2)	RTC (1)
AM/PM (1)	Shetakis Wholesalers (1)
Caesars Entertainment (3)	Station Casinos (5)
Digiphot (3)	Sutherland Global (3)
Holiday Inn club Vacations (1)	Tix4Tonight (1)
I-HOP (4)	TLC Casinos (3)
Keolis Transportation (1)	Wyndham (1)
PLI (1)	

**\*\*Highlighted names indicate new employers\*\***

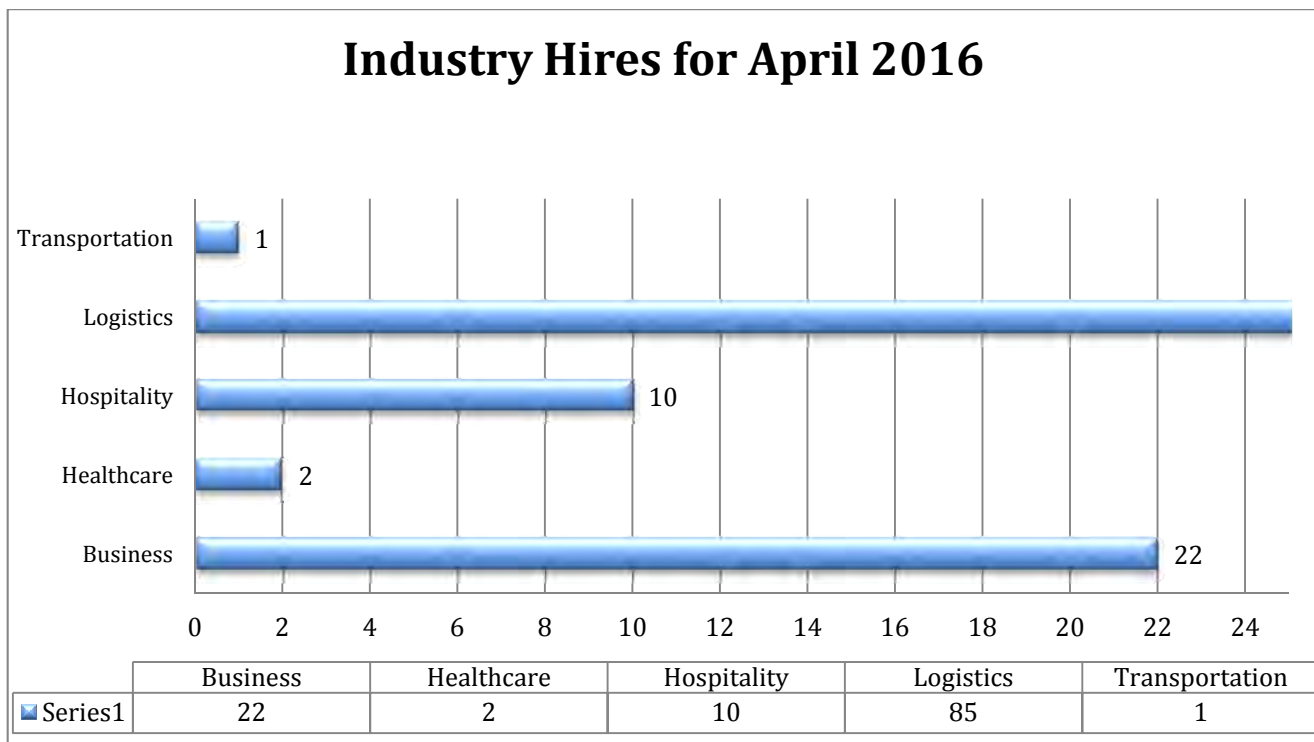
Kenadie Cobbin Richardson  
 Director, Business Engagement & Communications



System Participation	July-15	Aug -15	Sept-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Academy of Human Development	0	0	0	0	0	0	0	0	0
Easter Seals of Nevada	1	0	2	1	0	0	0	0	0
Foundation for an Independent Tomorrow	1	2	1	2	0	0	0	0	0
Goodwill of Southern Nevada	2	1	0	0	0	1	2	0	1
HELP of Southern Nevada	0	2	0	0	0	0	2	0	1
JobConnect (DETR)	0	20	19	4	16	21	29	8	4
Las Vegas Urban League	2	2	0	0	1	1	1	0	0
Nevada Partners Inc.	0	0	0	0	3	2	2	0	1
One-Stop Career Center (ResCare)	0	25	2	0	2	1	16	5	4
SNRHA	0	0	1	0	0	0	0	0	0
Voc-Rehab (DETR)	0	2	0	0	0	0	0	0	0
Total	6	54	26	7	22	26	52	13	11

Kenadie Cobbin Richardson  
Director, Business Engagement & Communications

## Business Engagement In-Demand Jobs Report



Time Period: April 1, 2016–April 30, 2016  
 Number of Jobs (April): 120  
 Number of Jobs (YTD): 506  
 Median Wage: \$11.00  
 Wage Range: \$9.40 - \$32.00  
 OJTs: 30

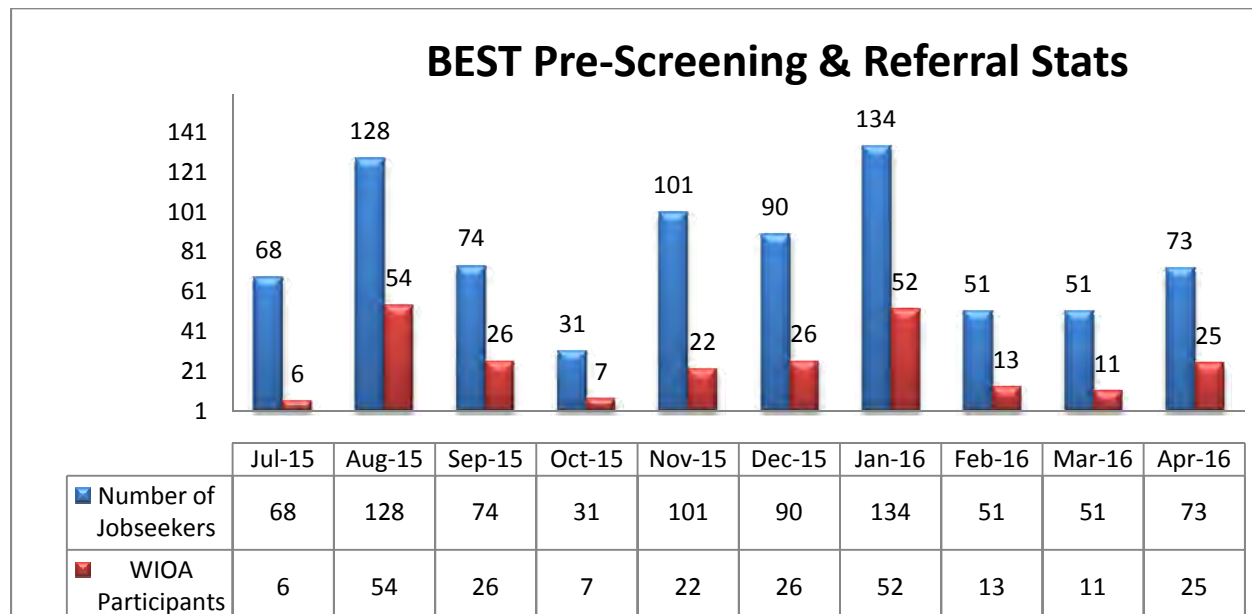
### EMPLOYERS

Allied Flooring (1)	Nevada Health Centers (1)
Aliante Casino (1)	Palms Casino (1)
<b>Broward Factory Services (1)</b>	PLI (1)
Digiphot (1)	Quality Investigations (1)
E & E Foods (79)	Shetakis Wholesalers (1)
Homewatch Caregivers (1)	Station Casinos (8)
Keolis Transportation (1)	Sutherland Global (22)

\*\*Highlighted names indicate new employers\*\*

Kenadie Cobbin Richardson  
 Director, Business Engagement & Communications

# Report for April 2016



System Participation	July-15	Aug -15	Sept-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
Academy of Human Development	0	0	0	0	0	0	0	0	0	0
Easter Seals of Nevada	1	0	2	1	0	0	0	0	0	0
Foundation for an Independent Tomorrow	1	2	1	2	0	0	0	0	0	0
Goodwill of Southern Nevada	2	1	0	0	0	1	2	0	1	0
HELP of Southern Nevada	0	2	0	0	0	0	2	0	1	0
JobConnect (DETR)	0	20	19	4	16	21	29	8	4	17
Las Vegas Urban League	2	2	0	0	1	1	1	0	0	1
Nevada Partners Inc.	0	0	0	0	3	2	2	0	1	0
One-Stop Career Center (ResCare)	0	25	2	0	2	1	16	5	4	7
SNRHA	0	0	1	0	0	0	0	0	0	0
Voc-Rehab (DETR)	0	2	0	0	0	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>54</b>	<b>26</b>	<b>7</b>	<b>22</b>	<b>26</b>	<b>52</b>	<b>13</b>	<b>11</b>	<b>25</b>

Kenadie Cobbin Richardson  
Director, Business Engagement & Communications

## Workforce Connections' Compact

The Southern Nevada Workforce Development Board's mission is to connect employers to a ready workforce. The Compact defines the partnership and mutual commitments made between Southern Nevada employers and Workforce Connections. **Currently, there are 83 employers who are members of the Workforce Connections' Business Compact.** These employers and Workforce Connections form this partnership and make these commitments to benefit Southern Nevada, its residents, its businesses, and its economy.

### Compact Employers

360 Industrial	Habitat for Humanity	Starpoint Resorts
ABM Janitorial Services	Hatcher Financial	Side by Side
Aggregate Industries	<b>Healthcare Partners Nevada</b>	Station Casinos
Air Systems, Inc.	Healthcare Preparatory Institute	Shetakis Wholesalers
Allegiant	Holiday Inn Club Vacations	<b>Simon Protection Group</b>
Allied Flooring Services	HomeCare by M&D, LLC	Southwest Gas
Allstate Insurance Agency	Homewatch Care Givers	SUMNU Marketing
Al's Beef	InsureMonkey	Sun City Replacement
Anderson Security	KMJ Web Design	Sun Commercial Real Estate
Apollo Retail Specialists	Knight Transportation	Sunrise Children's Foundation
Botanical Medical, LLC	Las Vegas Paving	Sutherland Global Services, Inc.
C3Connect	LAS Worldwide	Tek Systems
Canyon Ranch Spa Club	Link Technologies	The Cosmopolitan of Las Vegas
Casino Recruiter LLC	Lucky Silver Gaming	The Fishel Group
CCBOOTCAMP	Lutheran Social Services	THI Consulting
Contracted Driver Services	Mass Mutual Nevada	Tix4Tonight
Cox Communications	Momentum Advance	Towbin Automotive
D&Q Enterprises	<b>My Next Career Path Staffing</b>	United Aqua Group
Decton Southwest, Inc.	Nevada Hand	US Foods
Desert View Home Health	Olin Chlor Alkali Products	Vonage
Diamond Resorts	OPMICA Local 797 JATC	Wyndham Vacation
Digiphot	Pas De Deux Children's Couture	
Electrical JATC of So. Nevada	Primex Plastics Corp.	
Epic	Quality Investigations, Inc.	
Exel Logistics	RDI Marketing Services	
Expert Global Solutions	Remedy Staffing	
Frias Transportation	Robert Half Technologies	
G4S Secure Solutions	RTC	
GMT Care	Sheet Metal Local 88	
Golden Corral	Solar City	
<b>Goodwill of Southern Nevada</b>	St. Jude's Ranch for Children	

**\*\*Bold names** indicate new Compact members

# JOIN THE FORCE.

*"Be the change you want to see." - Mahatma Gandhi*

CLARK COUNTY COMMISSIONER  
LAWRENCE WEEKLY,  
WORKFORCE CONNECTIONS AND  
NEVADA PARTNERS INVITE JOB  
SEEKERS AND THOSE LOOKING  
TO ADVANCE THEIR CAREERS TO  
A SPECIAL **TOWN HALL MEETING**  
TO LEARN MORE ABOUT  
BECOMING A POLICE OFFICER OR  
CORRECTIONS OFFICER.

**COMMISSIONER WEEKLY'S TOWN HALL MEETING**

**THURSDAY, JUNE 2, 2016**

**6 p.m to 8 p.m.**

**CLARK COUNTY GOVERNMENT CENTER  
500 S. GRAND PKWY, LAS VEGAS 89155**

To start the process, complete an interest application  
at [www.nvcareercenter.org](http://www.nvcareercenter.org) and look for the job title:  
**Metro Police Interest Application**

*For more information, please contact LeRoy Bilal  
at (702) 636-2343 or [LBilal@snvwc.org](mailto:LBilal@snvwc.org)*



**workforce CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.





**Agenda item 16.    INFORMATION:**

Strategic Initiatives Report ~ *Jaime Cruz, Chief Strategy Officer*

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development System Continual Improvement Initiatives

## **Strategic Initiatives Update Report 5-24-2016**

### a) Status Update on WIOA Compliance Assurance Initiatives

- Nevada's Unified State Plan was submitted to US DOL. Since then, WC continues to provide additional narrative to DETR as it is requested.
- In alignment with and in support of the Unified State Plan, Workforce Connections' Proposed Four-Year Local Plan was posted for a 30-day public comment period on April 26, 2016. Final Plan due to DETR on May 31, 2016.
- July 1, 2016 – US DOL-approved state plans and WIOA Common Performance Accountability take effect.
- Strategic Work Plan - Goals Matrix was updated to reflect third quarter of Program Year 2015. Will continue to be reviewed/updated quarterly. Next update will be in July.
- WC staff continues to attend WIOA-implementation trainings/webinars provided by US DOL. Staff and Board Members attended NAWB and CWA in March and NAJA in April.

### b) Status Update on Workforce Development System Continual Improvement Initiatives

- STEM initiatives being successfully integrated into Individual Service Strategy and Individual Employment Plan activities.
- Interactive Career Exploration (ICE) project continues to make progress. Web optimization phase is complete. Once the next phase of mobile device optimization is complete, it will provide system clients easy access to career exploration activities through any mobile device.
- The Woofound Personality Assessment has now been made available throughout the One-Stop Career Center and its Affiliate Sites. The assessment delivers instant personalized career recommendations based on the unique traits of the client.
- WC staff continues to work with DETR on the implementation of a new Statewide Automated Workforce System (SAWS). RFP responses were evaluated and DETR will announce vendor selection next.
- The year-long implementation of new Eligible Training Provider List (ETPL) online management process is now complete.
- Assembling new tools for community outreach and system building/convening.

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.1. Effectively transition system service delivery from WIA to WIOA.	1. Use Gantt Chart as central repository and tracking for all WIOA implementation activities.	Jun-16	• Completed items "checked off" on the Gantt chart.	• 75% complete
	2. Revise, modify and/or develop Workforce Connections' policies and associated contracts to ensure WIOA compliance.	Ongoing	• Updates and recommendations to Board and Committees quarterly.	• Policies 75% complete • New contracts with One-Stop Operator and Affiliate Sites for July 2016
	3. Communicate the implementation plan and all necessary changes to necessary stakeholders through training and technical assistance.	Ongoing	• Updates and recommendations to LEOs, Board and Ex-Com quarterly.	• Gantt chart is updated monthly and presented to LEOs, Board and Ex-Com
	4. Evaluate implementation and transition plan for effectiveness and modify as necessary.	Ongoing	• Updates and recommendations to Board and Committees quarterly.	• Addition of strategy 3.4
1.2. Maximize return on investment and manage resources responsibly with the highest standards.	1. Hire, retain and develop well qualified staff talent and encourage ongoing management and oversight training.	Ongoing	• Strategic staff recruitment and training program.	• Conducted: Ethics, Safety, WIOA, True Colors, RAYS-Cust. Serv. trainings • Evaluating: System Capacity Building trainings • Staff attended NAJA conference
	2. Lend strong technical assistance support to awarded programs along with comprehensive fiscal oversight and accountability for productive outcomes.	Ongoing	• Unqualified fiscal auditing financial statements and less than ten noted monitoring findings identified by the State of Nevada and/or U.S. Department of Labor.	• Conducted: OSOS, Fiscal, Programmatic trainings • Desk reviews in progress and on-going • Completed PY15 programmatic and fiscal monitoring • Providers attended NAJA

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**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.3. Correct any noted auditing and monitoring findings.	1. Develop and document sound corrective action measures with permanent fixes to prevent noncompliance recurrence.	Ongoing updates by WC management team	• Corrective action validated along with findings closure notice from auditing/monitoring agency.	• Submitted response to DETR regarding August 2015 WISS monitoring report
	2. Provide technical assistance to staff and/or funded partners/service providers and ongoing training initiatives associated with awarded programs and funding.	Within 3 months of program/funding award	• Published training and technical assistance reports.	• Conducted: OSOS, Fiscal, Programmatic trainings • Technical assistance in progress
	3. Modify/update policies as necessary to avoid repeat auditing and monitoring findings.	Ongoing throughout each program year	• Quality assurance process.	• Fiscal SOP manual was updated to mitigate future repeat findings

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 2: Champion Youth Education, Training and Employment</b>				
Strategy	Tactic	Timeline	Measurement	Status
2.1. Address the educational and vocational needs of Out-of-school Youth.	1. Deliver holistic, wraparound youth services by partnering with educators, employers and community based organizations to identify and leverage resources.	Ongoing each program year	<ul style="list-style-type: none"> <li>Youth Panel Meetings.</li> <li>Receipt of formal presentations and inputs from funded partners including the number of youth successfully served.</li> </ul>	<ul style="list-style-type: none"> <li>Youth Panel mtg. took place in Feb. Next mtg. scheduled for Jun</li> <li>Best practices in youth services presentations scheduled for Q1 PY16</li> </ul>
	2. Target hardest-to-serve youth identified by Programs Committee and Youth Panel.	Ongoing each program year	<ul style="list-style-type: none"> <li>Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers to serve the identified populations.</li> </ul>	<ul style="list-style-type: none"> <li>100% complete</li> </ul>
2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors.	1. Fund workforce development programs that prepare youth for successful entry into employment and lifelong learning opportunities in the identified industry sectors.	Ongoing each program year	<ul style="list-style-type: none"> <li>Publish Request for Proposals and award and execute contracts to qualified/certified partners and service providers.</li> </ul>	<ul style="list-style-type: none"> <li>100% complete</li> </ul>
	2. Partner with local employers to promote youth career preparedness and exposure through work-based learning opportunities.	Ongoing each program year	<ul style="list-style-type: none"> <li>Number of youth participating in work-based learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>In planning stage</li> </ul>
	3. Secure local public/private partners with focus on youth education and training opportunities leading to promising careers.	Ongoing each program year	<ul style="list-style-type: none"> <li>Executed MOUs/contracts.</li> </ul>	<ul style="list-style-type: none"> <li>Existing MOUs/contracts with: DJJS, CCSD, DRHS, AmeriCorps, Habitat for Humanity</li> </ul>
	4. Establish a Youth One-Stop Career Center.	Ongoing	<ul style="list-style-type: none"> <li>Executed contract with a One-Stop operator.</li> </ul>	<ul style="list-style-type: none"> <li>Pursuing free space at local libraries and/or community centers</li> </ul>

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## **Strategic Work Plan Goals Matrix**

<b>Goal 2: Champion Youth Education, Training and Employment</b>				
Strategy	Tactic	Timeline	Measurement	Status
2.3. Expose youth to STEM skill sets, occupations, training and career pathways.	1. Partner with educators, employers and community organizations to increase exposure for youth to the necessary skills of the future workforce.	Ongoing throughout each program year	<ul style="list-style-type: none"> <li>• Increase system youth initiatives/activities, making sure they are both engaging and local industry-relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Expanding Interactive Career Exploration tools: "My Future!" outreach material</li> </ul>
	2. Increase the STEM exposure for youth served by funded partners.	Ongoing throughout each program year	<ul style="list-style-type: none"> <li>• Include STEM requirements in service provider contracts with clear measurables.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% complete</li> <li>• Completed monitoring of STEM activities, will incorporate results in PY16 for continual improvement</li> </ul>

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 3: Promote Quality Employment and Training Services for Adult and Dislocated Workers**

Strategy	Tactic	Timeline	Measurement	Status
3.1. Leverage resources to provide more comprehensive service delivery by soliciting partnership agreements from both required and non-required partners.	1. Establish and maintain resource-sharing agreements with required and non-required One-Stop System partners.	Ongoing and throughout program year.	• Executed MOUs.	• Draft submitted to system partners • Have not received back all executed MOUs
	2. Facilitate system-wide dialogue for the purpose of collaborating with partners and addressing the needs of job-seekers including targeted populations.	Ongoing	• One-Stop System Panel meetings. • Special Populations Panel meetings.	• Panels currently being composed • First meetings scheduled for Q1 PY16
3.2 Build system capacity in order to increase quality of service.	1. Continually evaluate system requirements and implement training activities as needed for system partners.	Ongoing	• Give quarterly updates of system-wide training activities.	• Staff evaluating training options for further system-wide capacity building
	2. Through the Workforce Development Academy (WDA), continue to build capacity throughout the system.	Ongoing and throughout program year	• Give quarterly updates of WDA enrollments.	• Staff evaluating training options for further system-wide capacity building
3.3. Transition and maintain a WIOA compliant One-Stop operator in alignment with the State Plan.	1. Initiate a competitive procurement process and execute an contract for a One-Stop operator.	Jun-15	• Executed contract.	• 100% complete
	2. Execute WIOA-compliant MOU's with mandated System partners and facilitate the implementation through the One-Stop operator.	Jun-15	• Executed MOUs.	• Draft submitted to system partners • Have not received back all executed MOUs
	3. Develop and implement a OSCC transition plan detailing potential barriers to an effective and timely transition to WIOA compliant operator.	Jul-15	• Executed plan.	• 100% complete

**Vision: "Full Employment for All Southern Nevadans"**

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## **Strategic Work Plan Goals Matrix**

### **Goal 3: Promote Quality Employment and Training Services for Adult and Dislocated Workers**

Strategy	Tactic	Timeline	Measurement	Status
3.4 Implement a Two-Generation Strategy to break the poverty cycle in Southern Nevada.	1. Partner with SNRHA to assist in-need low-income families with children	Ongoing	• MOU/Contract	• In place
	2. Partner with social service agencies to support early childhood learning & education	Ongoing	• MOU	• In progress
	3. Identify and address family training and educational needs.	Ongoing	• MOU/Contract	• In place
	4. Prepare adults for gainful employment.	Ongoing	• WIOA enrollments	• In progress
	5. Connect employers/businesses to well trained, educated and qualified individuals for employment.	Ongoing	• Commitment from Compact Employers to place WIOA clients	• In progress



**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
4.1. Create a workforce system that champions business, education, training and workforce development.	1. Grow a strong network of business partners/local employers that looks to Workforce Connections' One-Stop Delivery System and Career Center(s) as their first choice for employment and training services.	Annually	<ul style="list-style-type: none"> <li>• At least 25 new employer customers per year.</li> <li>• At least 6 employers returning for additional services.</li> <li>• Host at least 2 hiring events with a minimum of 50 positions available per event.</li> <li>• Host 2 training events with a minimum of 100 attendees per event.</li> </ul>	<ul style="list-style-type: none"> <li>• 18 new employer customers this quarter, total employer customers being served is currently 192</li> <li>• 27 return employer customers this quarter, year to date employer customers is 47 (57% retention)</li> <li>• Hospitality Hiring Event took place on March 3, 2016 at Nevada Partners, Inc.</li> </ul>
	2. Keep the Board informed of Business Engagement activities and initiatives.	Quarterly	<ul style="list-style-type: none"> <li>• Give quarterly updates of Business Engagement activities.</li> <li>• Give updates of Business Engagement Panel activities (# of members, # of meetings, actionable items, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly updates are given to the Board</li> <li>• Two Panel mtgs. took place in Feb and Apr</li> <li>• Next Panel mtg. scheduled for Sep</li> <li>• Panel has 34 members so far</li> </ul>
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Number of new Compact members.</li> <li>• Publishing and distributing Business Intelligence Reports to One-Stop operator and other system partners.</li> </ul>	<ul style="list-style-type: none"> <li>• 20 new compact members, total membership at 83</li> <li>• Currently developing business intelligence reports for One-Stop operator and other system partners</li> </ul>

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
	2. Develop and coordinate training activities based on business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Response by One-Stop operator and other funded partners, including a description of actions taken/not-taken in response to Business Intelligence Reports.</li> <li>• Number of new trainings added to the ETPL based on business intelligence.</li> <li>• Number of participants placed in employment based on new trainings (measurement dependent on completion of new ETPL process).</li> </ul>	<ul style="list-style-type: none"> <li>• Business intelligence reports currently being developed</li> <li>• EMS training was added to the ETPL</li> <li>• Number of EMS participants enrolled in training 48</li> </ul>
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aerospace &amp; Defense</li> <li>• Information Technology</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Manufacturing</li> <li>• Mining &amp; Materials</li> <li>• Tourism, Gaming &amp; Entertainment.</li> </ul>	1. Team up with the Economic Development agencies to support business retention and expansion in the local area.	Ongoing	<ul style="list-style-type: none"> <li>• Appropriate representation on board, committees and/or panels.</li> </ul>	<ul style="list-style-type: none"> <li>• One LVGEA Board member</li> <li>• Two LVGEA Panel members</li> <li>• One City of Las Vegas Panel member</li> <li>• Still actively recruiting</li> </ul>

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
	2. Continue to support DETR's sector councils.	Ongoing	<ul style="list-style-type: none"> <li>• Consistent attendance and participation by WC staff and board members at DETR sector councils.</li> </ul>	<ul style="list-style-type: none"> <li>• Governor's new Office of Workforce Innovation is re-organizing the councils</li> </ul>
	3. Allocate resources yearly to support sector initiatives.	Ongoing	<ul style="list-style-type: none"> <li>• Funded partners contracts include resource requirement. support to industry sectors.</li> <li>• Fund system-building initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• New contracts for July 2016</li> <li>• Developing additional system-building initiatives</li> </ul>
	4. Develop career pathway initiatives focused on the highest growth/highest wage industry sectors in the local area.	Jun-16	<ul style="list-style-type: none"> <li>• Develop specialized pathways for IT, Healthcare and Manufacturing.</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare and Manufacturing pathways in place</li> <li>• IT pathway in planning</li> </ul>
	5. Streamline board membership application and approval process to identify and document strong credentials for membership.	May/June 2015	<ul style="list-style-type: none"> <li>• New Board members appointed to all required positions.</li> <li>• Board re-certification.</li> </ul>	<ul style="list-style-type: none"> <li>• Both 100% complete</li> </ul>
4.4. Maintain a compliant, engaged, effective and efficient board.	1. Implement a recruitment strategy that builds a pool for potential board, committee and panel members.	Oct-15	<ul style="list-style-type: none"> <li>• Recruitment strategy in place.</li> <li>• Pool of ready candidates.</li> </ul>	<ul style="list-style-type: none"> <li>• Both 100% complete</li> </ul>
	2. Implement a continual Board Member development program.	Dec-15	<ul style="list-style-type: none"> <li>• On-board orientation.</li> <li>• Board member training.</li> <li>• NAWB conference attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• LEOs, Board members and staff attended NAWB conference in DC on March 10-15</li> </ul>

**Agenda item 17.    DISCUSSION AND POSSIBLE ACTION:**

Accept and approve Executive Director's Report ~ *Ardell Galbreth,*  
*Executive Director*

***Executive Director's Report***  
***June 14, 2016***

**A. Workforce Development Area General Update**

- Received notification of PY2016 funding distribution
  - Overall statewide increase of approximate 5% in all funding streams, i.e., Adult, Dislocated Worker and Youth
  - Statewide Workforce Innovation and Opportunity Act (WIOA) Funding Formula Modification Distribution Update (attached please see DETR's letter)

**B. Rural Counties**

**Southern Nye County Area (Pahrump):**

- Nye Communities Coalition hosted monthly job fair on May 6<sup>th</sup>. There were 20 employers present seeking employees among 60 job-seekers present
- Some 400 individuals utilized Nye Communities Coalition's resource room on the Coalition's campus.
  - One local employer also used the campus to conduct hiring interviews
- Nye Communities Coalition is conducting a micro-screening of everyone who attends the orientation weekly
  - Potential dislocated workers are identified and more intensive follow-up with those individuals is conducted

**Northern Nye County and Esmeralda County (Tonopah Area)**

- Nye Communities Coalition has been conducting job readiness workshops
- Outreach efforts conducted with a new business owner about WIOA employment and training services

**Lincoln County**

- Workforce Connections' staff will meet with City of Caliente and the Nevada Rural Water Association officials to discuss internship/apprenticeship opportunities
- Lincoln County workforce staff assisted employees affected by a restaurant closure in Pioche (The Historic Silver Café)
- A total of seven individuals are participating in OJT programs with local employers throughout Lincoln County (two individuals in Panaca and five in Pioche)

**Mesquite and Boulder City/Laughlin**

- Due to non-responsive or un-qualifying proposals Workforce Connections published and re-released a Request for Proposal for both areas (Boulder City/Laughlin and Mesquite) on April 22<sup>nd</sup>
- Proposals for WIOA services were due to Workforce Connections on May 12<sup>th</sup>

**C. Staff Development and Service Providers Training**

- Staff and service providers attended the National Association of Job Training Assistance (NAJA) Annual Conference **in Las Vegas**
  - Excellent training and technical assistance took place from workforce experts around the country

- Staff and service providers attended the National Council of LaRaza (NCLR) Workforce Development Forum **in Las Vegas**

**D. Highlighted Workforce Initiatives**

- Workforce Connections hosted the Governor's Chief of Staff on April 28<sup>th</sup> and discussed and presented an agency mission overview of the Southern Nevada Workforce Delivery Area
- Provided Southern Nevada Workforce Development Area Delivery System input to state legislators for next legislative session
  - Input focused on resource and services integration as outlined in WIOA
- Participates in West Las Vegas "D" Street Strong initiatives in support of quality of life support services to local residents
- Serves on Choice Neighborhood Grant initiative supporting North Las Vegas communities

April 8, 2016

**TRANSMITTAL**

**TO:** Grant Nielson, Program Chief  
Employment Security Division, Workforce Investment Support Services

**FROM:** Ardell Galbreth, Executive Director  
Workforce Connections (Southern Nevada Workforce Development Board)

Document: Southern Nevada Workforce Development Area, Chief Local Elected  
Officials response to information/data for Dislocated Worker in-state funding allocation,  
dated April 8, 2016—(2 pgs)

***Southern Nevada Workforce Development Area***

***Chief Local Elected Official Consortium***

***April 8, 2016***

For three years, Workforce Connections (WC) has requested changes to the statewide Dislocated Worker allocation methodology. When the implementation of WIOA coincided with Nevada's request to DOL to change the methodology in 2014, an already lengthy State Plan modification process was extended once again. WC estimates the Southern Nevada Workforce Development Area may have been short changed by as much as \$2.7 million over the past 3 years, and as much as \$9.4 million of Dislocated Worker funding over the past 15 years.

Nevada's State Plan effective July 1, 2016 was approved by the Governor's Workforce Development Board in February and submitted to the U.S. Department of Labor (DOL) to meet the March 3, 2016 deadline. WC requests that DETR implement the revised DW formula allocation for PY2016 statewide allocations as written in Nevada's State Plan and as required by DOL in Training and Employment Guidance Letter No. 17-15 (TEGL 17-15) dated April 5, 2016:

"Within-State Allocation: ...States will distribute Dislocated Worker Activities funds for PY 2016 among local workforce areas, in accordance with the provision in WIOA section 133 and the approved WIOA/Wagner-Peyser Act State Plan."

**History of Recommended Changes  
to the  
Statewide Dislocated Worker Allocation Methodology**

- May 2013 – WC's Executive Director requested changes to the July 1, 2013 formula distribution. Not since 2000 had the formula been reviewed for rebalancing or revision to meet Nevada's current and changing workforce demands.
- February 2014 – After several follow-up requests, WC representatives met with DETR and Nevadaworks Chief Executive Officer to discuss the statewide formula distribution for Adult, Dislocated Worker (DW), and Youth funding.
- April 2014 – A second meeting was held to focus on recommendations from DETR and both Local Workforce Development Boards (LWDBs) to adjust the DW formula to meet the current workforce demands.
- April 2014 – WC requested that DETR implement the revised model for the July 1, 2014 formula distribution. The request was not honored by DETR due to the lengthy timeline needed to amend the State Plan.



- July 2014 – At a third meeting, discussions led to a consensus agreement by both LWDBs (Nevadaworks and Workforce Connections) and DETR as to how to modify the Dislocated Worker formula distribution. DETR then began the process to amend the State Plan which included a 30-day public comment period and Governor’s Workforce Development Board’s recommendation.
- September 2014 – The Southern Nevada Workforce Development Area’s Chief Elected Officials Consortium voted to support the revision of the Dislocated Worker allocation methodology which was submitted as public comment to the Governor’s Workforce Development Board.
- October 2014 – The Governor’s Workforce Development Board approved the revision to the State plan including the revised Dislocated Worker allocation methodology and the revised State Plan was forwarded to DOL for their approval.
- February 2015 – DETR informed WC that DOL did not approve the State’s proposed modifications to the Dislocated Worker allocation due to the newly enacted WIOA requirements for the state to develop within state allocations that are in compliance with WIOA.
- January 2016 – WC requested that the Governor’s Workforce Development Board develop the State compliance policy to address the needed formula rebalancing/modification required to ensure fair funding allocations to the LWDBs effective July 1, 2016. As outlined in the DOL’s response to DETR in February 2015, the next within state allocation must conform to WIOA requirements.
- April 2016 – DETR notified WC that the state will not implement the WIOA compliant plan (new Unified State Plan Dislocated Worker formula allocation). Instead, they will continue to use the old WIA DW formula distribution that does not meet current workforce demands and continues to negatively impact the Southern Nevada Workforce Development Area.

It has been determined that the farmer-rancher economic hardship criteria should be weighted zero by the State of Nevada's dislocated worker formula allocation because:

- 1) The Agriculture, Forestry, Fishing and Hunting industry represents less than 1% of Nevada's jobs (.20% of one percent). However in the past, 15% of dislocated worker formula funds were distributed to this criteria;
- 2) After checking with the Nevada Department of Agriculture, it was found that there is no regularly produced data source that shows farmer-rancher economic hardship. The US Census and National Agriculture Statistics Service produces data showing net cash farm income and losses by county, but that data is only available every 5 years;
- 3) The delinquent farm loan data used for 15 years did not adequately reflect farmer-rancher hardship or employment and training needs since none of the loan borrowers had employees and most of the principal loan amounts were small and in default less than 3 months. For example in July 2015, \$1.3 million in Dislocated Worker funding was distributed to the two local boards based on information where only 2 farm loans were delinquent more than 3 months and none of the loan borrowers had employees.
- 4) The Governor's dislocated worker formula proposes the use of two criteria weighted 50% each (insured unemployed and long-term unemployed) to equitably distribute funds to each of the two local boards in Nevada. Since each local board contains large geographical areas, this proposed DW formula allocation would distribute the resources where the employment and training work actually takes place, and meets the most workforce demands. The local boards will then be responsible to further distribute formula funds to sub recipients in rural areas to address those most in need of services and assistance.

BRIAN SANDOVAL  
GOVERNOR



DON SODERBERG  
DIRECTOR

OFFICE OF THE DIRECTOR

April 18, 2016

Mr. Ardell Galbreth  
Executive Director  
workforceCONNECTIONS  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146

**Subject: Dislocated Worker Funding Analysis**

Dear Director Galbreth: *ARDELL*

Grant Neilson has forwarded to me your communication of April 8 which included the document titled *Southern Nevada Workforce Development Area, Chief Local Elected Officials response to information/data for Dislocated Worker in-state funding allocation dated April 8, 2016*. Upon reading this document, I asked the Employment Security Division's Senior Attorney, Laurie Trotter to take an independent review of the issue. Her findings are attached. Based on Ms. Trotter's legal analysis, it appears that Mr. Neilson's decision to not implement the revised allocation method is correct at this time, pending U.S. Department of Labor's approval of Nevada's Integrated Workforce Plan.

I understand that this issue is one that you have pursued for a long time and its resolution is long overdue. Our inability to remedy this situation is especially vexing because the Nevada economy is rebounding at a more rapid pace in Northern Nevada, thus making Southern Nevada's workforce needs more critical. By way of this letter, I am directing Mr. Neilson and Ms. Trotter to prepare for my signature a special request to the applicable individuals at the Department of Labor for an expedited review of this portion of the Nevada's Integrated Workforce Plan with the hope that we can implement the revised allocation sooner rather than later. I have been advised internally that this request may be the proverbial "long-shot", but I believe that it is a long-shot worth taking.

In the meantime, I look forward to our continued mutual efforts to make sure both State and federal dollars are spent wisely, and in a manner that enhances the careers of those individuals we serve.

Sincerely,

Don Soderberg, Director

Attachment (1)

cc: Local Elected official's board,  
Dennis Perea, Deputy Director  
Rene Olson, ESD Administrator  
Lynda Parven, ESD Deputy Administrator  
Grant Nelson, ESD Program Chief WISS  
Laurie Trotter, ESD Senior Legal Analyst



## Dislocated Worker Funding Analysis

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### Question

Should the new Dislocated Worker allocation methodology be implemented now?

You have proposed a question concerning changes to Nevada's new Dislocated Worker funding allocation methodology. In 2013-2014, Workforce Connection suggested that the Dislocated Worker funding allocation methodology be changed. As you indicated on the telephone to me yesterday, all parties have agreed to the new funding allocation methodology, and agree that the methodology is sound; however your question concerns the timing for when the Dislocated Worker funding allocation methodology should be implemented.

### Analysis

The Nevada's Integrated Workforce Plan (statewide plan) for the workforce investment system (which included Nevada's Dislocated Worker funding allocation methodology) was developed after lengthy opportunity for public comment on and input into Nevada's plan to implement the new Workforce Innovation Opportunity Act of 2014 (WIOA). This federal law requires opportunity for comment including comment from representatives of businesses, labor organizations, and chief elected officials and consistent with the requirement that the state board (Governor's Workforce Development Board) make information regarding Nevada's statewide plan and other state board activities available to the public through regular open meetings, pursuant to 20 CFR 661.110. The federal law requires Nevada's statewide plan to describe Nevada's process and timeline for ensuring meaningful opportunity for public comment. 20 CFR 661.220. The federal law requires the statewide plan to be submitted according to planning guidelines issued by the Secretary of Labor, and including documentation concerning the Nevada's vision, goals, strategies and measures for the workforce investment system (after collaboration with the Governor, chief elected officials, businesses and other parties). 20 CFR 661.220. And in accordance with 20 CFR 661.230(d), modifications to Nevada's statewide plan are subject to the same public review and comment requirements that apply to the development of the original State Plan. 20 CFR 661.230(d).

(Pursuant to section 29 USC 3361(1), references to the Workforce Investment Act of 1998 are deemed to refer to the corresponding provision of the Workforce Innovation Opportunity Act of 2014).

As you know, Nevada's statewide plan (including the Dislocated Worker funding allocation methodology) complies with Nevada's Open Meeting Law, pursuant to NRS Chapter 241 and other Nevada laws and policies. Nevada's team for developing Nevada's plan for WIOA compliance met regularly in 2015 to encourage and promote public participation in the Nevada's statewide plan development process in compliance with NRS Chapter 241 and 20 CFR 661.220, and in compliance with 20 CFR 661.230 regarding any modifications of the previous plan. Public hearings were held in January and February 2016 to discuss and elicit comments from the public regarding Nevada's statewide plan in accordance with NRS Chapter 241. On February 18, 2016, the state board (Governor's Workforce Development Board) voted on Nevada's statewide plan.

While the Training and Employment Guidance Letter (TEGL) 17-15 provides that States will distribute Dislocated Worker Activities Funds for PY 2016 among local workforce areas, in accordance with WIOA section 133 (29 USC 3173) and the approved WIOA/Wagner-Peyser Act State Plan, which provides that the formula shall use the most appropriate information available to the Governor to distribute amounts to address Nevada's worker readjustment assistance needs, nonetheless, the Secretary of Labor must approve all State Plans. 20 CFR 661.220; 29 USC 3361(1). Despite the financial impact, Nevada must wait for Department of Labor approval before the Dislocated Worker funding allocation methodology is implemented.

As indicated in the memorandum provided for this analysis, in February 2015, the Department of Labor rejected Nevada's proposed modifications to the Dislocated Worker funding allocation methodology based on non-compliance with WIOA requirements.

Without a copy of the Department of Labor memorandum rejecting Nevada's statewide plan regarding Nevada's Dislocated Worker funding allocation methodology, it is unclear what part of Nevada's statewide plan fails to meet the Department of Labor approval. Given that Nevada's statewide plan has been developed with the WIOA guidelines in mind, and has been developed for July 1, 2016 implementation, it is possible that the suggested changes to Nevada's Dislocated Worker funding allocation methodology are minimal. If approval for Nevada's Dislocated Worker funding allocation methodology continues to be rejected, Nevada should consider requesting a waiver from the Department of Labor based on the current July 1, 2016 statewide plan.

#### **Answer**

No, not at this time. Based on the analysis set forth above, Nevada must wait for approval from the Department of Labor for implementation of Nevada's Dislocated Worker funding allocation methodology. Nevada should consult with the Department of Labor to determine why Nevada's Dislocated Worker Allocation Methodology may not be approved, and Nevada should consider requesting a waiver from the Department of Labor to implement the existing plan for July 1, 2016 until compliance can be met in accordance with Nevada's Open Meeting Law and the federal laws requiring open meetings and public comment.



BRIAN SANDOVAL  
GOVERNOR



DON SODERBERG  
DIRECTOR

OFFICE OF THE DIRECTOR

April 21, 2016

Virginia Hamilton  
Regional Administrator, ETA San Francisco Regional Office  
U.S. DOL/ETA  
90 7<sup>th</sup> St., Ste. 17-300  
San Francisco, CA 94103

**Re: Provisional approval of the Dislocated Worker funding allocation methodology.**

Dear Ms. Hamilton:

The Nevada Department of Training, Employment and Rehabilitation (DETR) respectfully requests to have the Department of Labor provide provisional approval of the Dislocated Worker funding allocation methodology located on page 90 of the State Plan submitted to Secretary Perez on March 3, 2016. The State has received a request by a Local Workforce Development Board (LWDB) to make this request for approval of the allocation methodology prior to approval of the entire State Plan in order to use the new methodology in the new program year within state allocations.

Because the new program year is rapidly approaching, time is of the essence in obtaining the provisional approval and as such the State requests an expedited response. If there is any additional information needed from DETR, please do not hesitate to inquire. ETA's assistance in this matter is greatly appreciated.

Sincerely,

Don Soderberg  
Director

cc: Local Elected Officials board  
Ardell Galbreth, WorkforceConnections, Director  
John Thurman, Nevadaworks, Director  
Renee L Olson, ESD Administrator  
Lynda Parven, Deputy Administrator, ESD  
Laurie Trotter, ESD Senior Attorney  
Grant Nielson, ESD Program Chief

## Statewide WIOA Distribution

### Workforce Connections (WC) Farmer-Rancher Dislocated Worker Factor Negative Fiscal Impact Estimate

Year	Farmer-Rancher Economic Hardship **
	DW
PY2001	282,725
PY2002	435,602
PY2003	706,176
PY2004	517,456
PY2005	313,032
PY2006	226,848
PY2007	224,419
PY2008	469,848
PY2009	985,870
PY2010	1,028,553
PY2011	792,564
PY2012	688,616
PY2013	1,410,830
PY2014	753,730
PY2015	547,781
<b>Total Impact</b>	<b>9,384,050</b>

Since May 2013, WC has requested a change to the Dislocated Worker formula. It is estimated that the Southern Nevada Workforce Development Area may have been short changed \$2.7 million over this three year period.

\*\* Farmer-Rancher Economic Hardship - It has been determined that delinquent farm loans do not represent the need for workforce development services. This factor has not yet been corrected. The estimate is calculated using the Adult WIA/WIOA percentage that WC received for each of the prior years.

July 2015 Dislocated Worker Distribution - Delinquent Farm Loans

RE: Delinquent Farm Loan Accounts in Nevada - Message (HTML)

File Message

Reply Reply All Forward More Meeting Ignore X Move to: ? To Manager To Manager Team E-mail Move Actions Mark Unread Categorize Follow Up Translate Rel

Respond Delete Quick Steps Move Tags Editing

You replied to this message on 5/4/2015 3:35 PM.

From: Estrada, Carolyn - FSA, Reno, NV <Carolyn.Estrada@nv.usda.gov>

To: Joleen Murphy

Cc: Wegren, Gus - FSA, Reno, NV; Kolvet, Janice - FSA, Reno, NV; Dial, Tammy - FSA, Reno, NV

Subject: RE: Delinquent Farm Loan Accounts in Nevada

Joleen here is the information you requested I think we may have been looking a borrowers and not loans in the last report. Please feel free to contact me if you have any questions.

Carolyn Estrada  
Farm Loan Specialist  
1365 Corporate Blvd, Suite 200  
Reno, NV 89502  
(775) 857-8500 #114  
Fax (855) 816-0896

County	Principal Amount	Delinquent Amount	#months behind	#of employees
Churchill	1200	1226	3	0
Churchill	17371	2510	<1	0
Churchill	1200	1226	3	0
Churchill	133192	12483	<1	0
Churchill	9347	1680	1	0
Churchill	278534	9961	3	0
Lyon	47589	4059	3	0
Lyon	35885	6605	2	0
Lyon	146063	7782	3	0
Lyon	150314	10491	2	0
Nye	29998	6250	3	0
Nye	25495	8644	23	0
Nye	2500	2552	3	0
Humboldt	3508	3509	3	0
Humboldt	5000	1069	3	0
Humboldt	1770	910	3	0
Humboldt	34600	10048	15	0
Humboldt	32090	239	3	0
Pershing	138004	3032	3	0
White Pine	1200	1223	3	0
White Pine	750	765	3	0
White Pine	915	922	3	0
White Pine	750	765	3	0

Delinquent Farm Loans DW Distribution			
WIA PY2015 Dislocated Worker Statewide Distribution			
<b>South</b>			
Clark	0		
Esmeralda	0		
Lincoln	0		
Nye	3		
Total South	3	13.04%	\$ 168,790
<b>North</b>			
Churchill	6		
Douglas	0		
Elko	0		
Eureka	0		
Humboldt	5		
Lander	0		
Statewide	0		
Lyon	4		
Mineral	0		
Carson	0		
Pershing	1		
Storey	0		
Washoe	0		
White Pine	4		
Total North	20	86.96%	\$ 1,125,267
Total - STATE	23	100.00%	\$ 1,294,057

In July 2015, \$1.3 million in Dislocated Worker funding was distributed statewide based on the information included in the above table. The table reflects that only 2 delinquent farm loans were delinquent more than 3 months and none of the loan borrowers have employees.

Delinquent farm loans do not represent dislocated worker needs.



July 2014 Dislocated Worker Distribution - Delinquent Farm Loans

FSA Borrowers Delinquent as of 3/31/14

County	Current Principle Amount of the Farm Loan	Amount Delinquent	Number of Months in Default	Number of Employees
Nye	\$199,483	\$39,419	3	0
Nye	18,974	5,698	3	0
Nye	25,496	4,072	10	0
Churchill	14,101	4,735	1	0
Churchill	279,728	4,957	3	0
Churchill	16,460	16,463	1	0
Lyon	82,000	82,132	1	0
Lyon	198,199	17,096	2	0
Esmeralda	42,785	3,972	3	Unknown
Mineral	62,417	2,500	1	0
Humboldt	49,100	19,831	3	0
Humboldt	159,178	20,564	<1	0
Pershing	34,445	6,033	<1	0
Pershing	5,199	1,598	1	Unknown

Delinquent Farm Loans DW Distribution

WIA PY2014  
Dislocated Worker  
Statewide  
Distribution

<b>South</b>	
Clark	0
Esmeralda	1
Lincoln	0
Nye	3
Total South	4

33.33% \$ 547,033

<b>North</b>	
Churchill	3
Douglas	0
Elko	0
Eureka	0
Humboldt	1
Lander	0
Statewide	0
Lyon	2
Mineral	1
Carson	0
Pershing	1
Storey	0
Washoe	0
White Pine	0
Total North	8

66.67% \$ 1,094,065

Total - STATE 12 100.00% \$ 1,641,098

In July 2014, \$1.64 million in Dislocated Worker funding was distributed statewide based on the information included in the above table. The table reflects that only 1 delinquent farm loan was delinquent more than 3 months and none of the loan borrowers have employees.

Delinquent farm loans do not represent dislocated worker needs.

## Workforce Connections

Statewide Distribution to Southern Workforce Development Area  
Program Year 2016  
(July 1, 2016 through June 30, 2017)

Statewide Allotment Amounts	Original Formula used since 2000			New DW Formula proposed for PY2016 - with 90% Hold Harmless for the North		
	Adult	Youth	Dislocated Worker	Adult	Youth	Dislocated Worker
<b>A. Adult and Youth Allotments</b>						
<b>1) Unemployed Individuals in Areas of Substantial Unemployment (ASUs) -</b>						
33 1/3 % allotted on basis of relative number of unemployed individuals in areas of substantial unemployment (ASU) compared to total # of unemployed individuals in all ASU (statewide). An area of substantial unemployment (ASU) is defined as a county with an unemployment rate of at least 6.5%.						
Statewide Allocation to Southern Area	\$ 2,036,217	\$ 2,090,122		\$ 2,036,217	\$ 2,090,122	
# of Unemployed	76,113	76,113		76,113	76,113	
\$ Per Unemployed	\$ 26.75	\$ 27.46		\$ 26.75	\$ 27.46	
<b>2) Excess Number of Unemployed Individuals -</b>						
33 1/3 % allotted on basis of relative excess number of unemployed individuals in the local area compared to the total excess number of unemployed individuals (statewide). Excess unemployment is defined as a county with a number of unemployed individuals (ages 16 and older) in excess of 4.5 percent.						
Statewide Allocation to Southern Area	\$ 1,992,783	\$ 2,045,539		\$ 1,992,783	\$ 2,045,539	
# of Unemployed	72,833	72,833		72,833	72,833	
\$ Per Unemployed	\$ 27.36	\$ 28.09		\$ 27.36	\$ 28.09	
<b>3) Number of Disadvantaged Adult/Youth -</b>						
33 1/3 % allotted on a basis of relative number of disadvantaged adult (or youth) in each area compared to the total number of disadvantaged adult (or youth) statewide. An economically disadvantaged Youth is defined as an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line (2016 Family of 4 - \$24,300), or 70 percent of the Lower Living Standard Income Level (LLSIL - 2016 Family of 4 is \$28,734). The definition of a disadvantaged Adult is similar but the age restriction is 22 to 72.						
Statewide Allocation to Southern Area	\$ 1,952,237	\$ 1,851,869		\$ 1,952,237	\$ 1,851,869	
# of Disadvantaged Adult/Youth	143,160	27,785		143,160	27,785	
\$ Per Disadvantaged Adult/Youth	\$ 13.64	\$ 66.65		\$ 13.64	\$ 66.65	



**Agenda item 18.    INFORMATION:**

LEO Consortium member comments

**Agenda item 19.    SECOND PUBLIC COMMENT:**

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Consortium. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes.