

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, July 12, 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>

This agenda has been properly noticed and posted in the following locations:
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

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. 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.

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.....4
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 - b. Status Update on Workforce Development System Continual Improvements
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8. **DISCUSSION AND POSSIBLE ACTION:** Accept the Board’s recommendation to execute a contract extension with Foundation for an Independent Tomorrow to deliver WIOA Career and Training services to re-entry adults in an amount not to exceed \$600,000 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be July 1, 2015 through June 30, 2017.....34

9. **DISCUSSION AND POSSIBLE ACTION:** Accept the Board’s recommendation to award an additional \$200,000 to Olive Crest to continue delivering WIOA Youth services to foster care youth through February 28, 2017 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be March 1, 2013 through February 28, 2017.....93
10. **DISCUSSION AND POSSIBLE ACTION:** Accept the Board’s recommendation to execute a no-cost contract extension with St. Jude’s Ranch for Children to ensure the continuation of WIOA Youth services in Boulder City and Laughlin, Nevada or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be July 1, 2014 through September 30, 2016.162
11. **DISCUSSION AND POSSIBLE ACTION:** Accept the Board’s recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined. This agency/organization shall deliver WIOA Adult and Dislocated Worker services in an amount not to exceed \$180,000 and WIOA Youth services in an amount not to exceed \$180,000 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The total award amount shall not exceed \$360,000 for the first 12 months. The contract period shall be date of approval by the Local Elected Officials through June 30, 2018.204
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 - b. Pre-Screening & Referral Stats Report
 - c. Media Report & Video
 - d. NXGEN Youth Paid Internship Fair Recap
 - e. Metro Police Town Hall Flyer
 - f. Metro Police/Corrections Recruitment Flyer
 - g. NXGEN Youth Paid Internship Fair Flyer
13. **DISCUSSION AND POSSIBLE ACTION:** Review and accept Executive Director’s Performance Report for annual evaluation in September 2016 ~ *Ardell Galbreth, Executive Director*255
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15. **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) minutes257
16. 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 minutes of June 28, 2016

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**Tuesday, June 28, 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 Anita Wood, North Las Vegas (phone)
Councilwoman Peggy Leavitt, Boulder City
Commissioner Varlin Higbee, Lincoln County
Councilwoman Gerri Schroder, Henderson (phone)
Commissioner Butch Borasky, Nye County (phone)
Commissioner Ralph Keyes, Esmeralda County (phone)

Members Absent

Councilman Bob Beers, Las Vegas

Staff Present

Ardell Galbreth	Suzanne Benson	Jim Kostecki
Jaime Cruz	Ricardo Villalobos	Kenadie Cobbin Richardson

Others Present

Michael Oh, Legal Counsel, City of Henderson
Stephanie Garabedian, Parker Nelson Associates
Doug Coombs, Olive Crest
Ron Hilke, DETR
Gina Garcia, Goodwill of Southern Nevada
Lynn Hoffman, ResCare Workforce Services/One-Stop Career Center
Terri Conway, Goodwill of Southern Nevada
Tenesha McCulloch, Goodwill of Southern Nevada
Devonte Yarbrough, Goodwill of Southern Nevada
Ananda Evans, Goodwill of Southern Nevada
Amy Licht, Olive Crest
Sean Vanater, Goodwill of Southern Nevada
Jared Awerbach, Goodwill of Southern Nevada
Steve Chartrand, Goodwill of Southern Nevada
Bonita Fahy, Southern Nevada Regional Housing Authority
Trnee Stephenson, Easter Seals Nevada
LaNan Pasion, Easter Seals Nevada
April Guinsler, Easter Seals Nevada
Denise Gee, HELP of Southern Nevada
Tracey Torrence, Southern Nevada Regional Housing Authority
Eric James, Goodwill Industries
Brad Williams, ResCare Workforce Services
Joshua Dobbins, Brady Industries
M. Hirsch, Goodwill of Southern Nevada
Janet Blumen, Foundation for an Independent Tomorrow

(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 1:03 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 to public comment.

Bonita Fahy, program manager, Southern Nevada Regional Housing Authority apologized for not being present at the meeting last week and requested consideration of SNRHA's proposal, a joint partnership with Easter Seals Nevada, Olive Crest, the Nevada Hospital Association. Ms. Fahy spoke about the strengths of the partnership.

April Guinsler, director of the employment solutions program, Easter Seals Nevada expressed concern that the board may not be aware of the joint partnership between SNRHA, Easter Seals Nevada, Olive Crest, the Nevada Hospital Association, Urban League and Foundation for an Independent Tomorrow (FIT) that was written into SNRHA's proposal and she recommended that the LEOs read SNRHA's proposal. Ms. Guinsler thanked the Consortium and requested to be considered for funding to establish a program in conjunction with its partners.

Steve Chartrand, president/CEO, Goodwill of Southern Nevada thanked the Consortium for their time and apologized for failing to attend the June 14th meeting due to an internal communication issue, which is now resolved and provided the following reasons that Goodwill is the best provider for the One-Stop Affiliate Site – East:

- Goodwill's commitment is to focusing on the unique needs of each client served
- Goodwill has many different services and partners with many other community organizations, including Easter Seals, Nevada Partners and FIT
- Goodwill has proven outcomes by leveraging resources
- Since 2009, Goodwill has shepherd \$7.8 million in grants, raised an additional \$4.3 million for a total of \$12.2 million
- Since 2009, Goodwill has placed 11,800 southern Nevadans into jobs with a cumulative wage total of over \$209 million and return on investment of over 1,700% based on the leveraging of funds received from Workforce Connections and the funds raised by Goodwill
- If awarded the grant, Goodwill will commit an additional \$402,000 of in-kind labor and services thereby further leveraging the grant
- Goodwill partners with over 50 community organizations, including the Veterans Association, Clark County School District, Opportunity Village and many others

Mark Grant, disabled veteran shared about his positive experience with Goodwill's program. Mr. Grant received training in the IT field.

Eric James, local business owner of a State Farm Insurance agency and Goodwill board member spoke briefly regarding Goodwill's vision and mission.

Shawn Vanater shared about his positive experience with Goodwill's Elite program. Mr. Vanater received work experience training and is now enrolled at UNLV.

Ananda Evans shared about her positive experience with Goodwill's program. Ms. Evans received dental assistant training and will soon start cosmetology training.

Davonte Yarbrough shared about her positive experience with Goodwill's Elite program.

Jared Awerbach shared about his positive experience with Goodwill's program, where he was referred by child support for a level up program. Mr. Awerbach is currently enrolled in school for non-profit management.

Joshua Dobbins, chief financial officer of Brady Industries, provided perspective regarding Goodwill's audit records, with zero findings and impeccable administration of grant funds. Mr. Dobbins serves on Goodwill's board and audit committee.

Hearing no other 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

Executive Director Ardell Galbreth confirmed no changes to the agenda.

A motion was made by Commissioner Varlin Higbee and seconded by Councilwoman Peggy Leavitt to approve the agenda as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of June 14, 2016

Chair Weekly presented the minutes provided on page 7-21 of the agenda packet.

A motion was made by Commissioner Varlin Higbee and seconded by Councilwoman Gerri Schroder to approve Local Elected Officials Consortium minutes of June 14, 2016 as presented; Commissioner Ralph Keyes and Councilwoman Peggy Leavitt abstained. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve Board member appointment of Bill Regenhardt, Regis 702 Consulting Group to represent the Business category for a three year term. Upon approval, Mr. Regenhardt will serve on the Programs Committee.

Mr. Galbreth presented Mr. Regenhardt's board member application provided on page 23-25 of the agenda packet and stated that although the LEOs have authority to appoint whomever they feel is qualified, staff is recommending Mr. Regenhardt for his leadership qualities and experience as noted on his application.

A motion was made by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky to approve Board member appointment of Bill Regenhardt, Regis 702 Consulting Group to represent the Business category for a three year term. Mr. Regenhardt will serve on the Programs Committee. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION:

- a) Review and approve the Board's decision to award a contract to 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;

Or, in the alternative

- b) Review and approve the Board's decision to award a contract to 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 with additional conditions to address program design adjustments as may be needed to ensure underserved eastside residents receive timely, comprehensive employment and training services to the extent that these conditions do not materially alter the scope of services set forth in the applicable Request for Proposal. 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.

Chair Weekly read the item into the record and referred to legal counsel.

Michael Oh, legal counsel provided background. This item was approved by the Workforce Connections Board with two options for the LEOs consideration. The first option is to ratify and approve the award to Goodwill of Southern Nevada based upon the scoring process of the RFP. The second option is to ratify and approve the award to Goodwill with modifications as needed to ensure services are provided in the eastside area. Any modifications must not materially alter the scope of services in the RFP that was released, due to stringent federal procurement process guidelines; otherwise this would have to be rebid and a new RFP released. Mr. Oh presented the backup (p. 28-139), the scoring methodology by SPR and RFP for the One-Stop Affiliate Site – East, and noted the provision in the RFP for protests. Goodwill's proposal was provided as a separate handout to the Consortium and public.

Chair Weekly opened the floor for discussion.

Commissioner Butch Borasky stated that he is satisfied after rereading the RFP and having a conversation with Steve Chartrand, who assured him that Goodwill is a great organization as well as hearing all of the positive testimony and he is willing to make a motion to ratify the award.

Councilwoman Anita Wood inquired if there was any attempt made to protest the RFP process; Mr. Galbreth replied no and summarized the protest process that is in the RFP. There was some discussion regarding the timeline of the process. Michael Oh clarified that a grievance must be filed per the WC procurement grievance policy 5.07 and based upon the fact that the LEOs have to ratify the Board's recommendation the appeal process should begin following the LEOs ratification, the official grant of the award.

Councilwoman Gerri Schroder thanked all of the individuals who provided testimony in support of Goodwill, Easter Seals and Southern Nevada Regional Housing Authority and stated that no matter who gets the funding, we can be assured the money will be put to good use as all three of these are great organizations.

Addressing legal counsel, Councilwoman Schroder inquired if this material change would alter the scope of services in the RFP and require a new RFP process, which would prevent services from starting on July 1. Michael Oh responded that as of now he has not heard any conditions that may be contemplated; however, the Consortium must be very careful because depending on what the conditions are, they will potentially affect the scope of services and if so, it would require a rebid and a new entire RFP process. Councilwoman Schroder stated that this process has been vetted by an outside agency and twice by the Board and concurs with Commissioner Borasky's support for option a.

Commissioner Ralph Keyes asked what would be considered a material change outside the scope of services of the RFP and what is the difference between the options.

Chair Weekly stated that the LEOs do not want to pit any agency or organization against the other, no one LEO expressed any problems with any of the agencies and fully supports Goodwill; however, the LEOs liked the consortium of partner agencies included in the SNRHA/Easter Seals proposal and wanted to discuss what options may be there for Easter Seals to still be involved without negatively impacting Goodwill. However, at the last meeting, the LEOs were torn because they were not given enough time to contemplate or even have a discussion regarding this item, only to ratify it or not, because of how the agenda language was written. This resulted in a split vote and the item was sent back to the Board for reconsideration. The LEOs were put in a hard place and is has nothing to do with any of these agencies; rather it is between the LEOs, Mr. Galbreth and staff. This was a problem at the last meeting, it is a problem today and if it continues, there will be a closed door meeting with Mr. Galbreth and something will be done about it.

Commissioner Varlin Higbee stated that he apologizes if somehow these organizations feel like the LEOs are pitting them against each other because this was never the intent.

Chair Weekly restated the motion on the floor.

Commissioner Keyes stated that he is leaning toward option a.

Councilwoman Wood agreed with the Chair's comments that the LEOs were put in a difficult position with the recommendation by the Board and individuals coming forward in public comment leading the LEOs to believe that a group of people may not be serviced with the Board's recommendation and unfortunately there was no representative from Goodwill present that day to speak about the services they offer the partnerships and relationships they have established or to answer any of the LEOs questions and concerns that everyone will be serviced appropriately. Councilwoman Wood stated that she is comfortable supporting option a and moving forward with the original recommendation having heard from Goodwill today and learning that their proposal also includes partnerships they have established with Easter Seals, FIT and other well-known community organizations, as well as knowing that the entire process has been thoroughly vetted without any implications or concerns. She stressed the importance that applicants should be at all meetings in the future to answer questions and stated that all of this may have been avoided if Goodwill was represented at the last meeting.

Councilwoman Peggy Leavitt commented that when the LEOs were part of the board there was more opportunity to be involved in the decision making process and perhaps the LEOs may want to consider sitting in on a Committee and/or Board meeting to hear the discussion.

Chair Weekly stated that the LEOs agreed to be separate from the Board and having the authority to appoint Board members, but it has alienated the LEOs from the process and the LEOs should not have to sit in at another meeting to get information, especially since the LEOs are the fiscal agent for the WC Board.

Commissioner Higbee stated that the LEOs may have wanted to make some conditions or changes on the front end that whatever organization is awarded the One-Stop Affiliate Site contract, that organization is required to do some outreach and partner with other important community organizations that were left out. However, after talking with Steve Chartrand and finding out that Goodwill already does this, he is confident.

Mr. Galbreth proposed having an RFP process information session for the LEOs to review every step of the RFP process and requirements so that when these procurement items get to this level the LEOs being a policy board, will know and understand that the entire process did not violate any policies and was done fair and impartial.

Councilwoman Schroder concurred with comments from Chair Weekly, Councilwoman Wood and Leavitt and suggested that Mr. Galbreth give a briefing to each of the LEOs regarding the Board's discussions, decisions and the outcomes of those decisions so the LEOs are better informed.

Chair Wood apologized to Easter Seals, Goodwill and Southern Nevada Housing Authority because this issue has nothing to do with them and is much more an internal issue resulting from the changes that came about in the restructuring of the WC Board and separating the LEOs from the Board which has brought light to some obvious issues; Chair Weekly concurred.

Jaime Cruz stated that staff does hear the LEOs loud and clear and are making necessary adjustments to ensure that the RFP process happens earlier in the calendar year so that the LEO are never again in this position having to make a decision so close to the deadline. The staff's goal is to be talking and making a decision in February or March to allow more time to handle and adjust for problems unforeseen.

Chair Weekly thanked Mr. Cruz and stated that the LEOs do not want to overstep its boundaries and micromanage the Board or staff, but staff needs to realize that the LEOs have hands on staff and are accustomed to getting any information needed in order to make good informed decisions and the restructuring of the Board has caused some growing pains, but moving forward all we need is better communication to fill in the gaps.

Councilwoman Leavitt stated that she does not think the LEOs want to be part of the RFP process. Chair Weekly replied that the LEOs need more knowledge of the RFP process and how it works because if DOL or DETR calls out WC, the LEOs with the fiscal oversight, will be called upon to get involved, not the Board.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve the Board's decision to award a contract to 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. Motion carried.

7. **INFORMATION: LEO Consortium member comments**

None

8. **SECOND PUBLIC COMMENT SESSION**

Chair Weekly opened the floor to public comment.

Steve Chartrand, Goodwill of Southern Nevada stated that what he hears is amazing passion and love for the community by everybody in the room and agreed with Commissioner Weekly that no one wants to leave here today with any feelings of us versus them. Goodwill is most thankful for the grant and will do its absolute best to partner and meet the needs of the clients and show up at all future meetings.

April Guinsler, Easter Seals Nevada stated that she personally has no hard feelings and if she gave the impression that it is us versus them, it is not because at the end of the day the clients are the number one priority and getting them back to work and self-sufficient. Ms. Guinsler thanked her staff, Trnee Stephenson, LaNan Pasion, without them the program would have never been so successful. Six months ago, Easter Seals was not even half way to its enrollment goal, they were behind and had some staff turnover, then these two ladies came in with a can-do attitude, they were innovative and willing to try different things, and managed to get the program caught up in record time and have employed a lot

of individuals in the last 60 days. Ms. Guinsler said thanks for a great program and giving Easter Seals the opportunity and hopes to be back proposing another program very soon.

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

9. ADJOURNMENT

The meeting adjourned at 2:11 p.m.

Agenda item 5. DISCUSSION AND POSSIBLE ACTION:

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

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

Strategic Initiatives Update Report 7-12-2016

- a) Status Update on WIOA Compliance Assurance Initiatives
- Southern Nevada's Local One-Stop Delivery System
 - March 3, 2016 – Nevada's Unified State Plan was submitted to US DOL April 3, 2016. 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 draft was submitted to DETR on May 31, 2016. Awaiting approval in order to sign and execute.
 - 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.
- b) Status Update on Workforce Development System Continual Improvement Initiatives
- STEM initiatives continue to be 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 venter 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.

Workforce Connections' One-Stop Delivery System
WIOA Implementation Roadmap

Where we were under WIA	Where we are going under WIOA
1. Poor geographical footprint across the valley and rural areas	1. Improved geographical footprint across the valley and adding more access points in rural areas
2. WC funding agencies under “home office” contracts. Poor “System” presence and recognition	2. Funding operators for Workforce Connections’ One-Stop Centers. Vision of a strong “System” presence and recognition
3. Paying the rent for “home office” buildings	3. Vision of rent-free buildings for WC One-Stop Centers
4. Too many “wrong doors” for clients	4. Vision of no “wrong doors” for clients
5. Some sites provided only ADW services, others only Youth services. Some sites provided only services to specific special populations	5. All WC One-Stop Centers provide WIOA ADW and Youth services. Furthermore, they have appropriate capacity to provide WIOA services to specific special populations: Vets, People with Disabilities, Foster Care Youth and Re-entry (Post-release). Re-entry (Pre-release) will remain a separate contract based on the need to work with correctional facility
6. Virtually no co-location of WIA partners: Title II, III and IV	6. Co-location in WC One-Stop Centers of WIOA core mandated partners: Titles II, III and IV. Co-location when possible of WIOA Required and Additional Partners
7. High number of contracts meant higher overhead costs in the “System”	7. Diminishing funding from US DOL will be mitigated by lower “System” overhead costs associated with fewer contracts

Agenda item 6. INFORMATION:

Programs Committee minutes of June 15, 2016

**WORKFORCE CONNECTIONS
PROGRAMS COMMITTEE MINUTES**

June 15, 2016 – 9:30 a.m.
Rosalie Boulware Board Room (Bronze/Silver)
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Members Present

Bart Patterson, Chair
Louis Loupias
Leo Bletnitsky
Janice John (via telephone)
Stavan Corbett
Valerie Murzl
Kenneth C. Evans

Tommy Rowe
Patty Charlton
Peter Guzman
Liberty Leavitt
Sonja Holloway
Charles Perry

Members Absent

Jill Hersha
Dr. Cecilia Maldonado
Mark Keller

Liberty Leavitt
David McKinnis

Staff Present

Ardell Galbreth
Kenadie Cobbin-Richardson
Ricardo Villalobos

Jeannie Kuennen
Jaime Cruz

Others Present

Janet Blumen, FIT
Doug Coombs, Olive Crest
Janelyn Jarrett, Trailways
Angela Burnett, FIT
Jennifer Casey, FIT
Kelly Nunes, FIT
Madelyn Arazoza, Salvation Army

Lynn Hoffman, ResCare
Ron Hilke, DETR
Charles Ellis, Trailways
Anthony Gilyard, FIT
Janet Blumen, FIT
Lavonne Lewis, Salvation Army

(It should be noted that not all attendees may be listed above)

Agenda Item 1 – Call to Order, confirmation of posting, roll call, and Pledge of Allegiance:

Bart Patterson, Chair, called the meeting to order at 9:36 a.m. Staff confirmed the meeting was properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and the quorum confirmed.

Agenda Item 2 - FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this committee for consideration and action today. Please clearly state and spell your name and address for the record. Each public comment will be limited to three (3) minutes.

Douglas Coombs, Executive Director, Olive Crest. Mr. Coombs expressed his thanks for WC support to continue delivering WIOA youth services to foster care.

Janet Blumen, Executive Director, Foundation for an Independent Tomorrow (FIT). Ms. Blumen expressed her thanks to the Programs Committee for the program extension to continue serving the re-entry population.

Anthony Gilyard, Case Manager/Mentor Coordinator, Foundation for an Independent Tomorrow (FIT). Mr. Gilyard expressed his thanks to the Programs Committee for their support to continue serving the re-entry population.

Kelly Nunes expressed his thanks to the Programs Committee for their support of the program extension for the re-entry population through Foundation for an Independent Tomorrow.

Angela Burnett, Program Specialist, Foundation for an Independent Tomorrow. Ms. Burnett expressed her thanks for the support to the re-entry program to continue serving the community.

Agenda Item 3 - DISCUSSION and POSSIBLE ACTION: Approve the Agenda with the inclusion of emergency items, and deletion of any items.

Ardell Galbreth, Executive Director confirmed no changes to the Agenda.

A motion was made by Charles Perry to approve the Agenda as presented, and seconded by Valerie Murzl. The motion carried.

Agenda Item 4 – DISCUSSION and POSSIBLE ACTION: Approval of the Programs Committee meeting minutes of May 11, 2016 and May 17, 2016.

Mr. Patterson presented the Program Committee meeting minutes of May 11, 2016 and May 17, 2016 for approval.

A motion was made by Valerie Murzl to approve the minutes of May 11, 2016 and May 17, 2016 as presented, and seconded by Charles Perry. The motion carried.

Agenda Item 5 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to execute a contract extension with Foundation for an Independent Tomorrow to deliver WIOA career and training services to re-entry adults. The award amount shall not exceed \$600,000. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2017.

Ricardo Villalobos provided an overview of the contract extension to Foundation for an Independent Tomorrow to deliver WIOA career and training services to re-entry adults on pages 20-25 of the agenda packet.

Ardell Galbreth stated the WC Board had directed staff to revisit budgetary funding to extend Foundation for an Independent Tomorrow's contract for an additional year. Mr. Galbreth stated through some budgetary adjustments and vacancy cost savings, staff was able to accommodate this directive.

A motion was made by Charles Perry to accept staff's recommendation to execute a contract extension with Foundation for an Independent Tomorrow to deliver WIOA career and training services to re-entry adults. The award amount shall not exceed \$600,000. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2017, seconded by Valerie Murzl. Patty Charlton abstained from the vote. The motion carried.

Agenda Item 6 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to award an additional \$200,000 to Olive Crest to continue delivering WIOA Youth services to foster care youth through February 28, 2017.

Mr. Galbreth offered a 6-minute video "A Sense of Home," regarding foster care, to the Programs Committee. Mr. Galbreth further stated that at the age of 18 years of age, youth age out of foster care. The recommendation from staff is to award Olive Crest additional funding to continue delivering WIOA Youth service to foster care through February 28, 2017.

Mr. Villalobos stated there will be an RFP developed and published to continue foster care services to youth in January 2017 with a contract beginning March 1, 2017. Olive Crest has had a 4-year contract that has concluded, however with this extension for 6-months, Olive Crest can continue services through February 28, 2017.

A motion was made by Valerie Murzl to accept staff's recommendation to award an additional \$200,000 to Olive Crest to continue delivering WIOA Youth services to foster care youth through February 28, 2017, and seconded by Louis Loupias. The motion carried.

Agenda Item 7 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to execute a no cost extension with St. Jude's Ranch for Children to ensure the continuation of WIOA youth services in Boulder City and Laughlin, Nevada. Upon approval by the WC Board, the current contract period will be extended with a contract period of July 1, 2015 through September 30, 2016.

Mr. Villalobos stated that during the RFP process St. Jude's Ranch for Children did not submit a proposal. Proposals that were submitted were unsuccessful in passing the technical review process. From a systems perspective, staff opted to execute a no cost extension with St. Jude's Ranch for Children to ensure the continuation of WIOA youth services in Boulder City and Laughlin, Nevada until such time WC is able to determine what can be done to provide services in that geographical area.

A motion was made by Patty Charlton to accept staff's recommendation to execute a no cost extension with St. Jude's Ranch for Children to ensure the continuation of WIOA youth services in Boulder City and Laughlin, Nevada. Upon approval by the WC Board, the current contract period will be extended with a contract period of July 1, 2015 through September 30, 2016, and seconded by Charles Perry. The motion carried.

Agenda Item 8 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to negotiate and enter into a sole-source contract to provide services in Mesquite, Nevada with an agency/organization to be determined. This organization will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2018.

Mr. Villalobos stated that an RFP was published for services in Mesquite, Nevada. All of the proposals that were submitted for that RFP were unsuccessful in passing the technical review process. WC released the same RFP and proposals were submitted by Mesquite Works and Salvation Army.

Mr. Villalobos stated, in reviewing previous data collected in the system for Salvation Army' past performance, staff recognized failures in entering employment rates and retention rates, staffing issues, and fiscal concerns. He further stated this is not a reflection on the quality of service Salvation Army provides to the community, but when WC is making data driven decisions based on a certain rationale, staff will bring these results to the attention of the Programs Committee. Mesquite Works did not meet the threshold to qualify for consideration and Salvation Army based on the past performance information was not recommended. WC is recommending a sole-source contract to an organization in the geographic area, or sole-sourcing a current service provider yet to be determined.

Lavonne Lewis, Salvation Army stated the proposal would be managed from their Las Vegas office, but staffed in their Family Resource Center site in Mesquite. The youth portion would be managed by Nevada Partners, Inc.

Further discussion ensued regarding:

- Budget of \$360,000 augmenting an existing staff/operation for dislocated workers and youth.
- Relationship between Salvation Army and Nevada Partners, Inc. and budgets within the proposal.
- Suggestion made to move forward with staff's recommendation with a caveat for a provider to demonstrate improved performance.
- Sole-sourcing Lincoln County or Nevada Partners, Inc. as the closest service provider in proximity to Mesquite, Nevada to manage the program with the expectation of one person stationed in Mesquite.
- If awarded, Salvation Army would be held accountable for outcomes as Nevada Partners, Inc. is the sub-recipient, and WC would be monitoring an agency that does not necessarily have youth experience.
- Recommendations by staff are not necessarily made by thresholds met.

Ken Evans proposed a motion to accept staff's recommendation to ensure a universe of candidates to include the Salvation Army/Nevada Partners, Inc. proposal in the universal pool of candidates.

Mr. Patterson stated since it is not on the agenda, the Programs Committee cannot entertain the motion, but directed staff to take notes of the comments and craft a broader agenda item in the event the Board decides to take a different direction.

Mr. Villalobos stated from a geographic standpoint, Nevada Partners, Inc. would be the closest. Staff would also have to conduct an assessment and entertain discussion with Lincoln County to determine their interest (if any), but uncertain if they have the capacity. The likelihood is that staff will return to the Programs Committee with an agenda item for a recommendation that Salvation Army will provide services to adults and dislocated workers, and Nevada Partners, Inc. will provide services to youth.

Mr. Patterson reiterated the direction to staff to craft a broader agenda item, and move the agenda item to the WC Board for consideration.

Valerie Murzl requested a repeat of the motion on the floor.

Mr. Patterson stated a motion was made by Ken Evans to accept staff's recommendation to seek and negotiate a sole-source contract for the services in Mesquite, Nevada with the understanding that they could seek to negotiate with Salvation Army and Nevada Partners, Inc.

The rationale is that it may be difficult as explained, for there to be negotiations directly with Salvation Army because they are not a current provider through the RFP process, but Salvation Army could be involved in the sole-source negotiation. Or, the WC Board at its meeting could move forward in considering Salvation Army/Nevada Partners, Inc. under a broader agenda item.

A motion was made by Ken Evans to accept staff's recommendation to seek and negotiate a sole-source contract for the services in Mesquite, Nevada with the understanding that they could seek to negotiate with Salvation Army and Nevada Partners, Inc. The organization will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2018, and seconded by Patty Charlton. The motion carried.

Agenda Item 9 – DISCUSSION and POSSIBLE ACTION: Accept staff’s recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined. This organization will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2018.

Mr. Villalobos stated that an RFP was published for services in Boulder City and/or Laughlin, Nevada. All of the proposals that were submitted were unsuccessful in passing the technical review process. WC released the same RFP to provide services in Boulder City, Nevada. One proposal was submitted, Trailways Mental Health, which did not meet the threshold of 75% for consideration.

A motion was made by Stavan Corbett to accept staff’s recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined. This organization will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. Upon approval by the WC Board, the contract period shall be July 1, 2016 through June 30, 2018, and seconded by Peter Guzman. The motion carried.

Agenda Item 10 – INFORMATION: Business Engagement Reports

Kenadie Cobbin Richardson provided the Business Engagement Reports for the months of April and May 2016 on pages 44-50 of the agenda packet, and was open to any questions asked by the Programs Committee.

a. In Demands Job Report

Number of Jobs (April):	120	Number of Jobs (May)	17
Number of Jobs (YTD):	506	Number of Jobs (YTD)	522
Median Wage:	\$11.00	Medium Wage:	\$11.00
Wage Range:	\$9.40 - \$32.00	Wage Range:	\$9.40 - \$32.00
OJTs:	30	OJTs:	12

b. Pre-Screening and Referral Stats

Provider participation (Employers listed on page 47 of the agenda packet)

Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	6	54	26	7	22	26	52	13	11	25	8

- c. Metro Police Town Hall Meeting – Thursday, June 2, 2016 at 6:00 pm – 8:00 p.m.
- d. Metro Police/Corrections Recruitment Flyer – Thursday, June 9, 2016 at 9:00 a.m.
- e. NxGEN Youth Paid Internship Fair Flyer – Thursday, June 23, 2016 at 9:00 a.m.

Agenda Item 11 – INFORMATION: Program Committee Member Comments

Ken Evans stated he would be interested in feedback from St. Jude’s Ranch for Children (if they are willing to share) regarding the U.S. Department of Labor and use of WIOA funds from their perspective, lessons learned that are systemic in nature that the Committee can take up through our channels and come up with some solutions.

Patty Charlton echoed Mr. Evans comments. Staff spoke of the challenges with some of the varying deliverables as mandated by the U.S. Department of Labor. The more that the Committee can do as a

Committee to advocate from a policy perspective, from a legislative perspective, or the ultimate barriers that are created to support these efforts, they are willing to advocate.

Bart Patterson expressed his thanks regarding the efforts Olive Crest is providing for foster care. Mr. Patterson will also be attending the Project 150 luncheon that helps homeless youth. He thanked staff for sharing the video with the Committee.

Agenda Item 12 - 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 Board. 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 address for the record. Each comment will be limited to three (3) minutes.

Lavonne Lewis, Director of the Salvation Army thanked the Committee for their consideration and their support for the workforce in the community. In Mesquite, there is a Family Resource Center from the State of Nevada, there is the responsibility for enrolling Supplemental Nutrition Assistance Program (SNAP) applicants and other state programs, there is a food distribution center at their location and food bank for the community, and a parenting training at their facility. Salvation Army would be diligent in meeting all of the requirements set forth by Workforce Connections to find employment and training for the people of Mesquite.

Madelyn Arazoza, Program Coordinator for Residential Training Vocational Services, Salvation Army expressed her appreciation in consideration of support to Salvation Army to provide services in Mesquite, Nevada.

Agenda Item 13 - ADJOURNMENT: The meeting adjourned at 11:16 a.m.

Agenda item 7. INFORMATION:

Board minutes of June 28, 2016

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

June 28, 2016
10:00 a.m.

Rosalie Boulware Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Members Present

Brad Deeds (phone)	Charles Perry	Janice John
Jerrie Merritt	Ken Evans	Liberty Leavitt
Lou DeSalvio	Louis Loupias (phone)	Mark Keller
Michael Gordon	Paul Brandt (phone)	Peter Guzman
Rebecca Henry	Rob Mallery	Tommy Rowe
Valerie Murzl		

Members Absent

Bart Patterson	Jack Martin	Leo Bleznitsky
Marvin Gebers	Renee Olson	Tobias Hoppe

Staff Present

Ardell Galbreth	Suzanne Benson	Ricardo Villalobos
Jaime Cruz	Jim Kostecki	Kenadie Cobbin Richardson

Others Present

Madelin Arazoza, The Salvation Army	Stephanie Garabedian, Parker Nelson Associates
Natalie Brown, client, The Salvation Army	Doug Coombs, Olive Crest
Gina Garcia, Goodwill of Southern Nevada	Jennifer Casey, Foundation for an Independent Tomorrow
Amy Licht, Olive Crest	Janet Blumen, Foundation for an Independent Tomorrow
Denise Gee, HELP of Southern Nevada	Lynn Hoffman, ResCare Workforce Services/OSCC
Bradley Williams, ResCare Workforce Services	Anthony Gilyard, Foundation for an Independent Tomorrow
Anita Yang, ResCare Workforce Services	Joenni Garcia, Foundation for an Independent Tomorrow
LaNan Pasion, Easter Seals Nevada	Trnee Stephenson, Easter Seals Nevada
Douglas Patton, Easter Seals Nevada	John Collins, Nevada Department of Corrections
Monica Ford, Nevada Partners, Inc.	Bonita Fahy, Southern NV Regional Housing Authority
Dr. Tiffany Tyler, Nevada Partners, Inc.	Janice M. Rael, Nevada Partners, Inc.
Brittany Gray, Nevada Partners, Inc.	Terri Conway, Goodwill of Southern Nevada
Cpt. Lisa Smith, The Salvation Army	Steve Chartrand, Goodwill of Southern Nevada

(It should be noted that not all attendees may be listed above)

1. Call to order, confirmation of posting, roll call, and pledge of allegiance

The meeting was called to order by Chair Valerie Murzl at 10:04 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.

2. FIRST PUBLIC COMMENT SESSION

Cpt. Lisa Smith, director of social services, The Salvation Army asked the Board to consider the grant award for the city of Mesquite. The Salvation Army is the largest community organization in Mesquite and assists individuals with welfare applications, food stamps, TANF, Medicaid, child

support and child care as well as helps with clothing, food, rent and other utilities. Cpt. Smith previously was in charge of the vocational program at the Salvation Army Owens campus in Las Vegas. Salvation Army has a seasoned case manager with a lot of experience working for the state of Nevada and hospitals and has connections with the community, the schools, the hospitals and casinos.

Madelin Arazoza, program services coordinator for vocational and residential services, The Salvation Army, stated that it is unfortunate that this award was not approved at the last meeting even though the Salvation Army had the highest scored proposal and introduced continuum care client Natalie Brown, who shared about her positive experience with the program. Since enrolling in the program last year, Ms. Brown completed her credentials, culinary training and is now employed. Ms. Arazoza thanked the Board for its consideration.

Douglas Patton, Easter Seals Nevada spoke on behalf of Easter Seals. Mr. Patton, a client of Easter Seals, is completing his education and is ready to embark on a new career.

April Guinsler, director of the employment solutions program, Easter Seals Nevada thanked the Board for the opportunity and extended an invitation to anyone who wants a tour. She expressed hope that the Board had the opportunity to read their proposal and see how the partnership with Southern Nevada Regional Housing Authority, Easter Seals, Olive Crest, Urban League, and the Nevada Hospital Association was going to deliver services. She further stated that she accepts the Board's decision and understands that not everyone is awarded funds, but hopes the Board was allowed the opportunity to make an informed decision. Ms. Guinsler confirmed that Easter Seals' program will end on Thursday, June 30th.

Bonita Fahy, program manager, Southern Nevada Regional Housing Authority stated that she hopes the Board had the opportunity to really look at SNRHA's proposal and the partnership with Easter Seals, Olive Crest and the Nevada Hospital Association, who has a connection to the Governor's healthcare industry sector and places new nurses into the medical field. She stated that they thought very carefully about partnerships when writing the RFP and how it would benefit the Las Vegas community as well as the return on investment of the grant funds. Ms. Fahy requested that SNRHA's proposal receive consideration to become a complete adult and youth one-stop but if not, she accepts the decision and thanks the Board for the opportunity to serve youth and adults in Las Vegas.

Doug Coombs, executive director, Olive Crest stated that Olive Crest has been in business for 42 years focusing on the safety and wellness of youth in the community who have been victimized by abuse, abandonment and neglect. Over three years ago, Olive Crest received a grant from Workforce Connections for the Project Independence program giving Olive Crest opportunity to leverage multiple resources within the community to help foster youth and actually start talking with the youth and listening to what else is needed in the community and what can be done better. Many of the youth expressed the lack of stability needed to be successful because these youth have lost a place to live and have become homeless. One of the challenges for Olive Crest has always been the confidentiality of its clients, which makes it hard to promote the great work Olive Crest does in the community; however, with this grant Olive Crest was able to promote its program to leaders in the community and solicit funds to start a transitional housing program near College of Southern

Nevada that opened its doors in January. Now youth can walk to CSN, removing the transportation barrier to continuing education. Mr. Coombs thanked the Board for considering Olive Crest's no-cost contract extension.

Joenni Garcia, client, Foundation for an Independent Tomorrow (FIT) thanked the Board for funding FIT and shared about his positive experience with the program. Mr. Garcia recently received his CDL-Class A and as of this morning is now employed.

Janet Bluman, Foundation for an Independent Tomorrow thanked the Board for thinking outside of the box and extending FIT's funding for an additional year. She stated that 600,000 Americans are freed from prison every year so there is certainly a need for these services to help individuals who are no longer incarcerated but cannot seem to get their life started again.

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

Executive Director Ardell Galbreth confirmed no changes to the agenda.

A motion was made by Charles Perry and seconded by Lou DeSalvio to approve the agenda as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Approve the minutes of June 21, 2016

Chair Murzl presented the minutes provided on page 9-17 of the agenda packet.

A motion was made by Charles Perry and seconded by Lou DeSalvio to approve the minutes of June 21, 2016 as presented. Motion carried.

5. 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

Jaime Cruz presented the updated Strategic Initiatives report (p. 19) followed by a PowerPoint presentation regarding Workforce Connections' One-Stop Delivery System Implementation Road (p. 20). The PowerPoint is available on the WC website at:

<http://nvworkforceconnections.org/wp-content/uploads/2016/06/WC-System-Roadmap-Presentation-6-28-16.pdf>.

Brad Deeds commented that the collaboration between the One-Stop System, One-Stop Center and the Las Vegas Clark County Library District is exciting for the Department of Education to have a real direct link between Title II Adult Education and Family Literacy activities and activities in the one-stop. He stated that this is one of the benefits of the new WIOA plan which requires much more direct contact between Title I through Title IV and all of the affiliate partners in the workforce development system, and he has received calls from other states asking how Nevada is integrating Adult Ed with Title II services into the one-stop, which he points to exactly what Mr. Cruz talked about.

Chair Murzl complimented staff for creatively looking at the library system.

Charles Perry stated that he learned about the library system while visiting with staff about a week ago and thinks it is a wonderful idea and encouraged funded partners to establish partnerships with other community organizations that have other strengths and services they do not have.

6. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to execute a contract extension with Foundation for an Independent Tomorrow to deliver WIOA Career and Training services to re-entry adults in an amount not to exceed \$600,000. The contract period shall be July 1, 2016 through June 30, 2017.

Based on the Southern Nevada Local Elected Officials Consortium's (LEOs) request, staff recommends the Board considers forwarding this agenda item to the LEOs with the following options for ratification:

- a. Confirm Program Committee's recommendation to execute a contract extension with Foundation for an Independent Tomorrow in an amount not to exceed \$600,000 as indicated above with the following impact:
 - WIOA employment and training services shall be delivered to re-entry adults as scheduled; or
- b. Confirm Programs Committee's recommendation to execute a contract extension with Foundation for an Independent Tomorrow in an amount not to exceed \$600,000 per conditions as indicated by the Board with the following impact:
 - Based on conditions outlined by the Board, program adjustments may be needed to ensure re-entry adults receive timely, comprehensive WIOA employment and training services.

Chair Murzl read the item into the record and directed the Board to consider a vote for each item, a and b, and noted that the only conditions that can be added must be within the confines of the applicable Request for Proposal and funded partners cannot be forced to partner with other agencies.

Ricardo Villalobos, Director, Workforce Development Programs provided background. Foundation for an Independent Tomorrow's scope of work is provided on page 22-26 of the agenda packet.

Chair Murzl called for a motion.

A motion was made by Charles Perry and seconded by Jerrie Merritt to accept option a. Confirm Program Committee's recommendation to execute a contract extension with Foundation for an Independent Tomorrow in an amount not to exceed \$600,000 as indicated above with the following impact: WIOA employment and training services shall be delivered to re-entry adults as scheduled. Motion carried by unanimous vote.

7. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award an additional \$200,000 to Olive Crest to continue delivering WIOA Youth services to foster care youth through February 28, 2017.

Based on the Southern Nevada Local Elected Officials Consortium's (LEOs) request, staff recommends the Board considers forwarding this agenda item to the LEOs with the following options for ratification:

- a. Confirm Program Committee's recommendation to award an additional \$200,000 to Olive Crest as indicated above with the following impact:
 - Continuation of WIOA Youth employment and training services shall be delivered to foster care youth as scheduled; or
- b. Confirm Program Committee's recommendation to award an additional \$200,000 to Olive Crest per conditions as indicated by the Board, with the following impact:
 - Based on conditions outlined by the Board, program adjustments may be needed to ensure foster care youth receive timely, comprehensive WIOA employment and training services.

Chair Murzl read the item into the record and directed the Board to consider the same voting procedures as the last item and noted that any changes must be within the confines of the applicable RFP.

Mr. Galbreth presented a video regarding foster youth.

Mr. Villalobos provided background. These funds will allow Olive Crest to continue providing services to enrolled foster care youth and assist with the transition of those youth until a new RFP is released for foster care youth services. Olive Crest's request for additional funding is provided on page 28 of the agenda.

Michael Gordon asked if timely, comprehensive WIOA employment and training services as noted in option b also applies to option a. Mr. Villalobos replied that it applies to both options, a and b.

Chair Murzl called for a motion.

A motion was made by Ken Evans and seconded by Jerrie Merritt to accept option a. Confirm Program Committee's recommendation to award an additional \$200,000 to Olive Crest as indicated above with the following impact: continuation of WIOA Youth employment and training services shall be delivered to foster care youth as scheduled. Motion carried by unanimous vote.

8. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to execute a no-cost contract extension with St. Jude's Ranch for Children to ensure the continuation of WIOA Youth services in Boulder City and Laughlin, Nevada. The current contract period shall be July 1, 2014 through September 30, 2016.

Based on the Southern Nevada Local Elected Officials Consortium's (LEOs) request, staff recommends the Board considers forwarding this agenda item to the LEOs with the following options for ratification:

- a. Confirm Program Committee's recommendation to execute a no-cost contract extension with St. Jude's Ranch for Children as indicated above with the following impact:
 - Continuation of WIOA Youth employment and training services shall be delivered to youth as scheduled; or
- b. Confirm Program Committee's recommendation to execute a no-cost contract extension with St. Jude's Ranch for Children per conditions as indicated by the Board, with the following impact:
 - Based on conditions outlined by the Board, program adjustments may be needed to ensure youth receive timely, comprehensive WIOA employment and training services.

Chair Murzl read the item into the record and directed the Board to consider the same voting procedures and noted that any changes must be within the confines of the applicable RFP.

Mr. Villalobos provided background. St. Jude's request for a no-cost extension is provided on page 30 of the agenda packet.

In response to Mr. Evans inquiry made at the previous Programs Committee meeting, Mr. Villalobos reported that St. Jude's Ranch for Children opted not to apply for the grant a second time because the WIOA program is outside their scope of work, they want to focus on their core program of providing foster care services and supportive housing services for transitioning foster care youth, and do not want to serve youth over 25 years old.

Brief discussion ensued regarding the Local Elected Officials Consortium ratification process. Mr. Galbreth stated that any item not ratified by the LEOs comes back to this Board and may delay services. Chair Murzl added that it is important that the organization being recommended for funding is present for the LEO Consortium meeting to respond to their questions.

Tommy Rowe asked if option a is staff's recommendation; Chair Murzl replied yes.

Chair Murzl called for a motion.

A motion was made by Mark Keller and seconded by Ken Evans to approve item 8a. Confirm Program Committee's recommendation to execute a no-cost contract extension with St. Jude's Ranch for Children as indicated above with the following impact: continuation of WIOA Youth employment and training services shall be delivered to youth as scheduled. Motion carried by unanimous vote.

9. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined. This agency/organization will deliver WIOA Adult and Dislocated Worker services in an amount not to exceed \$180,000 and WIOA Youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first 12 months. The contract period shall be July 1, 2016 through June 30, 2018.**

Based on the Southern Nevada Local Elected Officials Consortium's (LEOs) request, staff recommends the Board considers forwarding this agenda item to the LEOs with the following options for ratification:

- a. Confirm Program Committee's recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined in an amount not to exceed \$360,000 as indicated above with the following impact:
 - WIOA employment and training services shall be delivered to youth, adult and dislocated workers as scheduled; or
- b. Confirm Program Committee's recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined in an amount not to exceed \$360,000 per conditions as indicated by the Board, with the following impact:
 - Based on conditions outlined by the Board, program adjustments may be needed to ensure youth, adults and dislocated workers receive timely, comprehensive WIOA employment and training services.

Chair Murzl read the item into the record and directed the Board to consider the same voting procedures as the last item and noted that any changes must be within the confines of the applicable RFP.

Mr. Villalobos provided background and clarified that this item is separate from the Mesquite sole source recommendation, which will be back on the agenda at the August Board meeting. WC released an RFP for a One-Stop Affiliate Site for services in Boulder City and/or Laughlin. The proposal submitted for this RFP did not pass technical review. The RFP was re-released, one proposal was received, evaluated, and did not meet the 75% threshold required to be qualified for a funding recommendation. In the process of establishing a sole-source contract to ensure employment and training services are available in this area, there are two options 1. Reach out to an organization that did not apply that has the infrastructure and capacity, both programmatically and fiscally, to deliver these services in the specific geographical area; or 2. Look at incumbent providers, One-Stop Affiliate Sites with the proximity, capacity and performance to deliver services to youth, adults and dislocated workers in Boulder City and/or Laughlin, NV. Staff has identified two incumbent providers as possible candidates for the sole-source contract, HELP of Southern Nevada (One-Stop Affiliate Site – South) and ResCare Workforce Services. The state's approval is required

for all sole-source contracts. The provider that is awarded the contract will be required to hire a staff person who will be stationed in the Boulder City and/or Laughlin area to serve clients.

Mr. Gordon asked if the organizations who submitted proposals will be considered for this award. Mr. Villalobos replied no and clarified that one of the respondents, St. Jude's opted not to reapply in the second round of this RFP and the other respondent, Trailways Mental Health did not qualify (meet the 75% threshold) and will not be recommended for an award. Trailways scorecard is provided on page on page 32-39 of the agenda packet.

Mr. Perry inquired regarding the possibility of Trailways partnering with awarded organization. Mr. Villalobos replied that it is possible and partnerships are encouraged; however, WC cannot mandate a partnership between entities.

Mr. Galbreth stated that it is likely that WC's services and resources will be leveraged across state lines into Mojave County and Bullhead City, AZ.

Mr. Keller inquired about the possibility of awarding this contract to both HELP of Southern Nevada and ResCare. Mr. Villalobos replied that it is possible, but not recommended due to the proximity of both organizations and the services will be better delivered by one entity.

Chair Murzl called for a motion.

A motion was made by Ken Evans and seconded by Charles Perry to approve option 9a. Confirm Programs Committee's recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, NV with an agency/organization to be determined in an amount not to exceed \$360,000 as indicated above with the following impact: WIOA employment and training services shall be delivered to youth, adult and dislocated workers as scheduled. Motion carried by unanimous vote.

Mr. Villalobos announced an RFP session in September for Board, Committee and LEO Consortium members to review and discuss the entire RFP process. Social Policy Research Associates will be at the event. Calendar invites will be sent soon.

10. INFORMATION: Business Engagement and Communication Reports ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications

- a. In-Demand Jobs Report – May 2016
- b. Pre-Screening & Referral Stats Report – May 2016
- c. Metro Police Town Hall Flyer
- d. Metro Police/Corrections Recruitment Flyer
- e. NXGEN Youth Paid Internship Fair Flyer

Kenadie Cobbin Richardson presented the Business Engagement and Communication reports provided on page 41-45 of the agenda packet.

The NXGEN (Next Generation) Youth Paid Internship Fair had nine employers and 100 youth in attendance. Over 100 jobs offers were made. Many youth received multiple job offers and one young man received offers from eight of the employers.

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 presented the Executive Director's report provided on page 47 of the agenda packet.

A motion was made by Tommy Rowe and seconded by Charles Perry to accept and approve Executive Director's report as presented. Motion carried.

12. INFORMATION: Board Member Comments

Ken Evans clarified that the Mesquite sole-source contract item will be on the August Board agenda; Mr. Villalobos concurred.

Mr. Galbreth noted that this afternoon, the LEOs will hear and vote on the Goodwill contract award recommendation made by this board at the urgent meeting on June 21st and he hopes that Goodwill is present at the meeting to answer any questions the LEOs may have.

Charles Perry acknowledged staff for doing a great job.

13. SECOND PUBLIC COMMENT SESSION

Terri Conway, Goodwill of Southern Nevada thanked the Board for its continued support and funding recommendation and stated that Goodwill will be at the LEO meeting this afternoon.

Dr. Tiffany Tyler, Nevada Partners, Inc. stated that she is excited about WC's One-Stop Delivery System Implementation Roadmap and encouraged by the comments made regarding partnerships and spoke briefly regarding NPI's strategies.

14. ADJOURNMENT

The meeting adjourned at 11:29 a.m.

Agenda item 8. DISCUSSION AND POSSIBLE ACTION:

Accept the Board's recommendation to execute a contract extension with Foundation for an Independent Tomorrow to deliver WIOA Career and Training services to re-entry adults in an amount not to exceed \$600,000 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be July 1, 2015 through June 30, 2017.



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

REQUEST FOR PROPOSALS

Adult Re-Entry Post Release

**Workforce Innovation and
Opportunity Act (WIOA)**

Published February 27, 2015

Submission Deadline

April 7, 2015 @ 12:00 PM PST

Late submissions will not be accepted

Workforce Connections is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities.

Nevada Relay 711 or (800) 326-6868

Workforce Connections' hours of operation are Monday - Friday, 8:00 a.m. to 5:00 p.m.

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Request for Proposal Timeline
*(*All dates are subject to change)*

Request for Proposal (RFP) Release	February 27, 2015
Mandatory Bidders' Conference Workforce Connections 6330 West Charleston Blvd., Suite 150 Las Vegas, NV 89146	March 6, 2015 @ 10:00 AM PST
Statement of Qualifications (SOQ) Due	March 13, 2015 @ 5:00 PM PST
Last day to submit RFP Questions	March 20, 2015 @ 5:00 PM PST
Notification(s) of SOQ Approval	March 20, 2015
Proposals Due	April 7, 2015 @ 12:00 PM PST
Public Proposal Opening	April 7, 2015 @ 12:30 PM PST
Evaluation of Proposals and Oral Presentations	April 13, 2015 – May 1, 2015
Contract Recommendation(s) Presented for Approval	May 13, 2015 – Committee May 26, 2015 – Board
Contract Negotiations	June 1-26, 2015
Contracts/Programs Commence	July 1, 2015

SECTION 1 RFP INTRODUCTION

1.1 Solicitation

The purpose of this solicitation is to select a service provider to deliver career and training services under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The goal is to receive a wide variety of high quality, innovative proposals that meet the needs of the Southern Nevada Workforce Development Area. Respondents are invited to submit a proposal for the following:

Target Population:	Post Release Re-Entry Adults
Geographic Area:	Southern Nevada Workforce Development Area
Start Date:	July 1, 2015
End Date:	June 30, 2016
Type of Contract:	Cost-Reimbursement Contract
Option to Extend (if applicable):	WC may extend the contract up to an additional 3 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of WC.
Estimated Total Funding Available for this RFP:	An amount not to exceed \$600,000
Anticipated Funding Range per Contract:	An amount not to exceed \$600,000

**Additional funds may be awarded if additional funding becomes available to WC.*

WC is soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards career and training services using evidence-based practices. Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations.

WC encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises whenever possible. WC is committed to Equal Opportunity in its contracting process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity**

servicing as the fiscal agent. The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that documents the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

Organizations that have not previously been awarded a WIA contract but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. A responsive proposal is one that complies with all format and content requirements and amendments of the RFP. This RFP provides information regarding eligibility and the format requirements in which proposals must be submitted.

Successful respondents will serve as sub-grantees of WIOA funds administered by DOL, Nevada Department of Employment Training and Rehabilitation (DETR) and WC.

1.2 Mandatory Bidders Conference

For any organizations that intend to submit proposals, a mandatory bidder's conference to present the RFP requirements and address questions will be held at:

Date:	March 6, 2015
Time:	10:00 AM PST
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

Questions asked at the Mandatory Bidders Conference, along with responses, will be put in writing and posted to the Workforce Connections website.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the Mandatory Bidders Conference must be submitted via e-mail.

Written questions will be accepted via the email provided below through the following date:

Date:	March 20, 2015
Time:	5:00 PM PST
Email:	adwrfp@snywc.org

Questions that are received after the deadline will not be answered. The respondent must include the RFP title in the email subject line (e.g., “*Adult Re-Entry Post Release RFP*”).

Written responses to questions received by WC will be posted on the website. **It is the respondent’s responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

NOTE: With the exception of the Mandatory Bidders Conference, oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

No other sources of responses or clarification are considered valid.

1.4 Addenda to this RFP

At the discretion of WC, if it becomes necessary to revise any part of this RFP, an addendum will be posted on WC’s website, www.nvworkforceconnections.org.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by WC of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

1.5 Ex-Parte Communication

It is the policy of WC to prohibit ex-parte communication with any board member (Local Elected Officials, ADW Committee, Youth Council, Budget Committee, etc.), WC staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC’s Executive Director for review and appropriate action. Applicants who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

NOTE: Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the “Conflict

of Interest Certification for Request for Proposal” stating they have not communicated or collaborated with any respondent.

1.6 Right to Cancel

WC reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. WC also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit WC to accept any proposal, nor is WC responsible for any costs incurred by the respondent in the preparation of responses to this RFP. WC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of WC. WC reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of WC.

1.7 Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by WC to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

1.8 Protests

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC **within 10 calendar days of WC Board of Directors approval of award.** Untimely protests will not be considered. The written protest must be submitted to:

**Ardell Galbreth, Executive Director
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

The protest must be in a format as outlined in WC’s Procurement Grievance policy 5.07. This policy is located at: www.nvworkforceconnections.org.

Failure by the respondent to request clarification of any inadequacy, omission, or conflict will not relieve the applicant of this responsibility. The signing of Form 4 – Proposal Affirmation, Certification, and Conflict of Interest will be considered as implicitly denoting that the respondent has a thorough comprehension of the full intent and scope of this RFP.

1.9 Statement of Qualifications (SOQ)

WC will use a Statement of Qualifications (SOQ) to establish a respondent's qualifications to bid for WIOA funds. The submission of a SOQ determines an organization's legal, administrative, and fiscal capacity to meet WC, state, and federal government requirements. The SOQ allows the organization to be eligible to respond to RFP's and to be awarded a contract with WC. If it is determined that a respondent is not qualified the respondent will be notified in writing no later than March 20, 2015. **One (1) original SOQ document for each respondent is due no later than:**

Date:	March 13, 2015
Time:	5:00 PM PST
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

Detailed information and the necessary forms will be available for download from WC's website at www.nvworkforceconnections.org. If you have any questions regarding the SOQ, please contact MaryAnn Avendano, Sr. Financial/Procurement Analyst II, at: mavendano@snvwc.org.

1.10 Submittal of Proposals

Each respondent is required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must be delivered on or before:**

Date:	April 7, 2015
Time:	12:00 PM PST (Noon)
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

All proposals must be submitted in a **sealed** envelope and plainly marked, "**Request for Proposal,**" with the RFP title and the name and address of the applicant clearly marked on the outside in the upper left hand corner of the sealed envelope.

All proposals shall be time-stamped by WC upon receipt. Please provide **one (1) unbound proposal, and one (1) electronic PDF copy submitted on a USB flash drive,** of the proposal. Each respondent's USB flash drive will be inspected at the technical

review to ensure PDF file is found on the device submitted. **Proposals will not be accepted via facsimile or email.**

If a respondent sends their proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

Proposals received after the denoted closing date and time will not be considered for funding.

The respondent may modify their proposal in writing at any time **prior to** the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in the same manner required for the original proposal.

1.11 Proposal Preparation Costs

The entire cost for the preparation of a proposal, and any related costs shall be borne by the respondent.

SECTION 2 PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Technical Review

All proposals submitted must first undergo a technical review using Attachment A – Technical Review Requirements. Organizations that submit proposals that do not pass the technical review will be notified no later than:

Notification Date: April 13, 2015

This review is conducted to ensure that all the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. **Those proposals that fail any requirement of the technical review will not be forwarded to the Evaluation Committee for further consideration.**

2.2 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy and all other applicable state and federal regulations.

All proposals will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals receiving an overall rating of 75 points or above will be considered

as qualified to receive an award. Proposals will be scored based on an assessment by the Evaluation Committee. Proposals determined to be most advantageous to the Local Workforce Development Area per the discretion of WC's Executive Director as well as overall costs and other factors may be considered in this determination. Priority may be given to those proposals that illustrate the most comprehensive range of services for the target population.

WC may select a proposal based on the initial information received without modification; however, WC reserves the right to request additional data, conduct oral interviews, and/or conducts a WC management review of the evaluation process prior to making a recommendation of an award to the applicable committee and WC's Board. Proposals that score 75 points or above may be requested to conduct oral presentations. WC staff will schedule the time and location for these interviews. The objectives of the oral interviews are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.

Respondents will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

- The ability to successfully pass the review process to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
- The ability to participate in an oral interview if deemed applicable by WC. The results of the oral interview may be considered when determining final funding recommendations.
- The ability to provide availability for a pre-award interview, site inspection, and/or telephone conference if deemed appropriate by WC.
- The successful submission, review and approval of a Statement of Qualifications (SOQ).

Note: Any bids may be rejected if it is determined to be in the best interest of the Local Area.

2.3 Award Process

Each respondent submitting a proposal will be notified in writing of WC's decision concerning their proposal. Formal notification to award contracts and the actual execution of a contract are subject to the following conditions:

- Approval by the applicable committee and WC Board.
- Receipt of WIOA funds from federal and state administering agencies.
- Continued availability of WIOA funds.

If the results of the review indicate, in the opinion of WC, that the proposed service provider may not be able to fulfill contract expectations, WC reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the applicant's proposal.

WC may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of WC the services proposed are not needed, the goals of the proposal do not align with goals of WC, or the costs are higher than WC finds reasonable in relation to the overall funds available.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by WC may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WC.

Respondents are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing the program designs. The activities and services described in the proposals can be provided through a lead agency or through partnerships.

SECTION 3 OVERVIEW

3.1 Workforce Innovation and Opportunity Act

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the

One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

The terms and conditions of this RFP may change based on WIOA legislation. Successful Respondents to this RFP will be expected to remain informed on WIOA regulations and requirements.

For more information on WIOA and specific information on the seven WIOA job-driven elements found in Training and Employment Guidance Letter 3-14, please visit <http://www.doleta.gov/wioa/>.

3.2 Roles and Responsibilities of WC

Roles and responsibilities of WC include:

- Oversee and evaluate the management and operations of all programs funded by WC;
- Allocate and award funds;
- Monitor service providers' performance, quality of service, cost effectiveness, and report on performance to the Board;
- Develop and provide technical assistance to service provider staff including providing standardized forms;
- Inform service provider of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Maintain local Management Information System (MIS);
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- Process payments for selected training expenditures including all occupational skills training, on-the-job training, incumbent worker training and customized training payments.

3.3 One-Stop Affiliate Site Responsibilities

All organizations awarded career and training services contracts must operate as a One-Stop Affiliate Site. Roles and responsibilities of the provider include but are not limited to:

- The provision of all required WIOA services to participants including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
- Utilization of standardized forms provided by WC (e.g., initial assessment, individual employment plan, individual training account (ITA), On-the-Job Training (OJT) Contract, Worksite Agreement, budget, etc.);
- Recognition as a One-Stop Affiliate Site and being branded as such;
- Accommodating WIOA mandated partners at the One-Stop Affiliate Site(s) with a cost sharing agreement, as needed and upon request by WC;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordination of services with mandatory partners under the guidance of the One-Stop Operator;
- Documenting participant services and activities in WC's Management Information System (MIS); and
- Managing fiscal responsibilities.

3.4 Responsibility Revisions

The roles and responsibilities of WC and the One-Stop Affiliate Sites may be refined and changed as:

- Federal, state and local law or requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by the U.S. Department of Labor;
- WC's governing boards adopt local direction and procedures; and
- WC develops and coordinates mandatory strategic initiatives for the local workforce development area (e.g., Business Engagement activities, Mobile One-Stop, Workforce Development Academy, etc.).

SECTION 4 REQUIRED PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the format and content requirements of the RFP. The RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents' responsibilities, and the documents to be included.

In order to simplify the review process and obtain the maximum degree of comparison the proposal **must** be organized as follows:

Proposal Content:

Title Page	Form 1 – RFP Title Page
Table of Contents	Required with page numbers included.
Executive Summary	One page summary that must include an organizational overview related to workforce development and qualifications.
Proposal Narrative	Demonstrated Ability, Program Narrative, and Fiscal Narrative. <u>The total cannot exceed 15 pages (excluding executive summary, required attachments, and budget forms). Tables and graphs are not allowed in this section.</u> Label each section and applicable subsection with the section number and title.
Letters of Support/MOUs	Include letters of support or memorandums of understanding detailing partner roles, responsibilities, and resources provided. (This does not count toward the 15 page narrative limit.)
Resumes/Job Descriptions for Program Staff	Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. (This does not count toward the 15 page narrative limit.)
Budget Forms	Form 2 – Adult Budget Template
Funder Reference	Form 3 – Funder Evaluation Form
Signature Sheet	Form 4 – Proposal Affirmation, Certification, and Conflict of Interest

Proposal Format Requirements:

Font	12 Point – Times New Roman
Pages	Single-Sided
Margins	One (1) Inch – This applies to <u>ALL</u> margins.
Spacing	Double-Spaced
Footer	The name of the organization submitting the proposal and the page number on each page.

SECTION 5 PROGRAM DESCRIPTION

5.1 Background

According to a national study from the Bureau of Justice Statistics (BJS) that was conducted in 30 states across the nation, 67.8% of released prisoners were arrested for a new crime within 3 years and 76.6% were arrested within 5 years. (U.S. Department of Justice, 2015) According to Nevada Department of Corrections' April 2013 newsletter, Nevada's overall recidivism rate is 27.93% with individuals between the ages of 18-27 having the highest recidivism rate at 32.86%. (State of Nevada, 2013) While Nevada may be lower than the national average, Workforce Connections is concerned that joblessness and a lack of formal training and/or education among ex-offenders have been linked to higher recidivism rates. Furthermore, below average job skills and the prevalence of physical, substance abuse, and mental health problems provide further challenges for those re-entering the workforce after being incarcerated. (U.S. Department of Justice, 2015)

WC believes the best approach to effective re-entry career and training services is a local-led approach that identifies and implements solutions that will assist ex-offenders with becoming productive members of our communities in southern Nevada. Sites providing WIOA services must therefore be able to establish effective partnerships with employers and the community to connect employment opportunities, education and job training for this vulnerable population.

References

State of Nevada. (2013, April 1). *Department of Corrections*. Retrieved from 2013 Recidivism Rates for 2009 Release Cohort: <http://doc.nv.gov/About/Statistics/>

U.S. Department of Justice. (2015, January 26). *Bureau of Justice Statistics*. Retrieved from Reentry Trends in the U.S. - Recidivism: <http://www.bjs.gov/content/reentry/recidivism.cfm>

5.2 Statement of Need

Ex-offenders who have re-entered the southern Nevada communities served by Workforce Connections, including those recently transitioning from NDOC's Women's Opportunity for Work Program (W.O.W.), are in great need of programs that will organize and deliver the following career services:

- Workforce Preparation Services;
- Occupational Training Opportunities, including full range of secondary and post-secondary options;
- Supportive Service Assistance;
- Career Counseling;

- Career Pathways grounded in Employer Partnerships;
- Participate in the One-Stop Affiliate site and ensure access to community supports essential to the Re-entry population;
- Actively participate in WC strategic initiatives for the system; and
- Maintain administrative and program obligations associated with receipt of WIOA funds.

Workforce Connections (WC) is soliciting proposals from service providers who have the expertise to provide career services to individuals who have previously been incarcerated; the proposal must focus on executing a program that successfully prepares the re-entry population for careers, by aligning their skills with the needs of employers in southern Nevada. The selected proposal will demonstrate the organizational capacity to design and execute an evidence-based approach that addresses the unique needs of the population and the workforce system.

5.3 Targeted Geographic Area

This project must provide WIOA services to post release re-entry adults residing in the Southern Nevada Workforce Development Area.

5.4 WIOA Programmatic Elements

The following details WIOA or local process requirements related to direct service delivery and operational oversight of WC funded programs. It is the responsibility of the service provider to seek out technical assistance when and if needed to execute the following programmatic elements.

Outreach and Communications: Successful Respondent must work to inform the greater community of services, resources and programs funded by WC. Activities will include:

- **Community Outreach:** Service providers shall establish and maintain key community relationships to ensure that their funded programs are known by the general public. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations.
- **Online Presence:** Service providers shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by Workforce Connections” should appear on any and all communications for funded programs.
- **Special Events:** Service providers shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WC, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs.

- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans' Act," Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.).

WC may provide technical assistance and training on the following elements to the service provider prior to contract execution and on an ongoing basis.

Eligibility:

- An **Adult** is identified as an individual 22 years of age or older and 72 years of age or younger who is either a US Citizen or has the Right to Work in the US. All males who are born on or after 01/01/1960 must be in compliance with Selective Service registration requirements. The individual must also be a resident within the Southern Nevada Workforce Development area.
- A **Dislocated Worker** is defined as an individual who meets Adult eligibility and the additional criteria of one of the following categories: Laid Off or Terminated; Plant Closure; Formerly Self-Employed; or Displaced Homemaker.

Individual Employment Plan (IEP) – Adult: Service providers will be required to develop an IEP with each program participant. The IEP is developed based upon the results of the participant's assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills, and job retention skills. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Governor's Economic Development Plan:

- Aerospace & Defense
- Agriculture
- Information Technology
- Clean Energy
- Health & Medical Services
- Logistics and Operations
- Mining
- Manufacturing
- Tourism, Gaming & Entertainment

Based on individual needs, an IEP may also include a plan for the provision of mental health services, drug and alcohol rehabilitation, financial counseling, referrals to housing services, legal aid, and other necessary social services that are employment-focused.

Services: The proposal must address the services to be delivered under the program. Services to be provided must include outreach, eligibility determination, assessment, referral to and coordination with support service providers, case management, training, job search and placement assistance, and follow-up services.

Timely & Accurate Data Entry: The successful respondent(s) will be required to utilize the Management Information System (MIS) selected by WC. This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. **Service providers will be required to enter all participant data within eight (8) business days from the date of the service into WC's MIS.** WC will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the funded partner's use of the MIS.

Short-Term Prevocational Services: Services that are designed to assist with developing participant's learning skills, communication skills, interviewing skills, and professional conduct that will be essential to securing unsubsidized employment.

Occupational Skills Training: Service providers are required to provide training services from approved training providers. A list of training providers can be found on the Eligible Training Provider List (ETPL) located on WC's website: www.nvworkforceconnections.org.

On-the-Job Training (OJT): An OJT is a training activity that pays a wage subsidy to employers for a new employee's pre-determined training period. An OJT is appropriate when the need for training has been identified in the IEP. OJT's must be with an employer that will commit to full time, permanent employment for the participant at the end of the OJT contract term.

Customized Training: Training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training. The employer must pay at least 50% of the total cost of the training.

Incumbent Worker Training: Training for an existing employee, or group of employees, to receive upgraded skills training that increases their competencies and is needed to retain or advance in employment.

Internships and Work Experience: A temporary activity (generally six months or less) which provides a person with the opportunity to gain the skills and knowledge necessary to perform a job, including work habits and behaviors, and which may be combined with classroom or other training.

Participant Supportive Services: Based on assessment results and the documented client's needs for supportive services, providers shall be able provide supportive services that will assist with the barriers in order to successfully complete their WIOA program activities. Please refer to WC's Policies & Procedures for further details at www.nvworkforceconnections.org.

Follow-Up Services: Service providers shall follow up on the status of exited participants for a minimum of (1) year to determine if the services were successful and if the participant remains employed.

5.5 Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled clients meet long-term mandatory DOL performance accountability standards known as Common Measures. See Attachment C –Department of Labor (DOL) Performance Measures for detailed information on the required outcomes set forth for WIOA.

All required performance measures are subject to change at any time and WC may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data.

5.6 Program and Partner Service Strategies

It is not expected that any single proposer can provide all of the identified program elements. As such, collaboration with other non-profit, for-profit and public entities is encouraged. Other key stakeholders and system partners that will be critical to engage may include but are not limited to:

- Adult Education
- Vocational Rehabilitation
- Wagner-Peyser Programs
- Division of Welfare and Support Services
- Low-Income Housing
- Libraries and Community Centers
- Veteran Programs

SECTION 6 DEMONSTRATED ABILITY AND PAST PERFORMANCE – 30% of Total Score

6.1 Demonstrated Ability

Respondents must describe demonstrated ability for the past two years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

- Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant employment and training needs.
- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

6.2 Funder Evaluation Form – Form 4

Each respondent who has not had funds from WC **for the last two complete program years** (Program Years 2012 and 2013) must provide one (1) reference from a funding organization for a project of similar scope to the one proposed using the Funder Evaluation Form. Evaluations must be for projects the respondent has managed within the past two years for at least six months. Each evaluation must be completed by the referring organization and submitted from the referring organization via email to the following email address no later than due date listed below:

Due Date:	April 7, 2015
Time:	12:00 PST
Submission email:	adwrfp@snvwc.org

Evaluations emailed by the respondent, not submitted via the email address listed above, or received after the proposal due date will not be accepted. Only one questionnaire will be reviewed per respondent. If multiple evaluations are received for any one respondent, only the first evaluation received will be reviewed.

WC will complete a Funder Evaluation Form for each respondent who has had a contract from WC within the past two years. This will be forwarded to the evaluators as part of the proposal package.

SECTION 7 PROGRAM NARRATIVE – 50% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. Narrative responses must be limited to a maximum of fifteen (15) pages (excluding required attachments).

7.2.1 Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Describe your plan to 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.)
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.

7.2.2 Program Staffing and Case Management Strategy

- Discuss your program staffing structure from program manager to front line staff. Describe the roles of each position and the experience that existing staff members have in administering projects or similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project.
- Discuss the anticipated case load that case managers funded by this project, in whole or in-part, will have.
- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.

7.2.3 Outreach, Eligibility and Assessment

- Describe your outreach and recruitment methods and how you will work in conjunction with post release programs (e.g. NDOC, Parole and Probation, Las Vegas Metropolitan Police Department, etc.)
- Describe your intake process including eligibility determination.

- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.

7.2.4 Individual Employment Plan (IEP)

- Describe your strategy for developing the IEP. 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.
- Describe detailed strategies for training participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc..) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how 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.
- Describe how your program will help participants build sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment needs.

7.2.5 Training and Work-Based Learning Activities

- Describe your 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.
- Describe your 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 what evidence-based Science, Technology, Engineering and Math (STEM) activities, workshops and/or trainings you plan to implement into your program design. Explain how these activities will relate to positive outcomes.

7.2.6 Performance Management

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.

- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention.

7.2.7 Follow-Up Strategies

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program.
- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.

SECTION 8 FISCAL ELEMENTS

8.1.1 Budget and Budget Narrative

Each applicant is required to submit a project budget using Form 2 – Adult Budget Template.

The budget template has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a narrative, and each line item is required to have a concise narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narratives submitted will not be reviewed.

There are detailed instructions contained in the budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

8.1.2 Budget Period and Amount

The Total Project Expenses of this line-item budget must be less than or equal to the estimated total funding available for this RFP for the initial funding period:

Start Date:	July 1, 2015
End Date:	June 30, 2016
Estimated Total Funding Available for this RFP:	An amount not to exceed \$600,000
Anticipated Funding Range per Contract:	An amount not to exceed \$600,000

8.1.3 Budget Requirements

Training costs (budget tab A.) **must equal** at least 40% of the Total Project Expenses.

The budget has formulas built into the summary page that will flag an error message if any of the above requirements are not met.

8.1.4 Required Match

In lieu of a percentage match requirement, **WC will not reimburse for any rent, depreciation, or building usage expenditures.** Any expenditure projected for the project should be reported as matching resources. The extent to which an applicant can meet performance objectives while leveraging matching resources will be a factor in the evaluation process.

8.1.5 Training Expenditures

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. Service providers will be required to submit documentation to WC in order for payments to be processed. All liability will remain with service providers for any payments determined to be disallowed for any reason. An allotment of 40% of the total funds will be reserved by WC for training expenditures.

8.1.6 Allocated Costs

Respondents are required to describe their "Allocation Base" (e.g. Direct Hours Worked, Square Footage Usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.

8.1.7 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by WC that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process.

8.1.8 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Other Overhead budget tab and may not exceed 10% of the Total Project Expenses.

8.1.9 Subcontracts

All subcontracts must be procured according to WC procurement requirements and approved by WC. An award of funds or approval of a budget does not exempt procurement requirements.

SECTION 9 FISCAL NARRATIVE AND BUDGET – 20% of Total Score

9.1 Fiscal Narrative

- Describe the organization's experience with managing federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with federal financial management standards. Discuss how the organization ensures compliance with those standards.

9.2 Budget

The respondent must complete Form 2 – Budget Template and submit as part of the proposal.



Adult & Dislocated Worker Programs

Scope of Work
Program Year 2016

Program Name:	
Location:	
Funding Stream(s):	
Amount Awarded:	
Target Population(s):	
Program Description	
<p>Outreach and Communication: <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>	
<p>Basic Career Services: <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>	<p>We are projecting to make Basic Career Services available to _____ unique individuals in PY16.</p>



<p>Individualized Career Services: <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 _____ unique individuals in PY16 that are determined to be in need of individualized career services.</p>
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<p>Training Services: <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 ____ individuals enrolled in our PY16 program.</p>
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Program Management

<p>Staffing Structure: <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches & 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 ____ to 1 participant to direct staff ratio.</p>
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<p>Quality Control: <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>Subject Matter Experts <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth & Adult with Disabilities, Re-Entry Youth & Adult, & Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	
<p>System Partnerships and Programs <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></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.

Projected PY15 Carry In/Transfer Participants: _____

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

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.

**Cost Reimbursement Sub-award Agreement Between
Workforce Connections**

**6330 W. Charleston Blvd., Suite 150, Las Vegas, Nevada 89146-1183
Phone: (702) 638-8750 ~ Fax: (702) 638-8774
Contact: Ardell Galbreth ~ agalbreth@nvworkforceconnections.org**

and

Foundation for an Independent Tomorrow

**DUNS No. 094611725
1931 Stella Lake Street, Las Vegas, Nevada, 89106
Phone: (702) 367-4348
Authorized Signatory: Janet Frasier-Blumen ~ janetb@lasvegasfit.org
Contact: Janet Frasier-Blumen ~ janetb@lasvegasfit.org**

WHEREAS, it is deemed that the services of the sub-recipient hereinafter set forth are both necessary to deliver Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) services and in the best interest of Workforce Connections (WC);

WHEREAS, WC is a public agency by virtue of the fact that it is governed by a consortium of City and County governments;

WHEREAS, Title I, the Workforce Innovation and Opportunity Act, Subtitle B, Statewide and Local Workforce Development Systems, P.L. 113-128, authorizes the Local Workforce Development Area within the State;

WHEREAS, WC has been determined the administrative entity for the Local Workforce Development Area (LWDA) approved by the Governor;

WHEREAS, the procurement of services was performed through a competitive bid process resulting in the recommendation of the qualified entity;

WHEREAS, WC has determined to engage the qualified entity to serve WC as a sub-recipient for the provision of WIOA services under the established requirements and conditions of WIOA, and as contained in the sub-recipient's proposal approved by WC;

WHEREAS, the sub-recipient, must fully comply with requirements listed herein to be eligible for Federal funds authorized under WIOA; and is qualified and able to render the services hereinafter described; and

WHEREAS, the sub-recipient is obligated to reimburse WC out of its non-Federal funds for any ineligible or unauthorized expenditure for which Federal funds have been claimed and payment received.

Now, therefore, in consideration of the aforementioned premises, the parties mutually agree as follows:

1. **Purpose**
The purpose of the program funded by this **Cost Reimbursement** sub-award is to provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase attainment of industry recognized credentials by participants through local workforce development systems. Additionally, all services are intended to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency and enhance the productivity and competitiveness of the Southern Nevada Workforce Development Area (SNWDA). The sub-recipient shall ensure that the program funded hereby shall comply with this purpose.
2. **Required Approval**
This sub-award shall not become effective until and unless approved by appropriate official actions of the Workforce Development Board (WDB).
3. **Sub-award Term**
The term of this sub-award shall be effective **July 01, 2015 to June 30, 2016**. The sub-recipient and WC may mutually agree in writing to extend the term of this sub-award up to two (2) additional years, unless sooner terminated by either party as set forth in this contract.
4. **Termination**
 - a) This sub-award may be terminated by either party prior to the date set forth in paragraph three (3), provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Sub-award may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this sub-award may be terminated in less than thirty (30) days if for any reason federal funding ability to satisfy this sub-award is withdrawn.
 - b) Upon termination, or notice thereof, the sub-recipient agrees to cooperate with WC in the orderly transfer of service responsibilities, case records, pertinent documents and all equipment or materials purchased with WC funds.
5. **Consideration**
The sub-recipient agrees to provide the services set forth in section seven (7) at a cost not to exceed **\$600,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$390,000.00**, and the maximum amount paid by WC for training activities shall not exceed **\$210,000.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.
 - a) This sub-award shall be construed and interpreted according to applicable Federal laws and regulations, State compliance policies and procedures, and WC general policies, procedures and guidelines.
 - b) The sub-recipient agrees to maintain all required support documentation as detailed in item 20 of this agreement.
 - c) The sub-recipient agrees to abide by budget flexibility/modifications as set forth in **Attachment C item 2**.
 - d) The sub-recipient agrees to provide WC with quarterly data when due and submitted electronically in pre-approved format.

Attachment B Scope of Services Programmatic General Provisions

1. The sub-recipient assures that it will comply fully with the requirements of the Workforce Innovation and Opportunity Act (WIOA), all Federal laws/regulations, State and local policies and procedures issued pursuant to the Act, and with the local two-year strategic compliance plan.
2. The sub-recipient has entered into a cost reimbursement agreement with Workforce Connections (WC), the administrative entity for the Southern Nevada Workforce Development Area (SNWDA) for the purpose of conducting WIOA Title I Employment and Training services:

Program/Project Name:	FIT Re-Entry Initiative – Adult	
Period of Performance:	Program/Project Start Date	Program/Project End Date
	07-01-2015	06-30-2016
Population to be Served:	Adults	
Sub-population:	NDOC Transfers	
Minimum No. of New Program Participants to be Served:	120	
<i>(Left blank intentionally)</i>		

3. Services shall be conducted at:

Business Legal Name:	Foundation for an Independent Tomorrow (FIT)	
Business Address:	1931 Stella Lake Street	
City: Las Vegas	State: Nevada	Zip Code: 89106
Program/Project Manager:	Jennifer Casey	
Phone: (702) 367-4348	e-mail:	jenniferc@lasvegasfit.org
The sub-recipient will notify WC in writing of any change that might occur regarding agreement information during the life of the sub-award.		

4. **Selection Criteria:** All program participants will be WIOA Title I-Eligible participants. The sub-recipient agrees to fully comply with the following established guidelines concerning eligibility determination: eligibility requirements; record retention requirements; timely data recording; confidentiality; nepotism; enforcement of military Selective Service Act, veterans' priority of service, serving individuals with disabilities.
5. Note that references to WIOA are generally applicable to WIA funds as well. The source of funds will determine which Act applies. Sub-recipients must be in compliance with both Acts as appropriate.

6. Outcomes will be evaluated based on established **performance measures** as indicated in below table:

Program Year 2015 Levels of Performance WIA Title I – Adult and Dislocated Workers		
Performance Measures	Levels of Performance <i>(are subject to change)</i>	
	Adult	Dislocated Workers
Percentage of new enrollments exited in PY-15	75%	
Percentage of carryforwards exited in PY-15	100%	
Entered Employment Rate	80%	80%
Retention Rate After Six (6) Months	85%	85%
Average Earnings Gain	\$15,000	\$16,500
Credential Rate ¹	95%	
Training-Related Employment ²	75%	

7. **Carry forward program participants:** Sub-recipients must continue to serve participants carried forward from a prior program year with funds awarded under this agreement. All WIA Title I participants who were enrolled in a WIA Title I program prior to July 1, 2015, must be transitioned or grandfathered into WIOA Title I programs, even if the participant would not otherwise be eligible for WIOA. Sub-recipient must not complete an eligibility re-determination for participants already determined eligible and enrolled under WIA. These participants must be allowed to complete the WIA services, or grandfathered services, specified in their IEP, regardless of whether the services are allowable under WIOA or not, as long as the WIA services were specified in participant’s IEP as of June 30, 2015. Sub-recipient is responsible for continuing services to participants enrolled prior to July 1, 2015, even though this sub-award is to serve new participants.
8. **Proposal:** The sub-recipient must comply with the scope of work submitted within the proposal. Sub-recipient’s scope of work is included.
9. **Strategic Projects:** The sub-recipient agrees to, and assures its willingness, to participate in any additional strategic project initiated by WC and/or Nevada’s Department of Employment Training and Rehabilitation (DETR).
10. **Workforce Development Academy (WDA):** The sub-recipient, its relevant staff and employees, must participate in and complete the WDA if required by WC.

¹ For those participants enrolled in occupational skills training, 95% will either successfully complete training or obtain an industry recognized credential as a result of that training.

² For those participants enrolled in occupational skills training, 75% will secure unsubsidized employment in an occupation related to the training received per O*NET title.

- 11. Required Training Expenditures:** Pursuant to Governor’s Executive Order, 2012-18, the sub-recipient will comply with the established training expenditure requirements, where training expenditure for the purpose of this contract includes the following: **a)** Occupational classroom training/nationally recognized certificate training; **b)** Customized training; **c)** On-the-Job training; and **d)** Incumbent worker training. To meet this requirement see below matrix:

WC Required Training Expenditure	
	One-Stop Affiliate Site
WIA/WIOA Title I Adult	40%
<i>(Left Blank Intentionally)</i>	

- 12. Conflict of Interest:** The sub-recipient shall take every reasonable course of action in order to maintain the integrity of its program and will avoid any favoritism and questionable or improper conduct. The sub-recipient shall administer its program in an impartial manner, free from efforts to gain personal, financial, or political gain. The sub-recipient, its executive staff and employees, will avoid all situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- 13. Technical Assistance:** The sub-recipient shall participate in required technical assistance and/or training activities provided by WC or its designated partner. WC will require participation by appropriate staff in technical assistance activities. The sub-recipient shall have the administrative responsibility for training its entire staff on program requirements and services authorized under WIOA Title I.
- 14. Program Management Requirements:** The sub-recipient shall establish and maintain internal program management procedures for the effective administration of its program, including, at a minimum, provisions to: **a)** monitor day-to day operations; **b)** periodically review the performance of the program in relation to program goals and objectives; and **c)** measure and evaluate the effectiveness and impact of program results in terms of participant and program activities. When found that program operations do not equal planned performance, it shall develop and implement appropriate corrective actions to improve its overall program management and effectiveness.
- 15. Prohibition Against Solicitation of Gratuities:** The sub-recipient agrees and understands that no officer or employee of the sub-recipient shall solicit gratuities, favors or anything of monetary value from any actual or potential sub-contractor, employer, participant, staff, or any person directly or indirectly connected to a WIOA funded program or activity.
- 16.** The sub-recipient agrees and understands that no funds available under WIOA Title I may be used for public service employment except as specifically authorized under WIOA.
- 17.** The sub-recipient agrees and understands that no person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under WIOA.
- 18.** The sub-recipient agrees and understands that funds provided under WIOA shall only be used for activities and services that are in addition to those that would otherwise be available in the local area in the absence of such funds.

- 19.** The sub-recipient agrees and understands that no funds provided under WIOA shall be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States.
- 20.** The sub-recipient agrees and understands that no funds under WIOA Title I shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of business, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible program participants under WIOA.
- 21.** The sub-recipient agrees and understands that no person under 18 years of age shall be employed by the sub-recipient in any occupation which the U.S. Secretary of Labor has found to be hazardous for persons between 16 and 18 years of age.
- 22.** The sub-recipient shall comply with the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C 206 (a) (1)).
- 23.** All programs must comply with all applicable Federal, State and local eligibility requirements. WC may impose restrictions upon the sub-recipient at any time if WC has determined that these restrictions will prevent the occurrence of disallowed costs or failed performance measures. WC will notify the sub-recipient of required restrictions in writing and will indicate a timeline and a corrective action as a resolution to the restrictions.
- 24.** The sub-recipient shall not charge any program participant a fee as a condition of enrollment, employment or the provision of any services under this agreement.
- 25.** No program participant shall be required to join a union as a condition for enrollment in a program in which only institutional training is provided, unless such training involves individuals employed under a collective bargaining agreement.
- 26.** No program participant may be placed in, or remain working in, any position made vacant because of a labor dispute.
- 27.** The sub-recipient shall not use sub-award funds to provide financial assistance for any program or utilize any subsidized work or training site that involves political activities or that requires participation in religious activities.
- 28.** Program participants under this agreement shall not be placed in training or into subsidized work involving the construction, operation, or maintenance of any facility which is used, or is to be used, for sectarian instruction or as a place for religious worship.
- 29.** The sub-recipient and/or its employees shall not reproduce, provide, disclose, or give access to confidential information to any third party, or to any other employee of the sub-recipient not having a legitimate need to know any such information and data and shall not use the confidential information for any purpose other than performing its services under this agreement. Notwithstanding the foregoing, the sub-recipient may disclose the confidential information if required by law, statute, or other legal process; provided that the sub-recipient: **a)** gives WC prompt written notice of an impending disclosure, **b)** provides reasonable assistance to WC in opposing or limiting the disclosure, and **c)** makes only such disclosure as is compelled or required.

- 30.** This agreement imposes no obligation upon the sub-recipient with respect to any confidential information that the sub-recipient can establish by legally sufficient evidence; **a)** was in possession of, or was known by the sub-recipient, prior to its receipt from WC, without an obligation to maintain its confidentiality; or **b)** is obtained by the sub-recipient from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 31.** The sub-recipient or its subcontractors if any may not accept a person into the program if a member of that person's immediate family is engaged in an administrative capacity for the sub-recipient or its subcontractor.
- 32.** The term "immediate family" means wife, husband, life partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, and stepchild. This includes aunts, uncles, nieces and nephews by blood or formal adoption only, but not such relationships by marriage.
- 33.** The term "administrative capacity" includes persons who have overall administrative responsibility for a program, including, but not limited to, those who have any responsibility for the obtaining and/or the authorization of any payments under this agreement, as well as other persons who have influence or control over administration of the program and its funding and persons who have the selection, hiring, placement or supervisory responsibilities for customers and participants. The term "persons who have overall administrative responsibility" as used in this paragraph shall include anyone in a position to influence the independent decision making authority of an employee or agent on behalf of an immediate family member of the sub-recipient, subcontractor or WC, including WC employees, agents or WC board members.
- 34.** The sub-recipient shall adequately evaluate and monitor its own program, training sites, and worksites on a regular basis and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud and abuse.
- 35.** The sub-recipient shall employ or contract with qualified persons or entities as necessary and appropriate to provide services under this agreement. The sub-recipient shall use its best efforts to hire or contract with persons or entities that have the knowledge, skill and qualifications necessary to perform the required services and possess any licenses, permits, certificates and governmental authorizations as may be required by law.
- 36.** The sub-recipient agrees and understands that Federal law, OMB guidance, and Departmental and Employment and Training Administration (ETA) policies require that Personal Identifiable Information (PII) and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of Federal funds, handle PII and sensitive information and has determined that to ensure ETA compliance with Federal law and regulations, grantees/sub-grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants. The sub-recipient must take the steps necessary to ensure the privacy of all PII obtained from program participants and/or other individuals and to protect such information from unauthorized disclosure. The sub-recipient must maintain such PII in accordance with the established Federal standards for information security, and shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal, State, and local laws governing the confidentiality of information.

37. The sub-recipient agrees and understands that it must comply with WC policies and procedures. WC established policies can be found at:
www.nvworkforceconnections.org
38. One-Stop affiliate site(s) are correspondingly branded as part of the WC One-Stop Career Center (OSCC).
39. For participant records transferred to the sub-recipient, sub-recipient agrees to make reasonable efforts to correct any identified file or documentation deficiencies made by the previous provider. Reasonable efforts may include a sample case file review, request for documentation or clarification from the client and/or prior case manager (if still working in the system), and preparation of requests for changes in WC's MIS. The sub-recipient shall not be held responsible or liable for any work conducted prior to the transfer date for participant record. For those participants already enrolled (prior to the transfer date) in a pre-vocational or training activity, the sub-recipient may continue to authorize the training activity, provided satisfactory progress per local policy, but will not be liable for past, present or future expenses related to an activity authorized and initiated prior to the transfer date.

Attachment C

Fiscal General Provisions

Budget

Fiscal Provisions

1. Financial Management Requirements

The sub-recipient assures it will comply with State and Federal guidelines pertaining to standards for financial management systems in federally funded activities.

- a) Pursuant thereto, the sub-recipient shall establish and maintain a financial management system in accordance with 2 CFR part 200, 20 CFR §667.200, and 29CFR Parts 95 and 97 (as applicable) providing: **1)** accurate, current and complete disclosure of financial information, on a cash or accrual basis, pertaining to this sub-award in accordance with State and Federal reporting requirements, and **2)** effective control and accountability for all Contract funds, property and other assets.
- b) The sub-recipient shall adhere to generally accepted accounting principles (GAAP) and shall maintain records that will allow for the comparison of actual outlays with budgeted amounts.
- c) The sub-recipient's overall financial management system must ensure effective control over and accountability for all funds received. The sub-recipient assures, understands, and agrees that funds received under this sub-award must be expended in accordance with the terms and conditions of this sub-award.
- d) The sub-recipient must support its accounting records with source documentation such as timesheets and invoices. Such records shall be examined as part of any Federal single audit and shall be made available to WC upon request for audit purposes.

2. Budget Line Item Flexibility/Modifications

Flexibility is allowed within the sub-award budget provided no **single line item** is increased or decreased by more than **20%** according to WC policies and procedures. Changes in excess of 20% **must** receive prior written approval from WC before they are implemented. Budget modifications will be accepted for review on a quarterly basis, unless an emergency or unforeseen immediate need exists. Other budget modification requirements are as follows:

- a) **Direct Participant Services** sections including (Participant Training) and (Support Services) may be increased throughout the year via approved budget modifications and award increases, but may not be decreased.
- b) Line items within **Overhead** sections including (Travel), (Equipment), (Consultants and Contractors), (Other Direct), (Allocated Indirect Personnel), and (Other Allocated Indirect Costs) may only be increased by decreasing another line item in one of the other Overhead sections. Line item budget modifications affecting the aforementioned Overhead sections must net to zero or show a net decrease. Additional funding awards may not be used to increase any overhead sections.
- c) **Direct Staff** sections (Personnel) and (Fringe Benefits) may only be increased through approved funding increases or by pulling funding from an Overhead line item.
- d) Any deviations from the above must be approved in writing by WC staff.

- e) WC reserves the right to mandate budget requirements, which may entail setting minimum and/or maximum requirements for any budgetary item or section.

3. Provisions for Payment

The sub-recipient shall be reimbursed only for actual and allowable expenses incurred in accordance with Attachment B, the Budget.

- a) All reimbursements are subject to monitoring and audit, and WC shall have no obligation to reimburse until a proper reimbursement request is submitted. The sub-recipient assures it shall submit all current invoices no later than the last day of the month following any month in which costs were incurred. Requests for reimbursement will be submitted using forms authorized by WC and must include appropriate supporting documentation to justify requests. The sub-recipient shall charge expenditures against the correct line items, cost categories and program budgets, and shall determine allowable costs in accordance with Federal laws and regulations, State, local policies and procedures and OMB circulars.
- b) All payment must be approved by WC's executive director or authorized designee. Invoices shall be submitted electronically via e-mail to invoices@snywc.org.
- c) Unless otherwise approved in writing by WC, all services shall be performed or accrued during the sub-award period to qualify for reimbursement.
- d) Should a sub-award be terminated before the end date of the sub-award, the sub-recipient shall be reimbursed for actual costs incurred in rendering services through the effective date of termination, as well as reasonable and allowable closeout services and expenses incurred as a result of early sub-award termination, to the extent that funds are available from State and Federal sources and approved in writing by WC.
- e) The sub-recipient understands and agrees that funds received in advance under this sub-award shall be used exclusively for services funded under this sub-award and shall not be used for any other purpose.

4. Right to Withhold

WC retains the right to deny all or a portion of any reimbursement otherwise due to the sub-recipient when WC gives the sub-recipient written notice of WC's opinion that specific deficiencies must be cured, and which grants the sub-recipient 10 business days to cure the following:

- a) The sub-recipient's performance, in whole or in part, either has not been carried out or is insufficiently documented; or
- b) The sub-recipient has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records; or
- c) The sub-recipient has failed to sufficiently itemize or document its demand(s) for payment; or
- d) The sub-recipient has materially failed to comply with any sub-award provision or local, State, or Federal policy or procedure; or
- e) The sub-recipient has failed to reimburse cost disallowed under this sub-award or a previous WC sub-award with the sub-recipient.

Note: WC may grant the sub-recipient an extension of time to cure said defect in response to a written request from the sub-recipient indicating why 10 business days is an unreasonable time to cure said defect.

5. Pre-Award/Closeout Costs

The sub-recipient agrees that any allowable pre-award costs incurred by the sub-recipient pursuant to this sub-award, prior to the start date of this sub-award, are **incurred at the awardees' own risk** and will not be eligible for reimbursement under this sub-award without the written approval of WC. Closeout costs incurred after the end date of this sub-award will not be eligible for reimbursement under this sub-award without WC's written approval in accordance with WC established guidelines.

6. Allowable Costs

The sub-recipient assures that it will comply with: applicable sections of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found at 2 CFR Part 200 et al on allowable costs as well as 29 CFR Part 97.22(i)(12) or 29 CFR Part 95.27 and the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, as applicable, and Nevada State Workforce Investment Support Service Unit (WISS) compliance policies and will only charge necessary, reasonable, allocable, and allowable costs against WC's contracts.

7. Disallowed or Unauthorized Expenditures

The sub-recipient assures that it shall repay to WC, out of its own non-federal funding, any disallowed or unauthorized expenditures for which Federal or State funds have been claimed and payment received, or for any expenses incurred for which the sub-recipient lacks adequate documentation of payment as required under 20 CFR §667.262 and the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, as applicable.

8. Bonus Pay Prohibition

The sub-recipient assures that it **will not pay any bonuses or incentive payments** to employees or sub-contractors using WC awarded funds.

9. Salary Limitation

The sub-recipient shall comply with Training and Employment Guidance Letter (TEGL) No. 5-06 regarding limitations on the salary rate billable to WIA. A salary table providing this current rate is listed on the Federal Office of Personnel Management web site at www.opm.gov.

10. Allocation of Shared Direct Costs

The sub-recipient acknowledges that a written cost allocation plan shall be required to support the distribution of sub-award **direct** expenditures that benefit more than one cost category (i.e. WIA/WIOA Adult and Dislocated Worker, etc.). That cost allocation plan must be submitted to WC for compliance review and approval. All costs included in the plan must be supported by accounting records that substantiate the propriety of the charges. The sub-recipient must retain all documentation supporting the methodology utilized to determine the allocation, and the methodology must reflect some measure of actual activity. **Budget allocations or other estimates are not adequate documentation.**

11. Indirect Costs

Sub-recipient acknowledges that per 2 CFR 200.414, in order to bill indirect costs under this sub-award the sub-recipient must have a federally approved indirect cost rate, negotiate an indirect cost rate with WC, or use the de minimis rate of 10% of modified total direct costs. The de minimis rate may only be used by sub-recipients that have **never** had a federally approved indirect cost rate. **Cost allocation plans are not allowable to distribute indirect costs.**

12. Program Income

Program income is income that has been received by the sub-recipient in excess of costs, and has been directly generated by sub-award supported activity or earned as a direct result of this sub-award. **All such income must be reported and tracked by the funding source and be used to provide additional allowable activities or services under this sub-award. Excessive or unused program income or profit must be remitted back to WC.**

13. Rebates

The sub-recipient agrees to advise WC of any **forthcoming income or income received** resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits received or to be received directly or indirectly as a result of or generated by this sub-award. Appropriate action must be taken to ensure that WC is reimbursed proportionally from such income.

14. Procurement/Acquisition

The sub-recipient assures that any procurement of goods or services under this sub-award shall be performed in accordance with established Federal laws and regulations, and State and local compliance policies and procedures, see WC policy Admin-010-06. WC's acceptance of a proposal with an accompanying budget and WC's subsequent award of funds **shall not** be a waiver of any sub-award requirements and/or procedures. For example, the aforementioned policies require that an entity's procurement procedures must require that **all procurement transactions** shall be conducted, in a manner to provide, to the maximum extent practical, open and free competition. If a proposal identifies a specific entity to provide the goods or services, WC's sub-award **does not** provide the sub-recipient with justification or a basis to conduct a sole-source procurement process and avoid competition.

15. Subcontracting/Consultant Sub-awards

The sub-recipient assures that all subcontracts or consultant sub-awards for \$1,000 or more, (except on-the-job training contracts which shall conform to applicable program guidelines), will be submitted to WC for compliance review and approval prior to implementation or the costs will not be reimbursed. The sub-recipient further assures that it will abide by established Federal laws and regulations, State and local policies and procedures when procuring subcontractors and/or consultants.

16. Equipment

a) The sub-recipient shall obtain **prior written approval from WC** for capital equipment purchases using sub-award funds equal to or in excess of \$500. Notification of the receipt of property or equipment must be made to WC within five (5) working days of property or equipment receipt. The title to property or equipment shall be vested in WC if it has a system or unit cost of \$5,000 or more and is purchased with sub-award funds.

- b) All property vested in WC must be inventoried, tracked, maintained and insured in accordance with established WC policies and procedures. The sub-recipient shall not sell or otherwise dispose of such property until it has received written permission from WC to do so.
- c) WC may provide some of its own equipment (the "Equipment") to be used by the sub-recipient. WC shall retain title to this Equipment, and the sub-recipient shall maintain an accurate Equipment inventory and protect and secure this Equipment at all times. The sub-recipient shall return the Equipment to WC upon WC's request, or upon the termination of this sub-award, in the same condition the Equipment was provided to the sub-recipient, with the exception of reasonable wear caused by proper use.

17. Monitoring

The sub-recipient and its employees, agents, officials, and subcontractor(s) if any, shall fully cooperate with all Federal, State, and WC evaluations, monitoring and audit efforts relative to this sub-award. The sub-recipient shall make available, on a timely basis, any and all records, reports, program participant files, and other documentation and physical evidence for duplication, inspection, monitoring, evaluation and audit to any Federal or State agency, WC, or to their respective designees relative to this sub-award. Authorized representatives shall have the right to interview the sub-recipient's employees and to inspect the sub-recipient's facilities that are supported with sub-award funds. Moreover, the sub-recipient shall, in accordance with established and/or reasonable timelines, respond to any monitoring or audit findings. In its performance under this sub-award, the sub-recipient shall take timely and appropriate actions on all deficiencies pertaining to this sub-award detected through audits, on-site reviews, and any other means.

18. Financial Reporting

The sub-recipient shall submit all financial reports required by WC relative to this sub-award in accordance with specified time frames. The sub-recipient shall provide WC access to all records and data necessary to verify or clarify information requested or provided in such reports relative to this sub-award. Failure to submit reports on a timely basis as specified by WC may, at WC's sole discretion, result in suspension of payments to the sub-recipient until such time as all delinquent obligations are fulfilled.

- a) **Quarterly Financial Reporting:** Quarterly Financial Status Reports (FSRs) are due on the 15th of the month, or the next business day, following the quarter end (July 15, October 15, January 15, and April 15). FSRs must be prepared using the WC template and submitted electronically to the invoices e-mail box at: invoices@snvwc.org.
- b) **Monthly Accounts Payable and Obligation Reporting:** No later than five (5) business days after each month end, the sub-recipient must submit a report listing sub-award open accounts payable and report listing Contract obligations. Obligations for this purpose are defined as binding agreements that will result in expenditure in the future but have not yet been accrued. Examples are the amounts of orders placed but not yet received, contracts and sub-grants awarded but not yet accrued, and similar transactions. Common obligations are unaccrued balances for: work experience contracts, on-the-job training contracts, and individual training agreements. These reports must be submitted electronically to the invoices e-mail box at: invoices@snvwc.org.

19. Audits

The sub-recipient assures it will comply with the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found at 2 CFR Part 200 et al., and will be subject to the requirements of State and WC policies and procedures which require the following:

- a) Audit requirements applicable to the use of WIA/WIOA Title I funds:
All recipients of WIA/WIOA Title I funds that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR part 200, subpart F. This requirement is for fiscal years starting on or after December 26, 2014. The audit must be conducted in compliance with generally accepted government auditing standards (GAGAS) and must cover the entire operations of the auditee.
- b) The sub-recipient shall deliver its audit report to WC **no later than nine (9) months after its accounting year end or thirty (30) days after the audit report date, whichever is earlier.**
- c) If the sub-recipient fails to submit the audit, WC may, at its discretion, withhold payments under this sub-award and/or other sub-awards, and/or take other action to compel compliance until the audit is received.

20. Audit Exceptions

In addition to its obligations under "Audits" above, the sub-recipient agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate State or Federal audit agencies occurring as a result of its performance of this sub-award. The sub-recipient also agrees to pay to WC within 30 days of demand by WC the full amount of the sub-recipient's liability, if any, to the State and/or Federal government resulting from any audit exceptions, to the extent such are attributable to the sub-recipient's failure to perform properly any of its obligations under this sub-award.

21. Prevention of Fraud and Abuse

The sub-recipient shall adequately evaluate and monitor its own programs and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud, and abuse. The sub-recipient shall also ensure that its employees are made aware of SCP #5.2 and WC policies and procedures which detail the availability of the "OIG/DOL Hotline" to report suspected incidents of fraud, waste, abuse, or other criminal activity concerning DOL contracts, programs, and operations. The Hotline (1-800-347-3756) was established for employees and the public to notify the Office of the Inspector General (OIG) anonymously, if desired, to avoid fear of reprisal.

22. Stand-In Costs

Allowable sub-award costs that are paid using non-Federal funds may potentially qualify as stand-in costs. All stand-in costs should be reported by the sub-recipient on the **Match** page of the invoice form as they are incurred, and may be used to offset disallowed costs, as permitted by State and Federal policies.

23. Cost Report and Settlement (Final Close-Out)

The sub-recipient assures that it shall abide by State Compliance Policies (SCP) and WC's policies and procedures regarding close out of all sub-awards and will submit all close-out documents to WC within 60 days of sub-award termination. All billed accruals must be liquidated (paid) or credited during the 60 day closeout period. Add what is in recommended policy. Workforce Connections will initiate closeout procedures with all sub-recipients.

24. Grievance and Appeal Policy

WC shall provide guidance regarding process for resolving grievances arising from programs operated under WIA/WIOA Title I funds. Actions by WC and its sub-recipients regarding grievances and complaints they receive shall be based on, but not limited to, the following: internal staff investigations, compliance assurance reviews, audit reviews, the imposition of alleged program sanctions; alleged violations of regulations based on investigations or WC, State and/or Federal monitoring reports; alleged audit disallowances or the imposition of sanctions based on violations of the terms and conditions of employment investigations; alleged violations regarding the implementation of WC WIA/WIOA sub-awards; alleged violations of all other applicable WC program operational policies that are related, but not limited to, its procurement procedures.

25. Match Requirement

There may be a minimum match requirement under this sub-award. If applicable, the sub-recipient must contribute cash, leveraged, or in-kind matching resources toward this project. Those resources must directly benefit the sub-award and must be allocated if shared with another project. Source documentation must be retained that substantiates the value of all match resources.

26. Training Payments

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. Sub-recipients will be required to submit standardized documentation to WC in order for payments to be authorized and processed. All liability will remain with sub-recipients for any payments determined to be disallowed for any reason. Any training payments made directly by the sub-recipient may not be reimbursed.

27. Budget Restrictions

WC will not reimburse for any rent, depreciation, or building usage expenditures under this sub-award agreement. Facilities related expenditures such as utilities or janitorial services are still allowable.

28. Note that references to WIOA are generally applicable to WIA funds as well. The source of funds will determine which Act applies. Sub-recipients must be in compliance with both Acts as appropriate.

workforceCONNECTIONS Budget Template

PY15 WORKFORCE CONNECTIONS ADULT BUDGET TEMPLATE
(effective for contracts starting PY15 and after) - revised 2/24/15

Agency Name: Foundation for an Independent Tomorrow

Contract Name/Funding Type: Re-Entry

Budget Period (Dates): 7/1/15 - 6/30/16

NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.

Cost Type	Budget Summary	Provider Paid	WC Paid	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training		\$ 210,000	35.0%	43.7%	\$ -
	B. Supportive Services	\$ 52,250		8.7%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 264,130		44.0%	48.4%	\$ -
	D. Program Fringe Benefits	\$ 26,414		4.4%		\$ -
Overhead and Support Costs	E. Travel	\$ 2,575		0.4%	7.9%	\$ -
	F. Equipment	\$ -		0.0%		\$ -
	G. Consultants/Contracts	\$ -		0.0%		\$ -
	H. Other Overhead Costs	\$ 44,631		7.4%		\$ 58,000
	I. Support Personnel	\$ -		0.0%		\$ 45,000
	J. Support Fringe Benefits	\$ -		0.0%		\$ -
Budget Summary	TOTAL Provider Contract (Provider Paid)	\$ 390,000		65.0%		
	TOTAL WC Paid		\$ 210,000	35.0%		
	TOTAL Project Expenses	\$600,000		100%		
	TOTAL Matching Resources					\$ 103,000
	Match Percent					17.2%
	TOTAL Project Cost					\$703,000

Overall Budget Requirements:

Training (tab A.) must total at least ^{35% RE} 40% of Total Project Expenses ^{OKAY} ~~Must Increase~~

Prepared By (Provider):

Print Name: Janet Blomquist Sign Name: Janet Blomquist Date: 8/2/15
 Email Address: Janet Blomquist@fit.org Phone Number: 781-367-4348

Approved By (Provider):

Print Name Sign Name Date

Approved By (WC Program):

Print Name Sign Name Date

Approved By (WC Fiscal):

Print Name Sign Name Date

A. Participant Training Costs

Note:

1. The training categories are locked and may only include the following.
2. Training must total at least 40% of Total Project Expenses.

Training Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
1 Occupational Skills Training	\$ 2,000.00	72	\$ 144,000
2 On The Job Training	\$ 1,500.00	44	\$ 66,000
3 Incumbent Worker Training			\$ -
4 Customized Training			\$ -
Total			\$ 210,000

Does any of the above training provide either a direct or indirect financial benefit to your organization or a related party? If so, please describe.

Yes - some training may be provided by Standards of Excellence, a post-secondary accredited school that is wholly-owned by FIT.

Narrative (Required for Each Budget Line Above):

- 1 Tuition and other vocational training costs for clients who lack marketable technical skills.
- 2 OJT payroll reimbursement to cover a portion of an employers cost of hiring a new employee.
- 3
- 4

B. Supportive Services

Item/Service	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Transportation	\$ 65	200	\$ 13,000
Sample: Clothing	\$ 100	75	\$ 7,500
1 Transportation	\$ 75	200	\$ 15,000
2 Food Cards	\$ 75	200	\$ 15,000
3 Housing - Supplemental	\$ 200	20	\$ 4,000
4 Training/Vocational Pre-Requisites	\$ 150	75	\$ 11,250
5 Uniforms	\$ 100	45	\$ 4,500
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
Competitively Procured Contracted Short Term PreVocational Training Services-Please list below			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11 Individual Counseling - Westcare	\$ 90	20	\$ 1,800
12 Group Counseling - Westcare	\$ 35	20	\$ 700
13			\$ -
14			\$ -
15			\$ -
Total			\$ 52,250

Narrative (Required for Each Budget Line Above):

- 1 Bus passes and gas cards to assist clients in traveling to classes, interviews and employment
- 2 Food cards to provide adequate nutrition while clients are in training and searching for employment
- 3 Rental assistance, supplemental to other assistance
- 4 Work cards, health cards, fees required for applicants to begin work
- 5 Uniforms, boots, required to begin work
- 6
- 7
- 8
- 9
- 10
- 11 Individual counseling for NDOC clients - procured through Westcare
- 12 Group counseling for NDOC clients - procured through Westcare
- 13
- 14
- 15

C. Program Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on either the Support Services or Consultants/Contracts page.
3. All non-program personnel including the Executive Director/CEO or equivalent and accounting or other support staff should be listed on the Support Personnel page.
4. For staff who case manage and perform other duties, please list their case management duties on a separate line. See sample below.
5. Staff bonuses or incentive pay is not allowable.

Position-Name	Case Mgmt?	Computation				Total Contract Cost
		Annual Salary	% of Time	Hrs. per Week	# of Months	
Sample: Jane Doe, Case Mgr.	Yes	\$ 40,000	50%	20	15	\$ 25,000
Sample: Jane Doe, Intake	No	\$ 40,000	50%	20	15	\$ 25,000
1 Program Director - Casey, J	No	\$ 61,776	50%	20	12	\$ 30,888
2 Case Manager #1 - Burnett, A	Yes	\$ 36,545	100%	40	12	\$ 36,545
3 Case Manager #2 - Gilyard, A	Yes	\$ 40,706	100%	40	12	\$ 40,706
4 Case Manager #3 - Perez, J	Yes	\$ 41,746	100%	40	12	\$ 41,746
5 Case Manager #4 - Doty, L	Yes	\$ 34,466	100%	40	12	\$ 34,466
6 Case Manager #5 - Ritchie, S	Yes	\$ 35,360	100%	40	12	\$ 35,360
7 Program Clerk #1 - Fernandez, A	No	\$ 25,106	50%	20	12	\$ 12,553
8 Program Clerk #2 - Lopes, S	No	\$ 28,226	50%	20	12	\$ 14,113
9 Client Database Mgr - Harris, M	No	\$ 35,506	50%	20	12	\$ 17,753
10	<Choose>			0		\$ -
11	<Choose>			0		\$ -
12	<Choose>			0		\$ -
13	<Choose>			0		\$ -
14	<Choose>			0		\$ -
15	<Choose>			0		\$ -
16	<Choose>			0		\$ -
17	<Choose>			0		\$ -
18	<Choose>			0		\$ -
19	<Choose>			0		\$ -
20	<Choose>			0		\$ -
				# of Total FTE's	7	Total \$ 264,130
				# of Dedicated Case Manager FTE's	5	
				# of Participants Projected to Serve	120	

Narrative (Required for Each Budget Line Above):

- 1 Supervises program staff and is responsible for achievement of program goals.
- 2 Works directly with clients to outline and achieve individual employment plans
- 3 Works directly with clients to outline and achieve individual employment plans
- 4 Works directly with clients to outline and achieve individual employment plans
- 5 Works directly with clients to outline and achieve individual employment plans
- 6 Works directly with clients to outline and achieve individual employment plans
- 7 Provides supportive services to program staff
- 8 Provides supportive services to program staff
- 9 Maintains database to accumulate, analyze an report client demographic and statistical information
- 10
- 11
- 12
- 13
- 14
- 15

D. Fringe Benefits for Direct Personnel

Position-Name	Computation		Total Contract Cost
	Contract Salary	Fringe %	
Sample: Jane Doe, Case Mgr.	\$ 25,000	15%	\$ 3,750
Sample: Jane Doe, Intake	\$ 25,000	15%	\$ 3,750
1 Program Director - Casey, J	\$ 30,888	10%	\$ 3,089
2 Case Manager #1 - Burnett, A	\$ 36,545	10%	\$ 3,655
3 Case Manager #2 - Gilyard, A	\$ 40,706	10%	\$ 4,071
4 Case Manager #3 - Perez, J	\$ 41,746	10%	\$ 4,175
5 Case Manager #4 - Doty, L	\$ 34,466	10%	\$ 3,447
6 Case Manager #5 - Ritchie, S	\$ 35,360	10%	\$ 3,536
7 Program Clerk #1 - Fernandez, A	\$ 12,553	10%	\$ 1,255
8 Program Clerk #2 - Lopes, S	\$ 14,113	10%	\$ 1,411
9 Client Database Mgr - Harris, M	\$ 17,753	10%	\$ 1,775
10	0 \$	-	\$ -
11	0 \$	-	\$ -
12	0 \$	-	\$ -
13	0 \$	-	\$ -
14	0 \$	-	\$ -
15	0 \$	-	\$ -
16	0 \$	-	\$ -
17	0 \$	-	\$ -
18	0 \$	-	\$ -
19	0 \$	-	\$ -
20	0 \$	-	\$ -
Variance from Tab C.	\$ -		Total \$ 26,414

Narrative (Required for Each Budget Line Above):

- 1 Social Security and Medicare taxes + 401k match
- 2 Social Security and Medicare taxes + 401k match
- 3 Social Security and Medicare taxes + 401k match
- 4 Social Security and Medicare taxes + 401k match
- 5 Social Security and Medicare taxes + 401k match
- 6 Social Security and Medicare taxes + 401k match
- 7 Social Security and Medicare taxes + 401k match
- 8 Social Security and Medicare taxes + 401k match
- 9 Social Security and Medicare taxes + 401k match
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

E. Travel

	Type of Travel	Destination	Computation		Total Contract Cost
			Unit Cost	No. of Units	
	Sample: Staff mileage	Various-in town	\$ 0.565	5000	\$ 2,825
	Sample: Conference travel	To be determined	\$ 500.000	3	\$ 1,500
1	Staff mileage	Florence McclLure	\$ 0.575	1000	\$ 575
2	Conference/Training Travel	TBD	\$ 1,000.000	2	\$ 2,000
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
Total					\$ 2,575

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

F. Equipment

Note: Please only include items with a unit cost of \$500 or over on this page.

Item Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Case manager laptop	\$ 750	2	\$ 1,500
Sample: Laser printer	\$ 500	1	\$ 500
1			\$ -
2			\$ -
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
Total			\$ -

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

G. Consultants/Contracts

Notes:

- 1. Please list all direct participant training contracts on page(s) B1/B2.
- 2. All contracts listed must be procured according to WC procurement requirements listed in policy 2.2.

	Type of Service	Computation		Total Contract Cost
		Cost Per Unit	No. of Units	
	Sample: Consulting Services	\$ 75	20	\$ 1,500
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
			Total	\$ -

Are any of the above contractors related to anyone in your organization by blood or marriage, or business or employment relationship? If yes, please explain.

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

H. Other Overhead Costs

Note:

1. No rent, depreciation, or building usage charges may be included. Those costs should be reported on tab K. Match.
2. Facilities-related costs such as utilities or janitorial services are allowable.
3. Only include costs on this page that benefit this contract and are necessary for the administration of the contract. These costs may be direct or allocated through an approved allocation methodology.

Item Description	Direct or Allocated	Computation				Total Contract Cost
		Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base	
Sample: Office Supplies	Direct Charged	\$ 250	15	100%	N/A-Direct Charged	\$ 3,750
Sample: Insurance	Allocated	\$ 1,200	15	5%	Square Footage Usage	\$ 900
1 De Minimus Indirect Rate	Allocated	\$ 337,750	1	10%	Indirect Cost Rate	\$ 33,775
2 Direct program expenses	Direct Charged	\$ 10,856	1	100%	N/A-Direct Charged	\$ 10,856
3	>Choose<			0%	>Choose<	\$ -
4	>Choose<			0%	>Choose<	\$ -
5	>Choose<			0%	>Choose<	\$ -
6	>Choose<			0%	>Choose<	\$ -
7	>Choose<			0%	>Choose<	\$ -
8	>Choose<			0%	>Choose<	\$ -
9	>Choose<			0%	>Choose<	\$ -
10	>Choose<			0%	>Choose<	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
Total						\$ 44,631

Narrative (Required for Each Budget Line Above):

- 1 De Minimus rate used for overhead and indirect costs (\$600k - \$210k training and \$52,250 supportive
- 2 Direct program costs including supplies, payroll processing fees, computer expenses, insurance, etc.
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

I. Support Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on the Consultants/Contracts page.
3. All program personnel should be listed on the Program Personnel page.
4. If there are 10 or fewer support staff, please list by name.
5. If there are over 10 support staff, you may group by category and omit names.
6. Staff bonuses or incentive pay is not allowable.

	Position-Name	Position Type	Direct Charged or Allocated	Computation		Allocation Base	Total Contract Cost
				Total Agency Budget (Wages)	% Allocated to This Contract		
	Sample: Grant Accountant	Accounting Staff	Direct Charged	\$ 45,000	100%	<Choose Base>	\$ 45,000
	Sample: CFO	Accounting Staff	Allocated	\$ 75,000	5%	<Choose Base>	\$ 3,750
1	CFO - Lehmann, D	Accounting Staff	Allocated	\$ 94,000	30%	Other-TBD	\$ 28,200
2	Bookkeeper - Garcia, F	Accounting Staff	Allocated	\$ 33,426	30%	Other-TBD	\$ 10,028
3	Janitor - Ganes, A	Janitorial Staff	Allocated	\$ 33,426	30%	Other-TBD	\$ 10,028
4	Office Manager - Piper, J	HR Staff	Allocated	\$ 19,760	30%	Other-TBD	\$ 5,928
5	Admin - Soriano, K	Reception/Administrative Staff	Allocated	\$ 31,200	30%	Other-TBD	\$ 9,360
6	Costs in excess of budget	Other-Describe in Narrative	Allocated	\$ (63,544)	100%	Other-TBD	\$ (63,544)
7		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
8		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
Total							\$ -

Narrative (Required for Each Budget Line Above):

- 1 Responsible for acctg functions: AR, AP, acct recs, payroll, Involcing to grantors, audits and budgeting
- 2 Assists CFO with accounting: AP, AR, payroll, JE's, invoicing to grantors
- 3 Provides janitorial services and routine maintenance to FIT facility
- 4 Oversees day to day office operations, orders supplies, maintains HR files
- 5 Assists CEO with grant applications, grant administration, fundraising, secretarial duties
- 6 Support personnel covered in de minimus indirect cost rate of 10%
- 7
- 8
- 9
- 10

J. Fringe Benefits for Support Personnel

Position-Name	Computation		Total Contract Cost
	Contract Salary	Fringe %	
Sample: Grant Accountant	\$ 45,000	15%	\$ 6,750
Sample: CFO	\$ 3,750	20%	\$ 750
1 CFO - Lehmann, D	\$ 28,200	10%	\$ 2,820
2 Bookkeeper - Garcia, F	\$ 10,028	10%	\$ 1,003
3 Janitor - Ganes, A	\$ 10,028	10%	\$ 1,003
4 Office Manager - Piper, J	\$ 5,928	10%	\$ 593
5 Admin - Soriano, K	\$ 9,360	10%	\$ 935
6 Costs in excess of budget	\$ (63,544)	10%	\$ (6,354)
7 0	\$ -		\$ -
8 0	\$ -		\$ -
9 0	\$ -		\$ -
10 0	\$ -		\$ -
Variance from tab I.	\$ -	Total	\$ -

Narrative (Required for Each Budget Line Above):

- 1
- 2 Social security and medicare tax + 401k match
- 3 Social security and medicare tax + 401k match
- 4 Social security and medicare tax + 401k match
- 5 Social security and medicare tax + 401k match
- 6 Support personnel + fringe covered in de minimus indirect rate
- 7
- 8
- 9
- 10

K. Match Resources

Notes:

- 1. Any match resources reported must directly benefit the project and must be allocated if the resources benefit multiple projects.**
- 2. Rent, depreciation, or usage charges for the project should be included on this page.**

Category	Type of Match	Source	Value
A. Participant Training	>Choose<		
B. Supportive Services	>Choose<		
C. Program Personnel	>Choose<		
D. Program Fringe Benefits	>Choose<		
E. Travel	>Choose<		
F. Equipment	>Choose<		
G. Consultants/Contracts	>Choose<		
H. Other Overhead Costs	Other	FIT	\$ 58,000
I. Support Personnel	Donated/In-Kind	CEO	\$ 45,000
J. Support Fringe Benefits	>Choose<		
Total			\$ 103,000

Description (Required for Each Match Line Above):

- A.**
- B.**
- C.**
- D.**
- E.**
- F.**
- G.**
- H.** Overhead costs not covered by de minimus rate
 - I.** CEO's donated salary - valued at a total of \$150k, \$45k to REI program
- J.**

Attachment D Sub-award General Information and Summary

Sub-award	Name:		FIT Re-Entry Initiative - Adults					
	Sub-recipient:		Foundation for an Independent Tomorrow (FIT)					
	Sub-award No.:		WC-15-FIT-RI-ADW-00					
	CFDA No.:		17.258 Adult Program					
	CFDA No.:		N/A					
	Total amount of the Federal award obligated to the sub-recipient:		\$600,000.00					
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:				\$390,000.00	
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:				\$210,000.00	
	Required Match:		None			\$		
	Procurement/Acquisition		Procurement Type			Procurement Action		
			Competitive			PY 15 RFP		
	Sub-award Approval Date:		06-09-2015		By: WC Local Elected Officials Consortium			
	Period of Performance:		Start Date		End Date			
			07-01-2015		06-30-2016			
	Pre-award Costs:		Start Date		Approved By:		N/A	
			N/A		Approval Date:		N/A	
	Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 123-4567 Fax; (702) 123-4567					
	WC Contact Person:		Fiscal			ADW		
			Faith Cannella			Jeannie Kuennen		
	Indirect Rate:		TBD					
Original Sub-award:		<input checked="" type="checkbox"/>			Amendment:			<input type="checkbox"/> No.
Purpose:		To provide PY 2015 workforce development activities within the SNWDA for Adult Re-Entry eligible program participants.						
FAIN No.:		Unknown						
Federal Awarding Agency:		U.S. Department of Labor						
Federal Award Date:		Unknown						
Total Amount of Federal Award:		Unknown						

	Funding Type	CFDA Number	Sub-award Amount	Sub-award Start Date	Sub-award End Date	Total sub-award Amount	Number to be Served	Total to be Served
Original Sub-award	Formula	17.258	\$390,000.00	07-01-15	06-30-16	\$390,000.00	120	120
		17.258	\$210,000.00	Training set-aside		\$210,000.00	See above	
Amendment #								

Agenda item 9. DISCUSSION AND POSSIBLE ACTION:

Accept the Board's recommendation to award an additional \$200,000 to Olive Crest to continue delivering WIOA Youth services to foster care youth through February 28, 2017 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be March 1, 2013 through February 28, 2017.



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

workforce **CONNECTIONS**
REQUEST FOR PROPOSALS

**Workforce Transitioning Services
for
Foster Care Youth
and/or
Youth with Disabilities**

Published November 2, 2012

Submission Deadline

January 2, 2013 at 12:00 p.m. (Pacific Standard Time)

Late submissions will not be accepted

*workforce*CONNECTIONS is an Equal Opportunity Employer/Program
Auxiliary aids and services available upon request for individuals with disabilities from
*workforce*CONNECTIONS

*workforce*CONNECTIONS' hours of operation are Monday - Friday, 8:00 a.m. to 5:00 p.m.

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CALENDAR OF EVENTS

Release RFPs	November 2, 2012	
RFPs available for pick-up or Download from the Internet	November 2, 2012	
Mandatory Bidder's Conference	November 16, 2012;10:00PM	
Last Day to Submit RFP Questions	November 26, 2012	
SOQ Submittal Deadline	November 26, 2012; 5:00PM	
Proposal Submittal Deadline	January 2, 2013; 12:00PM	
Proposal Technical Review	January 2, 2013; 2:00PM	
Evaluation of Proposals	January 2 - January 9, 2013	
Oral Interviews	January 14, 2013	
wC Youth Council Recommendation	January 16, 2013	
wC Board Approval	January 22, 2013	
Awards Announced	January 22, 2013	
Contract/Budget Negotiation Period	January 22 - February 1, 2013	
Contracts Executed/Project Start Date	February 1, 2013	

EXECUTIVE SUMMARY

*workforce***CONNECTIONS** has been designated by the Governor of the State of Nevada as a public agency whose primary responsibility is to provide guidance and administrative oversight of the funds awarded to wC by the United States Department of Labor under the Workforce Investment Act of 1998 (WIA). The purpose of these funds is to provide employment and training services to WIA eligible adult job seekers and youth job seekers who reside, and businesses that are located, in the Southern Nevada Workforce Investment Area (SNWIA). The SNWIA encompasses the counties of Clark, Esmeralda, Lincoln and Nye, and cities of Las Vegas, North Las Vegas, and Henderson and Boulder City.

The WIA was designed to provide a streamlined system of assistance that integrates many employment and training programs through a one-stop delivery system for employers, adults and older youth, including older youth transiting out of foster care seeking employment and older youth with disabilities transitioning from secondary school to adulthood and the world of work. WIA is very unique in its funding capacity and flexibility. Its regulations allow for an array of employment and training services to be available for these two populations during their period of transition and also for a significant period of time during adulthood. WIA funds may also be used to assist youth to overcome common social barriers as well as obtaining the applicable educational and post-secondary skills that lead to gainful and sustainable employment.

Many studies, however, have found that foster care youth and youth with disabilities have poorer overall adulthood outcomes after dropping out and or graduating from high school than their peers who are not in these groups.

Some of the current data that is attributable to the negative outcomes of youth who have transitioned out of foster care are as follows:

- Approximately 12-30% of former foster youth become homeless
- Approximately 41% of former foster youth reported spending at least one night in jail.
- Approximately 50% of youth left foster care without a high school diploma.
- Approximately 55% of former foster youth reported no type of health insurance after leaving foster care.¹

Some of the current data that is attributable to the overall negative outcomes of youth with disabilities, who are and have transitioned from school into adulthood are as follows:

- High percentages (approximately 28%) of students with disabilities, especially from minority backgrounds, are more likely to be transitioned out of school before graduation through

suspension due to behavioral/emotional disturbances.

- 50% of youth with disabilities who are employed are unable to maintain stable employment
- Only a small percentage of youth with disabilities who could potentially benefit from federal funded employment services are being served after transition.²

1. Youth After Foster Care-Child Welfare League of America-Updated 9-2012)

2. Youth with Disabilities Transition from School to Work or Post-Secondary Education and Training (IRIS Institute, 2012)

PREFACE

WORKFORCE TRANSITION SERVICES for FOSTER YOUTH and YOUTH WITH DISABILITIES

The purpose of the Workforce Transitioning Services is to provide an environment that develops a pathway for foster care youth and youth with disabilities to transition from alternative and dependent care to self-sufficiency. The ultimate goal is to achieve employment outcomes that prepare them to successfully live independently.

A review of current public policies directed toward vulnerable youth in transition reveals that the challenges youth in transition face are primarily in four areas. **First**, some eligibility criteria denoted in several federally funded programs sometimes excludes those youth from services that might be of benefit to them in obtaining sustainable employment; **Second**, overall funding for transition services from other sources is very inadequate; **Third**, the lack of coordination and blending of federal funds that target these groups of youth across service systems, often hampers appropriate service delivery; and, **Finally**, many service professionals who are charged with administering transition programs, lack the appropriate training and experience in developmental issues that are specifically designed to address the needs of youth with disabilities transitioning into adulthood and foster care youth transitioning into adulthood.³

In response to these challenges, *workforce*CONNECTIONS has stepped up their commitment of meeting the needs of foster care youth and youth with disabilities during their transition period, by requesting proposals from salient programs that have the capability to:

- **promote stable, permanent connections to caring adults and responsible social networks;**
- **assist youth with the management of their physical and mental health needs;**
- **support economic success through education and employment;**
- **provide exposure to the type of training that will assist youth to successfully navigate into the adult world;**
- **establish partnerships that seamlessly access and connect youth with other youth transition service programs such as the Individuals with Disabilities Education Improvement Act [IDEA] and Chaffee Foster Care Independence Act.⁴**

3. Osgood and others, eds., *On Your Own without a Net* (2010)

4. Blum, "Adolescents with Disabilities in Transition to Adulthood" (2005)

RFP GENERAL INFORMATION

I. INTRODUCTION

The intent of this solicitation is to obtain the most qualified and experienced organization(s) to provide transition services for Foster Care Youth and eligible Youth with Disabilities. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and the Statement of Qualifications.

*workforce*CONNECTIONS reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Proposals (RFP) at any time without prior notice. This RFP does not commit *workforce*CONNECTIONS to accept any submitted proposals, nor shall *workforce*CONNECTIONS be responsible for any costs incurred in the preparation of responses to this RFP.

All organizations that plan to respond to this RFP must have a representative from their agency attend the mandatory Bidders Conference. This conference is scheduled for November 16, 2012, @ 10:00 A.M. at the Texas Station Casino, 2101 Texas Star Lane, North Las Vegas, NV 89032. **No response to the RFP will be considered from any organization who fails to attend the Bidders Conference.** Organizations are encouraged to ask questions regarding this Request for Proposal at the Bidders Conference prior to the submittal of their response. Representatives from *workforce*CONNECTIONS' staff will be in attendance to address any concerns respondents may have regarding this RFP.

II. REQUEST FOR PROPOSAL GLOSSARY

A. The words, “proposer”, “respondent”, and “organization” used interchangeably throughout this document refer to the individual and/or company submitting a proposal in response to this Request for Proposals.

B. The term “**ex parte communication**” refers to communications that are directly or indirectly made by the respondent to influence a decision-making official, which is generally off the record and out of the presence of other parties. Ex parte communications are restricted by State, Federal and local regulations.

C. The term “**transition**” refers to a coordinated array of services and activities that promote movement of youth in foster care and youth with disabilities from school to such post-school activities as post-secondary education, vocational training, employment, adult services, independent living and community participation.

D. The term WIA refers to the Workforce Investment Act which is the primary source of funding for this Request for Proposals. This document can be located at:
<http://www.doleta.gov/usworkforce/wia/act.cfm>

III. PROPOSALS RESPONSE FORMAT

Each respondent is requested to submit their proposal in a format that is easy to read and understand. You should avoid repetitious material. The proposal(s) should clearly demonstrate the respondent's ability to effectively manage and operate a program under the Workforce Investment Act and provide the services requested.

A. All proposals must be addressed, mailed and/or delivered on or before **January 2, 2013, no later than 12:00 P.M.** to the following *workforce*CONNECTIONS' administrative office at:

*workforce*CONNECTIONS
ATTN: Foster Care Youth and/or Youth with Disabilities RFP
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

B. All proposals must be submitted in a sealed envelope and plainly marked, "**Request for Proposal**" with the name of the proposed description of services and also the name and address of the "Proposer" clearly marked on the outside, in the upper left hand corner of the sealed envelope. No faxed or E-mail responses will be accepted.

C. All proposals shall be time-stamped by *workforce*CONNECTIONS upon receipt. **Proposals may not be sent via e-mail or facsimile.** Please provide one (1) original, sealed, unbound response and four (4) stapled or bound copies, and one electronic copy of the proposal's response.

D. All responses must comply with the following layout specification requirements:

- Include a Table of Contents
- Program requirements i.e. Scope of Work; Program Design, and all other required components, total cannot exceed 20 pages.
- 12 Point Font Times New Roman
- Margins: One-inch minimum (this applies to all margins)
- Spacing : Double
- Pages: Single Sided
- Footer: The name of the organization submitting the proposal and the page number
- Label each section and applicable subsection

E. All respondents may request the withdrawal of a sealed proposal submitted prior to the scheduled closing date and time provided. The request for withdrawal must be submitted in writing to *workforce*CONNECTIONS' Executive Director.

F. All proposals submitted in response to this RFP shall remain valid for 120 calendar days from the scheduled closing date and time of the RFP.

G. All questions relating to the RFP must be submitted to *workforce*CONNECTIONS via e-mail at: youthrfp@snnwc.org

H. This RFP does not commit *workforce*CONNECTIONS to accept any proposal submitted, nor is *workforce*CONNECTIONS responsible for any costs incurred in the preparation of responses to this RFP.

I. *workforce*CONNECTIONS reserves the right to accept/reject any or all proposals, to accept/reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of the participants to be enrolled in the program and/or *workforce*CONNECTIONS.

J. *workforce*CONNECTIONS reserves the right to negotiate separate proposal components after the proposal(s) are reviewed if such action is deemed to be in the best interest of the participants to be enrolled in the program and/or *workforce*CONNECTIONS.

K. *workforce*CONNECTIONS reserves the right to cancel, delay, amend, or reissue the RFP at any time.

IV. LATE PROPOSALS, MODIFICATIONS & ADDENDA

A. The first page of this document designates the closing date and time **January 2, 2013, 12:00 p.m.** by which the proposals must be received by *workforce*CONNECTIONS. **Proposals received after the denoted closing date and time will not be considered and shall be returned unopened to the respondent.**

B. Any respondent/ proposer may modify their proposal in writing at any time **prior to** the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in the same manner required for the original proposal.

C. If it becomes necessary for *workforce*CONNECTIONS to revise any part of this RFP, a written addendum will be provided on the website at: www.nvworkforceconnections.org. *workforce*CONNECTIONS is not bound by or responsible for any oral representations, clarifications, or changes made to this RFP by *workforce*CONNECTIONS' employees, unless such clarifications or changes are provided to proposers and/or interested parties of the general public in a written addendum from *workforce*CONNECTIONS via the web site at: www.nvworkforceconnections.org.

D. Each proposer/respondent, upon receiving notification by *workforce*CONNECTIONS of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda may result in disqualification and rejection of the proposal.

V. EX PARTE COMMUNICATION

*workforce*CONNECTIONS prohibits ex parte communication with any *workforce*CONNECTIONS' Board member and/or staff member after the deadline of the publication and receipt of proposals. No Board member and/or staff member shall initiate or accept oral communication regarding any RFP under consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off the record contact, are strictly prohibited. The restriction against ex parte communication applies when a decision must be made on the record. Any discovered ex parte communication will be provided to *workforce*CONNECTIONS' Executive Director for review and appropriate action. Respondents who attempt to improperly influence the proposal review and evaluation process in any way shall be disqualified.

VI. DISPUTES

A. Any respondent who has a dispute in connection with this request shall have the right to submit in writing, their protest to *workforce*CONNECTIONS. The written protest should be submitted to:

**Ardell Galbreth, Executive Director
Workforce Connections
7251 W. Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128.**

The protest must be in a format as outlined in *workforce*CONNECTIONS' Policy 5.7. This policy is located at: www.nvworkforceconnections.org.

B. Failure by the respondent to request clarification of any inadequacy, omission or conflict will not relieve the proposer/respondent of this responsibility. The signing of the proposal form, however, will be considered as implicitly denoting that the proposer/respondent has a thorough comprehension of the full intent and scope of this RFP.

STATEMENT OF QUALIFICATIONS REVIEW PROCESS

The selection process will be conducted utilizing a fair and objective process that adheres to *workforceCONNECTIONS*' (wC) Procurement Policy (*Reference*: wC Policy 2.2) and the required Statement of Qualifications document. Prior to the submittal of Proposals, wC' Statement of Qualifications (SOQ) must be completed by all Respondents. This document is available at: www.nvworkforceconnections.org and the *workforceCONNECTIONS*' administrative offices located at 7251 West Lake Mead Blvd., Suite 200, Las Vegas, Nevada, 89128.

The SOQ, when completed must be submitted to *workforceCONNECTIONS* by **November 26, 2012 by 12:00 p.m.** Only those organizations that have successfully completed and submitted the SOQ will be allowed to submit a response to this RFP. All questions relating to this document should be addressed to: mstok@nvworkforceconnections.org. Respondents will be notified in writing by *workforceCONNECTIONS* regarding the status of their SOQ. Respondents who fail to provide significant and required information in their SOQ will be notified of this and their proposal will not be forwarded for consideration.

TECHNICAL REVIEW

Respondents that have successfully completed their Statement of Qualifications (SOQ) and submitted a proposal will next undergo a Technical Review. This review is conducted to ensure that all the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. **Those proposals that fail any requirement of the technical review will not be forwarded to the Review Committee for further consideration.** The Technical Review checklist is as follows:

TECHNICAL REVIEW REQUIREMENTS	CHECK ONE:
SOQ Submitted by Deadline	Yes <input type="checkbox"/> No <input type="checkbox"/>
Response to RFP Submitted by Deadline	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attended Mandatory Bidders Conference	Yes <input type="checkbox"/> No <input type="checkbox"/>
SOQ Successfully Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • Correct Proposal Format in the following areas: • Include a Table of Contents • Program requirements i.e. Scope of Work; Program Design, and all other required components total cannot exceed 20 pages. (proposals exceeding the 20 page limit will be excluded) 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • 12 Point, Font Times New Roman • Margins: One-inch minimum (this applies to all margins) • Spacing : Double • Pages: Single Sided • Footer: The name of the organization submitting the proposal and the page number. • Label each section and applicable subsection 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Budget Detail and Narrative Submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>
One Original Bound Copy of the Proposal, Four Unbound Copies,	Yes <input type="checkbox"/> No <input type="checkbox"/>

One Electronic Copy in a sealed envelope submitted correctly	
Appendix with the inclusion of:	
<ul style="list-style-type: none"> • Resumes of key personnel 	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • Letters of Collaboration of partners, & potential subcontractors 	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • Reference Letters (two funder references) 	Yes <input type="checkbox"/> No <input type="checkbox"/>

STANDARDS FOR SERVICE DELIVERABLES

Respondents to this RFP should not assume in any way that *workforce*CONNECTIONS is prescribing the program models for the required services of this RFP. Proposals are sought however, that demonstrate particular standards for service delivery which may include but are not limited to the following:

- A.** Each program should offer youth a defined package of services based upon a set of activities and strategies leading to outcomes herein stated in this RFP.

- B.** Staff, administrators and partners should understand the needs and culture of the targeted population of youth they plan to serve and demonstrate a service delivery approach from a strength-based perspective.

- C.** Each program must demonstrate a commitment to the targeted population and provide methods by which they plan to recruit, train, develop and support highly skilled and knowledgeable staff who may also act as mentors, coaches and facilitators for all participants in need of these services.

- D.** Each program must demonstrate the connection between their youth program and the One-Stop service delivery system which indicates the respondent's efforts of collaboration and coordination of youth activities that creates a seamless system of service delivery.

- E.** Each program must demonstrate that they have sufficient infrastructure resources to support and sustain all aspects of the program design which is not limited to only those financial resources available under this RFP.

SCOPE OF WORK

The funding source for this Request for Proposals is the Workforce Investment Act which is provided by the United States Department of Labor. The amount that has been designated for this proposal is approximately **\$500,000.00.** The duration of the term for the provision of services shall be from **February 1, 2013 to June 30, 2014.**

This RFP is for existing and/or interested Potential Proposers who have in place a demonstrated background in providing services for youth in foster care, youth transitioning out of foster care, and youth transitioning out of high school to adulthood. The Scope of Work, when deemed applicable, for these two targeted groups must include, but not limited to the following elements:

- Number of youth to be Served during term of proposal
- Estimate of Cost per Participant
- Educational Secondary, Post-Secondary and/or Other Occupational Skills Training Activities
- Support Services (through collaboration), such as Housing Transportation, Child Care, etc., Activities
- Mental, Behavioral and Other Similar Career Deterrent Activities
- Career/Employment and Employment Retention Activities
- Community Based Activities
- Follow-up Activities for youth who are enrolled in high school and post- secondary and also those youth who have dropped out.
- Implementation of “The What’s It Mean to be Green” program.

The following scope of work narratives are as follows:

1. The scope of work must ensure that at least **70%** of the youth to be served are Foster Care Youth and/or Youth with Disabilities who are **out-of-school**. At least **30%** of the youth to be served must be foster youth and youth with disabilities who are **in-school** with identified career barriers such as chronic absenteeism, functioning below grade level, credit deficient and/or have not passed the proficiency exams.
2. The scope of work must indicate cost of services per participant.
3. The scope of work for the Educational services must include, when appropriate, the following but is not limited to:
 - a. Tutoring, Study Skills
 - b. Contextual Basic Skills- resulting in literacy/numeracy gain
 - c. Post-Secondary and Occupational skills training, resulting in a certificate

- d. Dropout prevention and recovery-leading to GED or High School diploma completion.
4. The scope of work must identify the manner in which respondents shall provide youth the appropriate support services which should be done in collaboration with other agencies.
5. The scope of work must indicate the manner in which respondents will develop and implement the following career/job services components:
 - a. Specific workshops or courses such as job readiness, financial literacy, computer literacy
 - b. Contextual basic skills resulting in literacy/numeracy gains
 - c. Paid and unpaid work experience and internships, job shadowing
 - d. Career Pathway Strategies
 - e. Exposure to a variety of employment opportunities and placement into appropriate employment
6. The scope of work must indicate how the respondent will provide leadership development opportunities which may include community service and peer-centered activities that encourage responsibility and other positive social behaviors in collaboration with the other partners.
7. The scope of work must indicate the methods by which youth will be introduced and exposed to careers in Science, Technology, Engineering and Mathematics (STEM).

PROGRAM DESIGN & WIA REQUIREMENTS

The program design for this RFP is to primarily focus on long-term intervention strategies that offer eligible youth with disabilities and foster/former foster youth between the **ages of 14 to 21**, a broad range of transitioning services that will assist them in achieving a successful and independent transition into adulthood.

The respondent's Program Design must indicate evidence of collaborative relationships with organizations and agencies that also serve Foster Care Youth and Youth with Disabilities.

WIA Recruitment

Service Providers are responsible for the recruitment of eligible youth participants. The target group should consist of foster youth and youth with disabilities who are in-school and out of school between the ages of 14–21. The majority of these youth are low-income or receiving public assistance, high school dropouts or high school graduates who are unemployed or underemployed. Recruitment methods must be developed to successfully target these youth.

Respondents must describe the strategy they plan to use in recruiting the targeted population.

- Detailed strategies to deliver activities and services; describing a plan to ensure the deliverance of case management that is linked to the assignment of activities, training, employment and mentoring that will assist in achieving positive outcomes.
- A plan to include specific requirements to meet and determine WIA eligibility.

Provide a schedule for a typical week that incorporates work readiness, STEM, “The What’s It Mean To Be Green” and other required services.

- Describe how services are to be monitored.

Respondents to this RFP must provide a program design that incorporates the following required *workforce*CONNECTIONS and WIA components:

- A.** All youth that are enrolled in this program must meet *workforce*CONNECTIONS and WIA eligibility requirements.

How your program will be designed to ensure that all enrolled participants have met the eligibility requirements as designated in the Workforce Investment Act (WIA) and *workforce*CONNECTIONS Policy 3.0. (Department of Labor web site) and *workforce*CONNECTIONS policies and procedures are located on *workforce*CONNECTIONS website at: www.nvworkforceconnections.org.

- B.** The Workforce Investment Act requires a comprehensive assessment which includes an objective assessment and the development of an Individual Service Strategy (ISS developed by

*workforce***CONNECTIONS**) for all youth enrolled in WIA funded programs. Based on this requirement, when and what assessment tools will the respondent use in the program design that addresses the following components:

- Aptitude & Ability Tests
- Interest Inventories
- Career Development Assessment
- Personality or Management Style Inventories

C. DOL requires that only the following basic skills assessment tools may be used for Youth enrolled in WIA programs:

- Comprehensive Adult Student Assessment -System (CASAS)
- Tests of Adult Basic Education (TABE) (7/8 or 9/10)
- Adult Basic Learning Examination (ABLE)
- WorkKeys
- Student Performance Level (SPL) – English as a Second Language (ESL) only
- Basic English Skills Test (BEST) – ESL only (DOL TEGL 17-05, Attachment C)

D. WIA requires the following ten (10) programs elements be incorporated, when applicable, in the respondent's Program Design:

- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
- Alternative secondary school services, as appropriate;
- Summer employment opportunities that are directly linked to academic and occupational learning
- As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- Occupational skill training, as appropriate;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- Supportive services;
- Guidance and Counseling
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for not less than 12 months after the completion of participation, as appropriate;

E. What is STEM and why is it important?

- What is STEM and why is it important?

STEM fields (Science, Technology, Engineering and Mathematics) are the foundation of both the current economy and the knowledge-based, innovative global economy that is expected to provide the high-quality jobs of the future. Therefore, there is a growing consensus that the majority of the workers must have a solid foundation in STEM to be productive. STEM knowledge is also valuable in everyday life, for making decisions about issues such as medical choices, recycling, energy use, and climate change. For youth in Workforce Investment Act (WIA) programs to be successful employees and citizens, they need STEM skills and knowledge. Most minorities and people with disabilities are severely underrepresented in STEM occupations and careers. Early exposure to STEM will help expand the pipeline beyond the traditional STEM employee base (white and Asian males).

- What are the minimum STEM requirements for this RFP?

Respondents must include in their proposal at minimum, the implementation of the existing Youth STEM Program: “What’s It Mean To Be Green?”. Respondents not addressing this requirement will be deemed unresponsive. The existing program will be customized to meet the special needs of this population. Successful respondents will be responsible for:

1. Delivery of the “What’s It Mean To Be Green?” curriculum
2. Delivery of the Hands-on interactive labs at the successful respondent’s site
3. Administering the testing for the Certificate

Note: Implementation will not necessarily include the use of the green mobile classroom; it will be available as an option.

- How does additional STEM focus make the proposal stronger?

Respondents are highly encouraged to expand the STEM exposure for these youth with additional innovative and effective program design. Up to 20 additional points will be awarded in the scoring process for STEM components beyond the basic requirements described above.

Respondents must demonstrate in their proposals, with specificity, how the following goals will be accomplished to support the education of youth in STEM:

1. Offer high-quality tutoring in mathematics and science.
2. Provide mentors from STEM fields.
3. Recruit mentors from minority professional organizations like: Women in Technology, Building Engineering and Science Talent (BEST), National Society of Black Engineers (NSBE), Society of Hispanic Professional Engineers (SHPE), etc.
4. Encourage participation in summer or out-of-school enrichment activities.

5. Become knowledgeable about alternative educational pathways that can lead to competence in STEM, such as apprenticeships, on-the-job-training, online or part-time educational options, and nonacademic training courses.
6. Offer support and guidance as youth transition from high school to a 2- or 4-year college or advanced training.

Respondents must demonstrate in their proposals, with specificity, how the following goals will be accomplished to support career aspirations of youth in STEM:

1. Encourage youth to see themselves in STEM jobs.
2. Invite speakers who work with STEM to speak at job fairs.
3. Provide descriptions of STEM jobs at a variety of educational levels. (See In Demand [<http://www.careervoyages.gov/indemandmagazine-stem.cfm>] for examples.)
4. Counter stereotypes and assumptions about STEM workers, such as “You have to be really smart or nerdy or have a doctorate to work in STEM.”
5. Develop strategies that encourage women, underrepresented minorities, and youth with disabilities to consider STEM careers.
6. Organize job shadowing, work experiences, summer employment opportunities, and internships in STEM industries and companies.
7. Provide work readiness activities to youth.
8. Use career pathways or career lattice models that provide intermediate educational and professional steps to a STEM career when developing Individual Service Strategies (ISSs) for youth.

E. WIA Required Youth Performance Measures

Below are the Common Measure Outcomes mandated by WIA:

Placement in Employment/Education ... 47%

Attainment of Degree/Certificate 47%

Literacy/Numeracy Gain 29%

BUDGET INFORMATION

BUDGET INFORMATION

Budget & Budget Narrative

Each Respondent is required to submit a project budget using the *workforce*CONNECTIONS Excel budget template that is located at: www.nvworkforceconnections.org under the RFP tab at the top of the home page.

The budget template has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a concise narrative, and each line item is required to have narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narrative submitted will not be reviewed.

There are detailed instructions contained in the budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the Budget Summary Form, identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

Budget Period and Amount

The WIA requested funding portion of this line-item budget cannot exceed **\$500,000.00** and should identify all proposed costs for the initial funding period of 17 months from February 1, 2013 to June 30, 2014. Any matched or leveraged resources anticipated to be utilized in support of this program should be included on the Match/Leveraged Resources form, but are not required.

Allocated Costs: Respondents are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.

Profit and Indirect Costs: The extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process.

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For agencies awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency or a cost allocation plan approved by *workforce*CONNECTIONS that describes how indirect and common operating costs are distributed to the different funding sources. *workforce*CONNECTIONS does not have the authority to award indirect cost rates, but may allow

organizations that are awarded funding to utilize indirect cost rates awarded by other state or federal agencies.

Profit line items will only be allowable for entities that are commercial for-profit organizations. Profit should be listed as a separate line item on the indirect cost page and should not exceed ten (10) percent of the respondent's total budget.

PROPOSAL REVIEW AND EVALUATION PROCESS

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to *workforce*CONNECTIONS’ Procurement Policy and all other applicable state and federal regulations. (*Reference: workforce*CONNECTIONS Policy 2.2) and the review and approval of the Respondent’s required Statement of Qualifications. (SOQ).

Proposals will be selected for funding based on a favorable assessment by the Evaluation Committee. **Priority may be given to those proposals that illustrate the most comprehensive range of services that the respondent has provided for youth with disabilities and youth in foster care.**

*workforce*CONNECTIONS may select a proposal based on the initial information received without modification; however, *workforce*CONNECTIONS reserves the right to request additional data, conduct oral interviews, and or conduct a *workforce*CONNECTIONS management review of the evaluation process prior to making a recommendation of an award to the Youth Council and *workforce*CONNECTIONS Board of Directors. If it is determined by *workforce*CONNECTIONS that an oral interview is necessary, *workforce*CONNECTIONS staff will schedule the time and location for these interviews. The primary purpose of the oral interview is to address areas of respondent’s proposals that may need additional clarification during the evaluation process.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.

Proposers will also be evaluated on their demonstrated ability to provide services for the targeted youth as indicated in this RFP. The proposers SOQ’s as well as additional information designated in this RFP will be evaluated on the following demonstrated ability criteria:

1. Description of experience providing similar services during the past two years including number of youth 14-21 receiving these services, and experience working with any specific demographic groups/special populations. Size, scope and funding source of similar services during the past two years.
2. Description of program success, outcomes measured and performance to goals
Please complete the following chart in the narrative:

1. Number of youth 14-21 receiving similar services in the past two years		
2. Proportion (%) of enrollees from 1. Above that were (the proportions does not have to be equal 100% as many youth have many barriers)	# of Enrollees	%
a. Foster youth		
b. Youth with disabilities		

3. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing. See technical review on page 10.
4. All proposals shall be reviewed, scored and ranked.

5. At *workforce***CONNECTIONS** sole discretion, oral interviews may be held with top scoring proposers. The results of the oral interview may be considered when determining final funding recommendations.
6. A pre-award interview, site inspection and or telephone conference call may be implemented with applicants.
7. All bids may be rejected if it is determined to be in the best interest of the youth to do so.

The following scoring criterion will be utilized by a panel of evaluators to review and evaluate each proposal received:

1. Demonstrated Ability-30 points

- Agency History of serving this population: Foster Youth and Youth with Disabilities
- Experience working with target population
- Successful performance in providing services similar in scope and size to those sought by this RFP; include examples of programs you operate currently
- Written references of prior funders
- The programs in place that are currently serving this population and how many are being served (this population only)

2. Proposed Services (Narrative)-35 points

- Completeness and accuracy in describing services to be provided
- Efficiency and effectiveness of the proposed services in achieving the program objectives
- Accessibility and adequacy of proposed services
- Understanding the complex barriers of foster youth and youth with disabilities
- Staff qualifications and adequacy of staffing pattern
- Measures of success

3. STEM point award 20 points

- Describe with specificity how the additional program design supports the education of youth in STEM. (10 points)
- Describe with specificity how the additional program design supports career aspirations and placement of youth in STEM occupations. (10 points)

4. Assessment and Evaluation 5 points

- Effective and convincing method of evaluation towards the effectiveness of the program
- Plan for submitting data accurately and timely

5. Fiscal Plan (10 points) and Budget (20 points) **30 points total**

- Briefly describe the elements of the organization's internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds.
 - * The evaluators will determine that the fiscal infrastructure of the organization is clearly and concisely described and demonstrates sufficient capacity to manage Federal funds.
- Describe the experience that fiscal staff employed by the organization have in administering Federal funds.
 - * The evaluators will determine the level of knowledge fiscal staff members of the organization have in administering Federal funds.
- Describe the organization's process for self-monitoring of financial and budgetary performance and compliance that will ensure effective fiscal quality control.
 - * The evaluators will determine if the organization's internal monitoring and oversight processes are sufficient to ensure compliance with the contract's fiscal requirements.

AWARD PROCESS

Each respondent submitting a proposal will be notified in writing or via e-mail of *workforce***CONNECTIONS'** decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Approval by the Youth Council and full *workforce*CONNECTIONS Board
- Receipt of WIA funds from federal and state administering agencies
- Continued availability of *workforce*CONNECTIONS, WIA funds

If the results of the review indicate, in the opinion of *workforce*CONNECTIONS, that the proposed service provider may not be able to fulfill contract expectations, *workforce*CONNECTIONS reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the respondent's proposal.

*workforce*CONNECTIONS may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations. *workforce*CONNECTIONS may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of *workforce*CONNECTIONS, the services proposed are not needed, the goals of the proposal do not align with goals of *workforce*CONNECTIONS, or the costs are higher than *workforce*CONNECTIONS finds reasonable in relation to the overall funds available.

*workforce*CONNECTIONS reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies. In such instances, *workforce*CONNECTIONS will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by *workforce*CONNECTIONS may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of *workforce*CONNECTIONS. Applicants are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing their program designs. The activities and services described in the proposals can be provided through a lead agency or through partnerships.

AFFIRMATION and CERTIFICATION

Affirmation and Certification:

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understood the specifications and requirements of the Request for Proposal (RFP), and that my agency/firm is prepared to

deliver the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my agency/firm. I also understand that by signing any contract initiated as a result this proposal, my agency/firm is responsible for meeting each deliverable objective set forth in this RFP and/or established federal, state and local Workforce Investment Act directives. I fully affirm and understand that failure to deliver on the objectives set forth in this RFP and my agency/firm's proposal may result in my agency/firm's contract being terminated

Print:
Name of Agency/Organization: _____
Name: _____
Title: _____
Authorized Signature: _____ **Date:** _____

Authorized Representative Signature: _____
Name: _____
Title: _____
Date: _____

PROPOSAL COVER PAGE

1. Organization/Agency Information: (Please print all information on this page)

Name: _____

Agency's Address: _____

E-Mail Address: _____

Federal Tax I.D. #: _____

Phone #: _____ **Fax#:** _____

Contact Person: _____

APPENDIX

Please attach the following items:

Attachment A.....Resumes

**Attachment B..... Letter of Collaboration, Partners and
Subcontractors**

Attachment C Two References

Respondent Proposal Checklist

Those agencies or organizations wishing to submit proposals should verify that they have included in their response package to this RFP each of the following required items:

Cover Page Completed, signed and dated	<input type="checkbox"/> Yes
The following Format requirements have been met: <ul style="list-style-type: none"> • Table of Contents • Program requirements i.e., Scope of Work, Program Design, and all other required components <u>total cannot exceed 20 pages.</u> • 12 Point, Font Times New Roman • Margins: One-inch minimum (this applies to all margins) • Spacing : Double • Pages: Single Sided • Footer: The name of the organization submitting the proposal and the page number • Label each section and applicable subsection 	<input type="checkbox"/> Yes
Statement of Qualifications Submitted	<input type="checkbox"/> Yes
Technical Review Requirements Submitted	<input type="checkbox"/> Yes
Budget and Budget Narrative Submitted	<input type="checkbox"/> Yes
Additional Appendix Items Submitted	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> • Affirmation and Certification Signed and Submitted • Two References • Agreements & Letters of Collaboration with Partners/Subcontractors (if indicated in your proposal) 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes

1. Demonstrated Ability

Agency History and Experience

For over 39 years, Olive Crest has provided prevention, intervention and therapeutic services for at-risk children, youth and families in Nevada, Southern California and the Pacific Northwest. Olive Crest has adopted the following Mission Statement: **Olive Crest is dedicated to PREVENTING child abuse, to TREATING and EDUCATING at-risk children and to PRESERVING the family...“One Life at a Time”®** Through innovative high quality programs and individualized services, Olive Crest has supported permanency, safety and well-being of children, youth and families in different regions. Olive Crest serves over 6,000 children, youth, and families a year in the following programs:

Residential Treatment Centers	Adoptions	Transitional Living
Family Preservation Services	Foster Care	Family Resource Centers
Family to Family Connection	Wraparound	Non Public Schools
Emancipation and Alumni Programs	Counseling	Mental Health Services
Residential Homes	Respite	Sexual Abuse Counseling
Teen Pregnancy Prevention Services	Mentoring	Independent Living Programs

Olive Crest is a Council on Accreditation (COA) accredited agency. The standards demanded of member agencies by COA are among the highest standards of practice and care in the child and family welfare industry. During a 2009 re-accreditation review, there were no programmatic deficiencies noted by the COA review team. Olive Crest also is accredited by the United Way.

In 2010, Olive Crest was awarded a contract with Workforce Connections and United Way to serve Transitioning Foster Youth who were provided with a Section 8 Housing Voucher. This program officially ended in December 2011, however Olive Crest has continued to provide support to some of the clients through our Strong Families program, Family Resource Center,

and Alumni and Community Engagement services. As a result of this contract, Olive Crest gained training and experience with Common Measures, WIA outcomes, activities, and terms, Supportive Services, performance plan targets, and the NVTrac reporting and tracking system. Olive Crest also has experience utilizing the CASAS program for assessing basic skill levels. With our previous project partner Manpower, we provided clients with work readiness training, subsidized work experience and placement into employment. Clients in the program were also assisted with achieving their GED, enrolling in secondary education, attaining certifications and making literacy/numeracy gains.

Olive Crest has an extensive history working with foster youth. From our Residential Group Homes that have been in operation for over 30 years, to our more than 25 years of experience with foster family programs (15 in Nevada), Olive Crest is familiar with the complex needs and challenges faced by foster youth.

For over 6 years Olive Crest has managed a Transitional Housing Program (THP+) in California. This program assists at-risk young adults ages 18-24 who are homeless or at risk of homelessness. Career development, financial literacy, and independent living skills training are provided. Participants live in scattered site apartments and are responsible for meeting school and/or work requirements. The Olive Crest Transitional Housing Placement Program (THPP) has been in operation for over 10 years. Housing and support services are provided to youth ages 16-18. Independent living skills training is also incorporated and includes work readiness training, study skills, financial literacy, and household management. In both programs the youth are assisted in their transition into living as stable, successful independent adults.

Through our Family Resource Center (FRC) in North Las Vegas we assist clients with employment. We maintain a job board and provide clients with computer access to perform job

searches, complete applications, and develop resumes. Staff are available to provide guidance as needed. Transportation assistance is provided in the form of bus passes for clients to attend interviews, pick up applications and get to employment sites once hired. Olive Crest also provides funds for clients to obtain necessary pre-employment items including Health Cards, background checks, or TAM cards that are not otherwise covered by another program. Olive Crest serves an average of 400 families a year in our Family Resource Center. Youth in the Olive Crest Project Independence Program would also have access to the Resource Center as needed.

Olive Crest is also part of a new collaborative project called DREAMR – Determined, Responsible, Empowered Adolescents Mentoring Relationships. This is a federally funded grant with the Department of Family Services as the lead agency. Sub-contracted partners include Olive Crest, SAFY, Big Brothers Big Sisters, University of Nevada Las Vegas (UNLV), Lincy Institute, and the S.P.I.R.I.T Project. Additional collaborative partners on the project include the Southern Nevada Health District, Step-Up, and Westcare. This is a 5 year grant with program enrollment beginning this past fall. Olive Crest is responsible for working with 50 current and former foster youth who are pregnant or parenting. These clients would be evaluated for Project Independence and will have access to a peer mentor, life skills training, leadership opportunities and program incentives through DREAMR. Further, youth (200) that are enrolled in DREAMR that are not currently pregnant or parenting would also be able to be referred to Project Independence. In addition, the close working relationship with the partner agencies presents an opportunity for more referrals, another level of collaboration, and also leverages resources.

Programs in place that are currently serving this population:	# enroll	%
1. Number of youth 14-21 receiving similar services in the past 2 years	400	
2. Proportion (%) of enroll from 1. above that were:		

a. Foster youth		85
b. Youth with Disabilities		70

Olive Crest believes that our extensive experience working with foster youth, our current partners, previous WIA program experience, a solid plan, and appropriate staffing, we will be able to serve 150-175 foster youth and former foster youth with at least 45 “in school” and 105 considered “out of school.” Our Nevada programs provided services to over 1100 clients (3500+ individuals) last year, and we have the capacity to increase by more than 10%.

Outcomes and Performance History:

For the pilot Transitioning Foster Youth Program we used the WIA common measures as indicators of program performance. Targets were exceeded in all 3 areas: Placement in Employment or Postsecondary Education- goal 40% actual 60%, Attainment of Certificate or Degree – goal 32% actual 50%, Literacy & Numeracy Gains – goal 38% actual 47%. Progress on Future Plans and ISS were also indicators of program impact.

Indicators of success for children and youth in our foster program include progress on their treatment plan, improvement in GAF, CASII and CAFAS scores, and their discharge to a lower level of care and more permanent living situation. 90% of our children served over the last 5 years have demonstrated progress on their treatment plan and improvement in their assessment scores and overall functioning. Our placement disruption rate has been historically low and children are achieving permanency in the form of adoption, reunification with biological parents or relative placements. School success is also measured for foster youth to ensure they are receiving appropriate academic assistance and are on track. Despite some behavioral and emotional challenges at times, all youth in our foster program are on track to graduate.

For youth in the THP programs, obtaining and maintaining employment, demonstrating financial stability and household management skills, and achieving identified academic goals are indicators of positive outcomes. Graduation from the program and securing their own housing is a primary indicator of success. The ILS program will continue to conduct monthly workshops and direct service with clients in the seven domains (education, employment, housing, healthcare, financial literacy, permanency and life skills). The results of the Ansell Casey Assessments conducted during 2010-2012 for the program have proven very successful in terms of measurable outcomes: 96% of the 342 youth established a future plan detailing their goals in education, employment, health care, housing, financial literacy, permanency and other independent living skills. The following data of measurable outcomes for the six domains are listed below according to all 328 participants who completed Ansell Casey Assessments:

<u>Domain</u>	<u>Initial</u>	<u>Exit</u>	<u>Gain</u>
Career	70.3%	87.3%	17.0%
Daily Living	74.2%	89.2%	15.0%
Housing/Money	56.5%*	79.1%	22.6%*
Self Care	81.4%	93.0%	11.6%
Social Relationships	81.0%	92.8%	11.8%
<u>Work Life</u>	<u>82.3%**</u>	<u>92.7%</u>	<u>10.4%**</u>
Total	74.3%	89.0%	14.7%

The highest increase was in the domain, housing/money, which was the lowest initial average domain (56.5%). In contrast, the lowest increase was in the domain, work life, which was the highest initial average domain (82.3%).

2. Proposed Services:

Project Independence will target 150 -175 current foster youth 14-18, foster youth ages 18-21 who elected to stay in the foster care system after turning 18 (as a result of AB350), and former foster youth ages 18-21. Cost per participant would be \$2857 to \$3333.

The Project Independence program will address barriers and assist youth in graduating from High School. For those considered “out of school,” the focus will be on helping them with obtaining employment and/or enrolling in post-secondary education, attain their GED, High School Diploma and/or a certification from an approved institution for a specialized field, and improve in their basic skills level of functioning. Project Independence will also assist youth by improving their self-esteem, enhancing independent living and interpersonal skills, promoting leadership development, addressing mental health needs and will help in their transition into adulthood by offering individualized services. The program and delivery of services incorporate Olive Crest’s “One Life at a Time” ® philosophy. Youth, who would otherwise fall victim to the “system” have an opportunity to develop a personalized future plan that will help them on their road to self-sufficiency.

Olive Crest believes that particularly for foster youth, it is important to give them hope, and the confidence that they can do anything, and that being in foster care does not have to limit them. Further, Olive Crest wants to continue to impact the lives of youth in foster care and those who have aged out and provide them with similar opportunities as their peers and Project Independence provides an opportunity for this.

Recruitment for this project would begin with our existing partnership with Clark County Department of Family Services (DFS). Through our foster care contracts we have regular contact and communication with many staff at DFS. Further, DFS caseworkers regularly refer clients to our Family Preservation and Mental Health Programs, increasing the opportunity for access to referrals for Project Independence. In addition to word of mouth and written communication, recruitment in the form of unit meeting presentations, and a type of “open house” at the different sites would also be considered.

Olive Crest currently has 2 offices one in North Las Vegas and the other on the southwest side of town where some marketing and recruitment can occur. Further, both are convenient to bus routes, accessible, and have adequate space for meetings and groups. Olive Crest would also market the program and hold meetings, intakes and assessments at DFS if it was more convenient for youth and their families. Olive Crest also plans to partner with the Step Up program. Former foster youth visit their offices on a regular basis so that would be an ideal place for marketing and setting up assessments and intakes. Building on our previous collaborations and current collaboration through the DREAMR project, we would request their assistance in posting program information, making referrals, and coordinating on shared clients. Further, as an active member of the Nevada Youth Care Providers Association, this provides us with a direct link to 8 other foster care agencies (more than 300 youth), 10 agencies providing mental health services to foster youth (over 400 youth), and independent living programs for current and former foster youth (25-30 youth). Olive Crest will also work with the agencies of the Independent Living Committee through DFS to coordinate referrals and services.

Eligibility:

Olive Crest staff will work diligently to ensure that all youth meet eligibility requirements before being officially enrolled in the program. Olive Crest will utilize a screening tool and interview process that at a basic level will identify anything that would make a client ineligible for the program. To meet eligibility for WIA, youth must a. be 14-21 years of age, b. be a low income individual c. have one or more of the following barriers: 1. Deficient in basic literacy skills 2. A school dropout 3. Homeless/runaway/foster child 4. Pregnant or parenting .As most of our potential clients will be in foster care or referred from DFS or another community agency, it increases the likelihood they will meet the age, income and barrier requirements. Olive

Crest would work with DFS staff, Step Up, the youth and their team to obtain the source documents. Due to prior experience with WIA, Olive Crest is aware of things to look for with youth and has gained insight on ways to assess whether or not a particular youth might be a good candidate for the program.

Once a youth is determined to meet basic eligibility requirements, the next step is to assess **client appropriateness for** the program. This level of screening would include collecting information on work experience, school performance, individual strengths, current stressors and challenges, family involvement and support system, interests and things that motivate them. In addition, youth stability in relation to living situation will also be considered to ensure contact with youth can be maintained. For those youth that are in school, their school attendance, history of school changes, current grade level and credits, barriers as well as current services will be included. Every step of the process, from orientation, to individual meetings, client follow through and investment will be assessed particularly in relation to the older and out of school youth. For the youth in care, foster parent (or caregiver) support will be essential in relation to those youth's level of program participation and ultimately impact their ability to achieve success. Olive Crest will also look at current service providers involved as many youth in foster care have multiple services and people in their life. However, it is believed that this program can fill a gap and have a substantial impact, and Olive Crest will make sure to provide interventions that complement current services, using the team as a foundation. The availability and support of the youth's current team will also be taken into consideration when determining the best approach and prioritizing services and interventions. Further, Olive Crest wants to ensure that resources and current services are maximized and that we avoid duplication of services.

Enrollment and orientation process:

The initial plan would involve youth being enrolled in groups of 25-30 each month so staff have time to devote to completing a thorough assessment of the youth and their motivation and commitment to the program. Program expectations will be reviewed in group orientations, child and family team meetings, as well as reiterated in individual meetings. Further, Caseworkers, Foster Parents, Caregivers and other service professionals will also be involved in the enrollment process to ensure everyone is aware of the program requirements and committed to helping the youth achieve their goals.

Olive Crest will demonstrate a commitment and the ability to operate a high quality cost-effective program that will serve foster youth and former foster youth with the following:

Assessment: Olive Crest staff will utilize the WIA guidelines and program suitability assessment to determine eligibility and placement into Common Measures. In addition, Olive Crest developed a baseline assessment as part of the Transitioning Foster Youth pilot project that would be used. Information from other assessments (current service providers) would also be taken into consideration when determining program fit and prioritizing goals and interventions. An assessment interview will be conducted to ensure appropriate program match, client interest and motivation.

Intake: CM will meet with the client to complete intake paperwork, review program expectations and begin working on the ISS and Future Plan. The collected information will aid in proper resource referrals for the client and provide valuable data for other involved agencies. As part of the intake process, Olive Crest will request an opportunity to meet with the youth's team at a Child and Family Team (CFT) meeting to discuss program expectations and provide an opportunity for role clarification and to answer questions.

CASAS Assessment: Once the client has an intake session, CASAs testing will be scheduled for the out of school youth to determine level of functioning in relation to Basic Skills - Literacy and Numeracy measures. The TOPS pro program will be utilized to determine specific areas to focus on for improvement in the area. The CM will review the results with the client and develop a plan to enhance their skill set to ensure literacy and numeracy gains in grade level. One option is for the youth to take classes focused on these areas and there is a no-cost option with the CALL program through the library district. These assessments will be conducted every quarter until positive gains are obtained. If a client continues to fail to make gains, other interventions will be identified and implemented. Clients will be provided with an incentive (gift card) for making gains in their Basic Skills Level.

ISS: The CM will develop this with the youth at intake. This will be reviewed at least quarterly and progress will be monitored and strategies changed if goals are not being achieved. This will be done in conjunction with the Future plan. Each client in the program will develop a Future Plan with the CM immediately upon intake. The client will meet with the CM on a regular basis to review progress/goals and the plan will be updated quarterly. The Future Plan includes goals and interventions and addresses the following areas: Education, Financial Literacy, Housing and Household Management, Employment, Health, Self-Esteem and interests, Daily Living Skills and Interpersonal Skills. If the youth is still in foster care and a similar plan has been developed then that plan will be used in lieu of the future plan.

Olive Crest would work with Workforce Connections staff to gain information and guidance to ensure the “**What’s it meant to be green?**” program was implemented appropriately. Clients would be informed of this requirement at intake to ensure they understand their participation was expected. Further, for the youth in foster care, it would be important for their foster parents

(caregivers) to be supportive and ensure that the youth attends the classes. An incentive would be offered as it would be a time commitment for the youth. Olive Crest would also encourage the foster parents/caregivers to participate in some parts of the program and would consider some type of incentive for them as well. Our initial plan would be to do this 6 times per year to get clients as they enroll in the program. If it was needed more frequently, the team would schedule accordingly. Olive Crest would also look for locations that are most convenient to the youth to increase the likelihood of participation. After reviewing the material on the website, Olive Crest is confident we can deliver the training.

High School Diplomas/GED: This is a target for our program and a “whatever it takes” approach will be used to help our youth achieve this goal/common measure. Maximizing resources and supports with our partners and other agencies involved with the youth, we will assist with tutoring and study skills, advocacy at the schools, provide supportive services for GED classes and program f and any other assistance as identified to help the youth achieve this. We would also take into consideration any current programs available at the school that they may or may not be accessing, and ensure that any funds available to foster youth for help with tutoring (i.e. CASA) are explored. In relation to dropout prevention Olive Crest would not only work with the youth’s team and school on credit related and academic needs, but also take into consideration other factors that may be impacting their academics including grief and loss of family, changes or challenges in the foster home, anxiety related to being in foster care, etc. Olive Crest will work with DFS and the school district to **explore Summer School/Credit Retrieval opportunities** and options for youth in the program. The CM and Supervisor will collaborate in this area when this is identified for the youth. An estimate would be that 30% of the youth would be in this category.

Placement in unsubsidized employment: Youth with previous work experience will be assessed for skill level in relation to job skills and training will be provided as needed. The CM will work with the client to identify career interests, conduct all aspects of a job search, access items needed to meet conditional employment and ultimately set them up for success.

Placements in occupational/advanced training: Where indicated, youth will be encouraged to participate in an occupational skills training program. Youth will work with their assigned CM to identify occupational skill training programs that will market their employability and help them attain specialized certifications.

Placements in post-secondary level; obtaining associate degree: The CM will work with the youth to identify realistic academic goals and a plan for post-secondary education. Employment status will also be taken into consideration when establishing an academic plan so it can be achievable. Employment and Education will be prioritized for each youth on an individual basis to increase likelihood for success and to meet WIA timeframes. Associate Degree programs would be considered as options for youth to give them a sense of achievement (shorter time frame) and a foundation for further education.

To ensure youth meet or exceed literacy/numeracy gains, Olive Crest staff will use CASAS results to make a plan to help the youth make gains in this area. This includes workbooks, on-the-job experience, and individual training

Project Independence also incorporates the 10 required program elements:

Tutoring, Study Skills Training and Instruction leading to completion of secondary school, including dropout prevention strategies: All youth will be assessed upon entry to determine their literacy and numeracy educational function levels using the CASAS e-Testing system. Baseline levels will be determined and post-testing will occur on a quarterly basis to

track gains. Youth identified as basic skills deficient, will be encouraged to participate in a tutoring and/or study skill program. Incentives will be available for completion of secondary education and attainment of a high school diploma and/or GED. **Alternative Secondary School offerings:** With the help of their team, youth can explore different education and training activities including alternate secondary school programs, trade school and apprenticeships. Youth who have dropped out of secondary school will be assisted in locating alternate secondary educational programs that will best suit their needs, availability and learning capacity. **Summer Employment opportunities:** Youth that have not been placed into an unsubsidized position and/or those that are not participating in an educational program during the summer will have an opportunity to participate in a summer work experience. Youth will work with the CM to identify career interests and locate worksites. **Paid/Unpaid Work Experience:** In partnership with the business community, we will provide subsidized work experience. Olive Crest will look for opportunities that in one of the STEM areas. Participation in ongoing job searches and attendance at job fairs will be required. Olive Crest will secure sites for on the job training through 3 methods. First, we will explore existing business partnerships for interest. Second, we will utilize our community involvement arm to reach out to new businesses for potential partnering. Finally, we will reach out to Manpower and other businesses that may be potential partners due to their type of work and openness to the program. Once secured through the Program Director, The Supervisor will be the primary contact for on-the-job training sites and work with the CM on securing opportunities for the youth.

Occupational Skills Training: This will be provided as outlined in previous section.

Leadership Development: Our program offers an array of activities and programs that foster leadership development and positive social interactions. Peer-centered activities include, but are

not limited to a client orientation/bowling event, a Thanksgiving Dinner which fosters connectedness, and an assortment of life skills and parent training classes that provide opportunities for learning and social skills development. Work Readiness trainings will also be provided to youth to build self-confidence and efficient leadership in their place of employment. Opportunities for youth to engage in service learning experiences that encourage volunteerism and participation in the community will be included. As part of the DREAMR project staff will be trained on Positive Youth Development and Olive Crest will have opportunities for youth to interact with younger youth in group settings, to serve as a type of peer mentor, and will look at partner agencies to further expand the opportunities for leadership development opportunities. Our Community Involvement Department will provide different options for youth. **Supportive Services:** Supportive services will assist youth in achieving participation and positive performance in employment and/or education. These include, but are not limited to the following: *Educational Supports* (i.e. registration fees, text book purchases, school supply purchases, etc.), *Transportation assistance* (i.e. bus passes and gas vouchers), and *Child Care Services and/or rental assistance*, available to those clients needing emergency services to ensure stability in employment and/or education. Funds are also available to youth on a case-by-case basis as it relates to employment or education goals. Olive Crest will also coordinate with the Step Up program as they manage funds for former foster youth that are related to this area. Chafee funding will also be explored for all youth in care. Further, clients not currently in foster care will also be expected to develop a budget and spending plan that demonstrates their ability to access the service on their own. **Comprehensive Guidance and Counseling:** All youth are provided an opportunity to access these services as a component of the program. Assigned staff will possess the skills and training to adequately provide youth with guidance and/or counseling.

Youth will also have access to mental health services through Olive Crest's Mental Health or Strong Families Programs. Further, if youth in foster care do not already have services in place, Olive Crest Mental Health clinicians are able to do assessments and then refer to appropriate services. Olive Crest has the capacity to serve the youth with different mental health needs and we already serve youth in foster care. Most services would be available to youth free of charge. To address the potential substance abuse needs of clients, our current partner, the Family Institute of Nevada (FIN), will provide training to staff. This has already occurred for other program staff and would be easy to implement for this program. Further, FIN clinicians have experience in substance abuse counseling and would work with these clients if needed.

Adult mentoring: Many foster youth may already have the benefit of a mentor relationship which Olive Crest would support. In partnership with our Community Involvement team, the CM's will identify youth that would benefit from participating in an adult mentorship program. The approach would be modeled after our California program as they secured more than 90 mentors from the community for youth in their Independent Living program. Mentoring visits may consist of fun and/or educational activities or business/employment mentoring. We would also expand our relationship with Big Brothers Big Sisters.

Follow up Services (12 months at least): Prior to program exit, CM's will meet with youth to review and update their goals outlined in their ISS and Future Plan. Once clients are exited, Olive Crest will continue to provide follow up services. Regular contact will occur at least twice per month, clients would be included on all program activities, and attainment of goals will be celebrated. Clients will have access to supportive services as well if they are following policies and staying engaged in the program. Resources and services needed to assist youth to continue on their path to self-sufficiency, including employment retention, will be identified.

Approach:

The case management approach Olive Crest staff will use with clients will be strengths based but also take into consideration the real challenges facing the youth. Rapport building will provide the foundation as youth usually respond to those they can connect with. Once a client has been assessed and it is determined that they are eligible for the program, the CM will meet with them (and their caseworker, guardian, foster parent as applicable) and review program expectations again, to ensure that everyone is on the same page. The ISS and Future plan will be completed and as part of that process the working relationship will be developing. Of note, for those youth currently in foster care, the future plan will be modified as to not duplicate the independent living plan already facilitated by DFS youth care workers. From past experience it appears that youth in this population, particularly those who have aged out of the foster care system, have difficulty focusing on more than one major goal at a time so this will be taken into consideration when developing goals and time frames. Smaller goals will be developed in most cases so that there is more likelihood for some success and the client gaining confidence, increasing the likelihood they can attain the larger goals. Initially clients will be seen on a weekly/bimonthly basis and will decrease in frequency as progress is made and goals achieved. In cases where there are other programs and services involved, actual visits will be less frequent, but communication with the youth, foster parent and team members will continue on a regular basis to ensure goals are being achieved. In general, services will be home and community based, with meetings and events being the exceptions. The program design will allow for individualized services that can help youth in different life domains that ultimately have an impact on their ability to achieve academic goals and gain and maintain employment.

For the out of school youth, Olive Crest will conduct an assessment to determine readiness for the workforce or if there is a need for subsidized employment experience. The youth will be assigned to the different tracks accordingly. All youth will be given opportunities for job readiness training on an individual and group basis. If subsidized work experience is identified as a need, then youth would be given an opportunity to participate in an 8-12 week program. There are guidelines they will need to follow to be able to continue in that subsidized work experience. Training classes and workshops will also be part of this program. Most of the youth in foster care are required to participate in Independent Living Skills classes facilitated by SAFY. Olive Crest would build on those classes and not duplicate. Financial Literacy classes will be available to former foster youth, and current foster youth who may want or need additional information.

Olive Crest will work with the Clark County School District, Community College of Southern Nevada, University of Nevada Las Vegas, and Desert Rose for programs and services that can assist the youth in attainment of certificate/GED and for post-secondary programs. For GED prep and testing, the CALL program through the Library District is an option. We have established a working relationship with this program through our Family Resource Center. Olive Crest has also partnered with the Academy for Human Development for GED assistance. Further, Olive Crest staff will be knowledgeable of scholarships and grants available to this population that can further support their academic goals and maximize available resources.

Assessment and Evaluation

Olive Crest has the capacity to accurately evaluate program successes and monitor performance. For this program, meeting Common Measures and performance plan targets and adherence to program budget will be indicators of positive outcomes. Attainment of goals on the future plan will also indicate program success. Demonstration of cost effectiveness in the form of

leveraged resources, in-kind and other matching resources, and a decrease in the need for clients to access supportive services and other funds as a result of good budgeting would be present. Olive Crest has a history of being responsible with grant dollars and that would continue here.

To ensure quality services, Olive Crest also has an agency Quality Management Plan in place. This includes provision of training for staff, appropriate supervision, and an environment which encourages feedback, and support and adequate resources to provide timely interventions to clients. Monthly team meetings will be scheduled to review policies and procedures, share client challenges and successes, and provide an update on Common Measures status. Service surveys will be provided to clients at 6 months, a year, and at exit to measure client satisfaction with the program. These surveys will be reviewed by program supervisor and director.

In relation to data submission, reporting, and deadlines, internal project oversight is already in place due to our experience with WIA and Workforce Connections policies and requirements. Policies have been implemented to ensure compliance with the timelines, performance measures, and outcomes required by these contracts. On a monthly basis data will be collected from staff regarding the common measures and performance plan indicators. In addition, spreadsheets will be used for tracking and information and reports from NVTrac will also be reviewed. The Performance Plan monthly report will be completed by the Program Director and reviewed by the Regional Program Director prior to submission. If the program is not achieving goals and targets, then an action plan will be implemented. Client files will be reviewed monthly by the Program Supervisor to ensure proper documentation is included.

Olive Crest will strive to keep costs as low as possible, while still producing a quality program. Olive Crest will work to meet 100% participation and exceed targets for the common

measure outcomes. With the support of our partners to also hold youth accountable, we feel this can be attained.

Performance Measures:

The Olive Crest Project Independence program will be able to meet the wC performance measures by recruiting and enrolling youth who are motivated to improve or change their situation, providing qualified staff to support, guide, reinforce, and hold clients accountable for achieving goals, and through strong partnerships, teamwork, good communication, self-evaluation, and leveraging of resources.

Performance Measures	wC required performance	Total Planned Participants	Bidder's Planned Performance Rates %
Literacy & Numeracy	29%	90	80
Attainment of a Certificate or Diploma	47%	75	50
Placement in Employment/Post-Secondary Education or Training	47%	100	75

Retention strategy:

Relationship development and connecting with youth will provide the framework for retention and facilitating continued youth involvement. However, Olive Crest understands that youth, particularly foster youth/former foster youth, do not always see the value of a program and need some incentives to keep motivated and invested. Olive Crest strives to teach independence and does not want youth to always expect something for every little thing they do. We do, however, acknowledge that incentives help this population so we have built them into our program. Youth will earn an incentive for obtaining GED, their high school diploma, or other approved certificate, securing and maintaining employment (for a month, 3 months, a year), making gains in their basic skills level, and enrolling and attending school. Another strategy

involves their peers and potential peer mentors. With our events and activities there is an opportunity for peers to make connections as well as have influence on each other's decisions. Those in the DREAMR project also will have access to incentives which can have an impact.

Staffing plan:

Project Independence Program includes a Supervisor, 3 Case Managers (CM), with the Regional Program Director, Foster Director, Program Coordinator and Community Involvement Coordinator comprising the rest of the team. This program is a natural addition to our Nevada continuum as it is an extension of our foster and family preservation programs.

Program staff have/will have experience working with foster youth, are able to build rapport, and can assist clients in developing and achieving outcomes as outlined in their ISS, Future Plan and WIA Common Measures guidelines. Staff will work with the youth and their team to identify barriers to school and employment, provide access to services to improve basic skills levels, enhance independent living skills through individual and group activities, provide supportive services, help address mental health needs, and reduce stressors to help youth remain successful in employment and/or academics. Further, the staff will be able to develop positive working relationships with partner agencies to ensure good care coordination that is of high quality, efficient, and avoids duplication of efforts. Our experience working with DFS, familiarity with the agencies involved in our local Child Welfare System and knowledge of the system itself, prepares us well for serving this population in a new capacity.

Each full-time CM will manage 25-30 clients comprised of 12-15 more intensive clients and 12-15 clients involved with partner agencies or having multiple case managers (less intensive intervention may be needed). This lower staff to client ratio is essential to the success of this program due to the nature of the population.



Sub-award Amendment/Modification

Parties to the sub-award agreement:	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774		Sub-award No. 12-FCY/YD-WIA-OC-05		
			Modification No. 5		
	Sub-Recipient: Olive Crest 4285 North Rancho Drive, Suite 160 Las Vegas, Nevada 89130 Telephone: (702) 685-3459		Modification Start Date: July 01, 2015		
			Modification End Date: February 28, 2017		
Purpose of Sub-award:	To provide PY 2015 workforce development activities within the SNWDA for eligible Youth program participants.				
Modification Amounts:	CFDA	17.259			Total
	Amended obligation amount:	\$500,000.00	=====	=====	\$500,000.00
	The amended amount reimbursed as a result of this modification shall not exceed:	\$493,600.00	=====	=====	\$493,600.00
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$6,400.00	=====	=====	\$6,400.00
	Amended number of participants as a result of this modification:	=====	=====	=====	=====
Terms and Conditions of Modifications:	Was the contract body amended in any other manner? <i>(if yes please attach amended section)</i>			Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
	Was attachment A (Assurances and Certifications) amended? <i>(if yes please attach amended section)</i>			Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
	Was attachment B (Scope of Services) amended? <i>(if yes please attach amended section)</i>			Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Scope: <input type="checkbox"/>
	Was attachment C (Fiscal General Provisions) amended? <i>(if yes please attach amended section)</i>			Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Budget: <input checked="" type="checkbox"/>
	Attachment D (Contract Summary) updated? <i>(updated section must be attached)</i>			Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
	Comments: <ul style="list-style-type: none"> Granting of the "No Cost Extension" requested by sub-recipient. Approved by Workforce Connections on 05-24-2016. Please note that this extension is without extra funding and shall be effective until February 28, 2017. 				
"All other terms and conditions not changed by this (or prior) amendment(s) remain in full force and effect."					
Acceptance	In witness hereof, the parties have affixed their authorized signatures on the day, month and year written below.				
Sub-Recipient Approval:	Signature of Sub-recipient's Authorized Officer		Workforce Connections Approval:		
	Date		Date		
	 _____ Date: 6-6-16		 _____ Date: 06/14/2016		
	Doug Coombs Executive Director Printed or Typed Name and Title		Ardell Galbreath Executive Director Printed or Typed Name and Title		

Notice of Amendment

Date: Thursday, May 26, 2016
Olive Crest
Sub-award Agreement No. **12-FCY/YD-WIA-OC-05**
Amendment to this sub-award **No. 5**
CFDA No. 17.259

This amendment is hereby incorporated into the above referenced sub-award agreement and shall be made valid retroactive to July 01, 2015.

Terms and conditions of modification:

The sub-award agreement between Workforce Connections (WC) and Olive Crest (the sub-recipient) which was executed by the parties on **August 14, 2015** and subsequently amended on **Thursday, May 26, 2016** is hereby amended by mutual agreement.

For and in consideration of mutual promises and their valuable consideration, all provisions and assurances of the original sub-award or subsequent amendments remain in full force and effect with the exception of changes specified in this amendment.

It is mutually understood and agreed by the undersigned contracting parties to amend the previously executed sub-award agreement as follow:

This amendment changes the following:

1. Budget; and
2. Attachment "D".

1.1 Budget (see attached copy)

2.1 Attachment "D" **Sub-award General Information and Summary**

2.2 Inclusion of amended amounts

Incorporated documents to this notice:

- Sub-award Amendment request form;
- Sub-award amendment form;
- Budget (copy)
- Attachment D of sub-award agreement (full document).

Sub-Award No. 12-FCY/YD-WIA-OC-05
CFDA No. 17.259

Attachment D Sub-award General Information and Summary

Sub-award	Name:		Olive Crest – Project Independence – Out-of-School Youth (OSY)	
	Sub-recipient:		Olive Crest	
	Sub-award No.		12-FCY/YD-WIA-OC-05	
	CFDA No.		17.259 Youth Activities	
	CFDA No.		N/A	
	Total amount of the Federal award obligated to the sub-recipient:		\$500,000.00	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	\$493,600.00
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	\$6,400.00
	Required Match:		None	N/A
	Procurement/Acquisition		Procurement Type	
			Competitive	
	Procurement/Acquisition		Procurement Action	
			PY-12 Foster Youth RFP	
	Sub-award Approval Date:		06-23-2015	By: Local Workforce Development Board
	Period of Performance:		Start Date	
			End Date	
	Pre-award Costs:		07-01-2015	
			02-28-2017	
	Awarding Agency:		Start Date	
			Approved By:	
Awarding Agency:		N/A		
		Approval Date:		
Awarding Agency:		N/A		
		N/A		
Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 638-8750 Fax; (702) 638-8774		
WC Contact Person:		Fiscal		
		YTH		
WC Contact Person:		Faith Cannella		
		Shawonda Nance		
Indirect Rate:		TBD		
Original Sub-award: <input type="checkbox"/>		Amendment: <input checked="" type="checkbox"/> No. 5		
Purpose:	To provide PY 2015 workforce development activities within the SNWDA for eligible Youth program participants.			
FAIN No:		Unknown		
Federal Awarding Agency:		U.S. Department of Labor		
Federal Award Date:		Unknown		
Total Amount of Federal Award:		Unknown		

Attachment D Olive Crest

Award	Dates		Funding Youth Out-of-School CFDA 17.259		Funding Youth In-School-Youth CFDA 17.259		Sub-Total		Participants				
	Start Date	End Date	Program	Training	Program	Training	Program	Training	Program	Training			
Original Sub-Award	3/1/13	6/30/14	\$250,000.00	\$0.00			\$250,000.00				75		
Amendment # 1	3/1/13	6/30/14	\$250,000.00	\$0.00			\$250,000.00				75		
Amendment # 2	7/1/14	6/30/15	\$500,000.00	\$0.00			\$500,000.00				150		
Amendment # 3	7/1/15	6/30/16	\$470,300.00	\$29,700.00			\$500,000.00				80		
Amendment # 4	7/1/15	6/30/16	\$0.00	\$0.00			\$0.00				0		
Amendment # 5	7/1/15	2/28/17	\$23,300.00	(\$23,300.00)			\$0.00				0		
Sub - Totals:			\$1,493,600.00	\$6,400.00	380	0	\$1,500,000.00	0	\$0.00	\$0.00	380	0	\$1,500,000.00
Totals:			\$1,500,000.00				\$0.00		\$0.00				\$1,500,000.00

workforceCONNECTIONS Budget Template

PY15 WORKFORCE CONNECTIONS YOUTH BUDGET MODIFICATION TEMPLATE
(effective for contracts starting PY15 and after) - revised 9/23/15

Agency Name: Olive Crest
 Contract Name/Funding Type:
 Budget Period (Dates): July 1, 2015 - June 30, 2016
 Budget Amendment #: 1

NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.

Cost Type	Budget Summary	Total NEW Budget	Total Prior Budget	Total Change Requested	New Budget Percent of Budget	
Participant Services Costs	A. Participant Training - WC PAID	\$ 6,400	\$ 29,700	\$ (23,300)	1.3%	36.0%
	B. Supportive Services	\$ 173,582	\$ 168,662	\$ 4,920	34.7%	
Program Personnel Costs	C. Program Personnel	\$ 207,257	\$ 202,337	\$ 4,920	41.5%	49.1%
	D. Program Fringe Benefits	\$ 38,380	\$ 30,351	\$ 8,009	7.7%	
Overhead and Support Costs	E. Travel	\$ 15,142	\$ 8,780	\$ 6,382	3.0%	14.9%
	F. Equipment	\$ -	\$ -	\$ -	0.0%	
	G. Consultants/Contracts	\$ -	\$ -	\$ -	0.0%	
	H. Other Overhead Costs	\$ 46,392	\$ 39,249	\$ 7,143	9.3%	
	I. Support Personnel	\$ 11,296	\$ 18,303	\$ (7,007)	2.3%	
	J. Support Fringe Benefits	\$ 1,571	\$ 2,638	\$ (1,067)	0.3%	
Budget Summary	TOTAL Project Expenses	\$ 500,000.00	\$ 500,000.00	\$ -	100.0%	100.0%

Overall Budget Requirements:

OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 25% of Total Project Expenses **Must Increase**

Prepared By (Provider):

Douglas Coombs *[Signature]* 6-6-16
 Print Name Sign Name Date
 doug-coombs@olivecrest.org Phone Number

Approved By (Provider):

Douglas Coombs *[Signature]* 6-6-16
 Print Name Sign Name Date

Approved By (WC Program):

Shawonda Nance *[Signature]* 5/19/16
 Print Name Sign Name Date

Approved By (WC Fiscal):

Faith Cannella *[Signature]* 5/19/16
 Print Name Sign Name Date

A. Participant Training Costs

Note:

1. The training categories are locked and may only include the following.
2. OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 25% of Total Project Expenses

Training Description	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Occupational Skills Training	\$ -		\$ -	\$ 10,500	\$ (10,500)
2 On The Job Training	\$ 1,600.00	4	\$ 6,400	\$ 19,200	\$ (12,800)
3 Incumbent Worker Training			\$ -	\$ -	\$ -
4 Customized Training			\$ -	\$ -	\$ -
Total			\$ 6,400	\$ 29,700	\$ (23,300)

Does any of the above training provide either a direct or indirect financial benefit to your organization or a related party? If so, please describe.

Narrative (Required for Each Budget Line Above):

- 1 Move \$ 23,900 to Prog Personnel, Prog Fringe, Travel and Other Overhead Expenses
- 2
- 3
- 4

B. Supportive Services

1. OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 25% of Total Project Expenses

Item/Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested	
	Unit Cost	No. of Units				
1 Work Experience/Internships	\$ 2,960	34	\$ 100,640	\$ 100,640	\$ -	
2 Pre-Apprenticeship Programs			\$ -	\$ 10,000	\$ (10,000)	
3 Transportation Assistance	\$ 65	300	\$ 19,500	\$ 13,000	\$ 6,500	
4 Child Care assistance	\$ 1,500	2	\$ 3,000	\$ 3,000	\$ -	
5 Education Assistance	\$ 500	35	\$ 17,500	\$ 10,000	\$ 7,500	
6 Employment Assistance	\$ 100	48	\$ 4,800	\$ 9,000	\$ (4,200)	
7 Incentives	\$ 711	22	\$ 15,642	\$ 10,522	\$ 5,120	
8 Tutoring	\$ 48	260	\$ 12,500	\$ 12,500	\$ -	
9			\$ -	\$ -	\$ -	
10			\$ -	\$ -	\$ -	
Competitively Procured Contracted Short Term PreVocational Training Services-Please list below						
11			\$ -	\$ -	\$ -	
12			\$ -	\$ -	\$ -	
13			\$ -	\$ -	\$ -	
14			\$ -	\$ -	\$ -	
15			\$ -	\$ -	\$ -	
			Total	\$ 173,582	\$ 168,662	\$ 4,920

Narrative (Required for Each Budget Line Above):

- 1
- 2 We would like to move funds as we did not use the level of funding we anticipated in Pre-Apprenticeship Programs.
- 3 We would like to add funds as we utilize more funds in this area
- 4
- 5 We would like to add funds as we utilize more funds in this area
- 6 We would like to move funds as we did not use the level of funding we anticipated in employment.
- 7 We would like to add funds as we utilize more funds in this area
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

C. Program Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on either the Support Services or Consultants/Contracts page.
3. All non-program personnel including the Executive Director/CEO or equivalent and accounting or other support staff should be listed on the Support Personnel page.
4. For staff who case manage and perform other duties, please list their case management duties on a separate line. See sample below.
5. Staff bonuses or incentive pay is not allowable.

Position-Name	Case Mgmt?	NEW Budget Computation				Total NEW Budget	Total Prior Budget	Total Change Requested	
		Annual Salary	% of Time	Hrs. per Week	# of Months				
1 Program Manager	Yes	\$ 45,000	100%	40	12	\$ 45,000	\$ 45,000	\$ -	
2 Youth Coach	Yes	\$ 37,933	100%	40	12	\$ 37,933	\$ 34,375	\$ 3,558	
3 Youth Coach	Yes	\$ 38,224	100%	40	12	\$ 38,225	\$ 35,938	\$ 2,287	
4 Youth Coach	Yes	\$ 37,933	100%	40	12	\$ 37,933	\$ 35,938	\$ 1,995	
5 Employment Coach	Yes	\$ 37,933	100%	40	12	\$ 37,933	\$ 37,500	\$ 433	
6 Program Director	No			0	12	\$ -	\$ 5,800	\$ (5,800)	
7 Office Coordinator	No	\$ 29,620	10%	4	12	\$ 2,962	\$ 1,872	\$ 1,090	
8 Community Involvement	No	\$ 38,500	10%	4	12	\$ 3,850	\$ 2,713	\$ 1,137	
9 Program Coordinator	No	\$ 34,208	10%	4	12	\$ 3,421	\$ 3,401	\$ 20	
10	<Choose>			0		\$ -	\$ -	\$ -	
11	<Choose>			0		\$ -	\$ -	\$ -	
12	<Choose>			0		\$ -	\$ -	\$ -	
13	<Choose>			0		\$ -	\$ -	\$ -	
14	<Choose>			0		\$ -	\$ -	\$ -	
15	<Choose>			0		\$ -	\$ -	\$ -	
16	<Choose>			0		\$ -	\$ -	\$ -	
17	<Choose>			0		\$ -	\$ -	\$ -	
18	<Choose>			0		\$ -	\$ -	\$ -	
19	<Choose>			0		\$ -	\$ -	\$ -	
20	<Choose>			0		\$ -	\$ -	\$ -	
				# of Total FTE's	5.3				
				# of Dedicated Case Manager FTE's	5				
				# of Participants Projected to Serve	0				
						Total	\$ 207,257	\$ 202,337	\$ 4,920

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
- 5
- 6 We like to move this fund to difference positions as we didn't fill this position.
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

D. Fringe Benefits for Direct Personnel

	Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
		Contract Salary	Fringe %			
1	Program Manager	\$ 45,000	9%	\$ 4,050	\$ 6,750	\$ (2,700)
2	Youth Coach	\$ 37,933	20%	\$ 7,587	\$ 5,156	\$ 2,431
3	Youth Coach	\$ 38,225	23%	\$ 8,792	\$ 5,391	\$ 3,401
4	Youth Coach	\$ 37,933	20%	\$ 7,587	\$ 5,391	\$ 2,196
5	Employment Coach	\$ 37,933	23%	\$ 8,725	\$ 5,625	\$ 3,100
6	Program Director	\$ -	0%	\$ -	\$ 840	\$ (840)
7	Office Coordinator	\$ 2,962	17%	\$ 507	\$ 281	\$ 226
8	Community Involvement	\$ 3,850	20%	\$ 770	\$ 407	\$ 363
9	Program Coordinator	\$ 3,421	10%	\$ 342	\$ 510	\$ (168)
10		0 \$	-	\$ -	\$ -	\$ -
11		0 \$	-	\$ -	\$ -	\$ -
12		0 \$	-	\$ -	\$ -	\$ -
13		0 \$	-	\$ -	\$ -	\$ -
14		0 \$	-	\$ -	\$ -	\$ -
15		0 \$	-	\$ -	\$ -	\$ -
16		0 \$	-	\$ -	\$ -	\$ -
17		0 \$	-	\$ -	\$ -	\$ -
18		0 \$	-	\$ -	\$ -	\$ -
19		0 \$	-	\$ -	\$ -	\$ -
20		0 \$	-	\$ -	\$ -	\$ -
	Variance from Tab C.	\$ -		Total \$ 38,360	\$ 30,351	\$ 8,009

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
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- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

E. Travel

	Type of Travel	Destination	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
			Unit Cost	No. of Units			
1	Staff Mileage	Various-in town	\$ 0.510	28,784	\$ 15,142	\$ 8,160	\$ 6,982
2	conference travel	To be determined			\$ -	\$ 600	\$ (600)
3					\$ -	\$ -	\$ -
4					\$ -	\$ -	\$ -
5					\$ -	\$ -	\$ -
6					\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -
8					\$ -	\$ -	\$ -
9					\$ -	\$ -	\$ -
10					\$ -	\$ -	\$ -
Total					\$ 15,142	\$ 8,760	\$ 6,382

Narrative (Required for Each Budget Line Above):

- 1 Move fund from Participant Training Cost to cover Staff Mileage
- 2 Move fund to Staff Mileage to cover the cost
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

F. Equipment

Note: Please only include items with a unit cost of \$500 or over on this page.

	Item Description	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
		Unit Cost	No. of Units			
1	3 Laptops			\$ -	\$ -	\$ -
2				\$ -	\$ -	\$ -
3				\$ -	\$ -	\$ -
4				\$ -	\$ -	\$ -
5				\$ -	\$ -	\$ -
6				\$ -	\$ -	\$ -
7				\$ -	\$ -	\$ -
8				\$ -	\$ -	\$ -
9				\$ -	\$ -	\$ -
10				\$ -	\$ -	\$ -
			Total	\$ -	\$ -	\$ -

Narrative (Required for Each Budget Line Above):

We received approval from Program Manager at WFC to purchase laptops as we are transitioning to the online CASAS tests and would like to move from Occupational Skills Trainings to cover the expenses

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

G. Consultants/Contracts

Notes:

- 1. Please list all direct participant training contracts on the Supportive Services tab.**
- 2. All contracts listed must be procured according to WC procurement requirements listed in policy 2.2.**

Type of Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Cost Per Unit	No. of Units			
1			\$ -	\$ -	\$ -
2			\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
Total			\$ -	\$ -	\$ -

Are any of the above contractors related to anyone in your organization by blood or marriage, or business or employment relationship? If yes, please explain.

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

H. Other Overhead Costs

Note:

1. No rent, depreciation, or building usage charges may be included. Those costs should be reported on tab K. Match.
2. Facilities-related costs such as utilities or janitorial services are allowable.
3. Only include costs on this page that benefit this contract and are necessary for the administration of the contract. These costs may be direct or based on an indirect cost rate.

Item Description	Direct or Allocated	NEW Budget Computation			Total NEW Budget	Total Prior Budget	Total Change Requested	
		Unit Cost	No. of Units	% Allocated to This Contract				Allocation Base
1 Program Supplies	Direct Charged			100%	Total Direct Costs	\$ 3,120	\$ 3,120	\$ -
2 Office Equipment Leases	Allocated			73%	Square Footage Usage	\$ 1,480	\$ 1,359	\$ 121
3 Telephone	Direct Charged			73%	Total Direct Costs	\$ 3,618	\$ 3,618	\$ -
4 Utilities	Allocated			73%	Square Footage Usage	\$ 1,815	\$ 1,356	\$ 480
5 Property Expenses	Allocated			73%	Square Footage Usage	\$ 2,500	\$ 1,223	\$ 1,277
6 Staff related expenses	Direct Charged			100%	Total Direct Costs	\$ 864	\$ 864	\$ -
7 G&A Overhead	Allocated			15%	Indirect Cost Rate	\$ 30,497	\$ 25,497	\$ 5,000
8 Liability Insurance	Allocated			73%	Square Footage Usage	\$ 2,500	\$ 2,215	\$ 285
9	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
10	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
11	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
12	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
13	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
14	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
15	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
Total						\$ 46,382	\$ 38,249	\$ 7,143

Narrative (Required for Each Budget Line Above):

- 1 Move \$2820 from Support Personnel to cover the Direct cost
- 2 Move \$1067 from Support Fringe to cover the Direct & Indirect cost
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

I. Support Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on the Consultants/Contracts page.
3. All program personnel should be listed on the Program Personnel page.
4. If there are 10 or fewer support staff, please list by name.
5. If there are over 10 support staff, you may group by category and omit names.
6. Staff bonuses or incentive pay is not allowable.

	Position-Name	Position Type	Direct Charged or Allocated	NEW Budget Computation		Allocation Base	Total NEW Budget	Total Prior Budget	Total Change Requested
				Total Agency Budget (Wages)	% Allocated to This Contract				
1	Exec Director	Executive Director/CEO	Allocated	\$ 117,300	2%	Direct Payroll \$	\$ 2,346	\$ 3,589	\$ (1,243)
2	Exec Assistant	Executive Staff (Upper Mgmt)	Allocated	\$ 45,000	3%	Direct Payroll \$	\$ 1,350	\$ 1,714	\$ (364)
3	All indirect personnel	<Choose Position or Type>	Allocated	\$ 760,000	1%	Direct Payroll \$	\$ 7,600	\$ 13,000	\$ (5,400)
4		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
5		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
6		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
7		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
8		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
Total							\$ 11,296	\$ 18,303	\$ (7,007)

Narrative (Required for Each Budget Line Above):

- 1 Move \$4187 to cover Program Fringe benefit
- 2 Move \$2820 to cover Other Overhead
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

J. Fringe Benefits for Support Personnel

Position-Name	NEW Budget Computation		Total NEW	Total Prior	Total Change
	Contract Salary	Fringe %	Budget	Budget	Requested
1 Exec Director	\$ 2,346	8%	\$ 188	\$ 431	\$ (243)
2 Exec Assistant	\$ 1,350	18%	\$ 243	\$ 257	\$ (14)
3 All indirect personnel	\$ 7,600	15%	\$ 1,140	\$ 1,950	\$ (810)
4	0 \$	-	\$ -	\$ -	\$ -
5	0 \$	-	\$ -	\$ -	\$ -
6	0 \$	-	\$ -	\$ -	\$ -
7	0 \$	-	\$ -	\$ -	\$ -
8	0 \$	-	\$ -	\$ -	\$ -
9	0 \$	-	\$ -	\$ -	\$ -
10	0 \$	-	\$ -	\$ -	\$ -
Variance from tab I.	\$ -		Total \$ 1,571	\$ 2,638	\$ (1,067)

Narrative (Required for Each Budget Line Above):

- 1 Move \$1067 to cover other Overhead Expenses
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10



Sub-award Document Request					
Request Date: 5-26-2016			WC Staff: Faith Cannella		
Sub-recipient:		Olive Crest			
Program Name:		Project Independence - OSY			
Funding:	Adult: <input type="checkbox"/>	DW: <input type="checkbox"/>	Youth: <input checked="" type="checkbox"/>	NEG: <input type="checkbox"/>	
New:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Type of Procurement:	<input type="checkbox"/> RFP <input type="checkbox"/> Sole Source <input type="checkbox"/> Other		
(if other please specify):					
Amendment:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Amendment No. 5			
Sub-Award ID:	WC-15-RWS-OS-ADW-05				
Board Approval Date: 05-24-2016					
Amount	New:	N/A		Total Sub-award	\$500,000.00
	Additional:	N/A			
Term Changed:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Start Date: 07/01/16	End Date: 02/28/17		
Budget Change	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Moved \$23,300 from WC amount paid to WC amount reimbursed. Program = \$493,600 / Training = \$6,400			
SOW Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>				
Comments: This modification to the sub-award was originated by the sub-recipient in consultation with WC Fiscal and Program departments. After review of the factors involved request for modification was approved.					
Approved By:			Date: 5/26/16		

MODIFICATION:

*workforce*CONNECTIONS
COST REIMBURSEMENT CONTRACT FOR WORKFORCE DEVELOPMENT SERVICES

The Parties to this agreement, hereinafter referred to as the "Contract", are *workforce* CONNECTIONS ("wC"), and OLIVE CREST ("CONTRACTOR") (also individually referred to as a "Party" or collectively as the "Parties"). The purpose of this Contract is to provide workforce development services on a cost reimbursement basis.

Contract Award: \$250,000. CFDA#: YOUTH 17.259. Funding Stream: WIA FORMULA. Total New Clients to be Served: 75.

Total Contract Award: \$250,000.

ORIGINAL TERM: This Contract and all amendments shall be effective March 1, 2013 through June 30, 2014.

This Contract consists of this Summary with Signature sheet, the following attachments and any amendments thereto:

- Attachment A: CONTRACTOR's Scope of Work and Terms and Conditions
- Attachment B: CONTRACTOR's Budget Detail, Budget Narrative, and Fiscal Provisions
- Attachment C: CONTRACTOR's Required Program Performance Plan or Performance Schedule
- Attachment D: CONTRACTOR's Terms, Conditions, Responsibilities, Assurances, Provisions and Certifications

**SIGNATURES
FOR THE CONTRACTOR**

AUTHORIZED SIGNATURE:



Donald Verleur

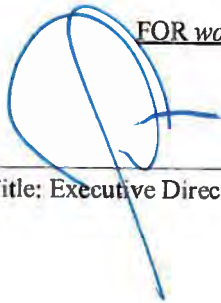
Title: Chief Executive Officer

3/14/13

Date:

FOR *workforce* CONNECTIONS

AUTHORIZED SIGNATURE:



Ardell Galbreth

Title: Executive Director, *workforce* CONNECTIONS

03/16/2013

Date

Agenda item 10. DISCUSSION AND POSSIBLE ACTION:

Accept the Board's recommendation to execute a no-cost contract extension with St. Jude's Ranch for Children to ensure the continuation of WIOA Youth services in Boulder City and Laughlin, Nevada or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The contract period shall be July 1, 2014 through September 30, 2016.



June 3, 2016,

Myesha Wilson
Executive Director
St. Jude's Ranch for Children
200 Wilson Cr.
Boulder City, NV 89005

Re: No-Cost Extension for St. Jude's Ranch for Children (SJRC), Sub-award No. 14-WIA-YOUTH-STjude-02

Dear Mrs. Wilson,

Workforce Connections (WC) is providing a recommendation to our workforce development board to provide a no-cost extension for your WIOA Youth contract through September 30, 2016. This extension will allow for the following:

- Completion of youth summer work experiences;
- Obtainment of permanent employment or college entry; and
- A smooth transition to the incoming One-stop Affiliate Site awardee.

Upon approval, WC is requesting that SJRC submit a revised Scope of Work to adjust for the new contract period of July 1, 2015 through September 30, 2016. SJRC will also need to submit a budget modification to restructure the remaining youth funds through September 30, 2016.

Please submit both the revised scope of work and budget modification by COB, Friday, June 17, 2016. If you have questions, please contact your Program Manager, Shawonda Nance at 702-636-2321. We look forward to continuing our partnership.

Sincerely,



Ardell Galbreth
Executive Director

- cc:
- Jed Blake, Grants Manager, SJRC
 - Ricardo Villalobos, Director, Workforce Development Programs WC
 - Jim Kostecki, Manager of Financial Services, WC
 - MaryAnn Avendano, Sr. Financial Analyst II, WC
 - Faith Cannella, Sr. Financial Analyst II, WC
 - Jeannie Kuennen, Sr. Program Manager – A/DW/Y, WC
 - Debra Collins, Program Manager, A/DW, WC

**Workforce Connections
SOLE SOURCE CERTIFICATION FORM
St. Jude's Ranch Life Sculpt**

Partner/Subcontractor: *St. Jude's Ranch Life Sculpt*

Subcontractor Contract Not to Exceed Cost: **\$400,000.00**

Subcontractor Scope of Work: Workforce Investment Act employment and training services for in-school and out-of-school youth in Boulder City and Laughlin

Workforce Connections certifies that the following sole source partnership with *St. Jude's Ranch Life sculpt* has been established in accordance with *workforce*CONNECTIONS procurement policy #2.2 pertaining to sole source justification.

Please certify that one or more of the following situations apply in order to justify that a sole source relationship applies:

- The item or service is available only from a single source;
- The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation; (if applicable, please provide brief summary of the exigency/emergency) and/or
- After solicitation of a number of sources, competition is determined inadequate.

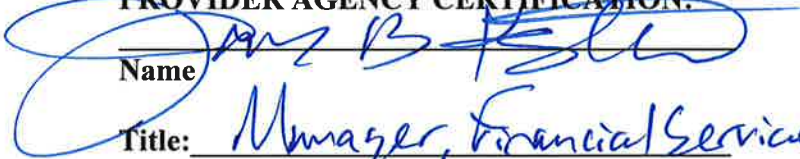
Provider certifies the following:

- *workforce*CONNECTIONS Code of Ethics Policy, *workforce*CONNECTIONS Procurement Policy, and *workforce*CONNECTIONS By-Laws which includes "Conflict of Interest" was adhered to
- all parties involved in this sole source method of procurement have been informed that this noncompetitive method of procurement is allowable, but is only to be considered as a "last resort option"

The following must be attached:

- Attachment A - A description of the specific circumstances supporting the sole source procurement and the results of any and all negotiations with the sub recipient and/or vendor;
- Attachment B - Cost analysis justifying reasonableness of costs under contract;
- Attachment C - A determination of demonstrated effectiveness of the selected sole source provider or vendor to provide the goods and/or services.
- Attachment D - Appropriate documentation which indicates applicable committee and Workforce Connections and WISS approval of the item or services being procured and the method of the procurement.

PROVIDER AGENCY CERTIFICATION:


 Name _____
 Title: Manager, Financial Services
 (Please Print)

8/3/14
 Date

Sole Source Justification

Attachment A:

Workforce Connections is utilizing the Sole Source method for the following reasons. On March 14, 2014, Workforce Connections announced a Request for Proposals for youth employment and training services in rural Southern Nevada. The submitted proposals and consequent awardees covered the rural areas of Esmeralda, Lincoln and Nye counties. Consequently, and although noted as targeted rural service areas in the Request for Proposals, employment and training services for rural Clark County areas remain nonexistent. In order to expedite Workforce Investment Act (WIA) youth services to such areas, St. Jude's Ranch Life Sculpt was selected as a rural Clark County WIA youth service provider. St. Jude's has previous experience managing and operating as a WIA Title I Youth contractor during the American Recovery Reinvestment Act.

Attachment B:

The Youth contract will be a cost reimbursement contract with WC. Budget negotiations were held on June 30, 2014, where WC reviewed the services for all costs are reasonable, necessary and allowable.

Attachment C:

WC has determined the effectiveness for St. Jude's Ranch Life Sculpt to deliver Youth employment and training services due to the following reasons:

- 1) No other known agency had the experience to immediately assume the operational requirements delineated in the rural request for proposal.
- 2) St. Jude's has the ability to immediately provide employment and training services to in-school and out-of-school youth in both Boulder City and Laughlin, Nevada.
- 3) St. Jude's has previous experience managing and operating as a WIA Title I Youth contractor during the American Recovery Reinvestment Act.
- 4) St. Jude's current efforts already target three WIA targeted populations which include foster youth, homeless youth and pregnant and/or parenting youth.
- 5) Ability to immediately provide qualified staff to administer the required programmatic and fiscal services.
- 6) The determination by Workforce Connections that an additional competitive solicitation process would cause additional delay in expedient and necessary service delivery to youth in rural Clark County areas.

Attachment D:

See attached board minutes from June 24, 2014 authorizing this contract.

Sonja Holloway read the agenda item. Goodwill of Southern Nevada's program summary is provided on page 124-125 of the agenda.

A motion to approve Youth Council's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities was made by Charles Perry and seconded by Tommy Rowe. Motion carried.

25. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 for the contract period July 1, 2014 through June 30, 2015 to serve 100 in-school and out-of-school youth in Boulder City and Laughlin**

Sonja Holloway read the agenda item. St. Jude's Ranch program summary is provided on page 127 of the agenda.

A motion to approve Youth Council's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 for the contract period July 1, 2014 through June 30, 2015 to serve 100 in-school and out-of-school youth in Boulder City and Laughlin was made by Charles Perry and seconded by Lynda Parven. Motion carried.

26. **INFORMATION: Executive Committee approved Youth Council's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth programs effective July 1, 2014**

A letter from Elaine Zimmerman, Lincoln County Grants Administration stepping up as the fiscal agent is provided on page 129 of the agenda.

27. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new in-school youth**

HELP of Southern Nevada's program summary is provided on page 131 of the agenda.

28. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new in-school youth**

Nevada Partners, Inc.'s program summary is provided on page 133 of the agenda.

29. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 for the contract period July 1, 2014 through May 31, 2015 to serve 125 new in-school youth**

Nevada Partners, Inc.'s program summary is provided on page 135 of the agenda. Ricardo Villalobos reported that the Executive Committee recommended that Nevada Partners, Inc. utilize these funds to serve the eight targeted GAI high schools (Canyon Springs Cheyenne, Desert Pines, Legacy, Mojave, Rancho, Valley, and Western) as well as youth from other non-GAI high schools that needs services.

30. **INFORMATION: Budget & Finance Committee Minutes of June 11, 2014 (draft)**

The Budget & Finance Committee minutes are provided on page 137-141 of the agenda.

31. **DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports**

Jim Kostecki, Finance Manager provided an overview of the following reports:

- a. **PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative**

On page 144, three changes were made to the PY2013 WIA Formula Budget:

- **7050 Tuition, Training, and Seminars (Staff):** increased by \$5,000 to fund additional training opportunities
- **7055 Travel and Mileage (Staff):** increased by \$5,000 based on an analysis of spending in April

Cost Reimbursement Sub-award Agreement Between

Workforce Connections

6330 W. Charleston Blvd., Suite 150, Las Vegas, Nevada 89146-1183

Phone: (702) 638-8750 ~ Fax: (702) 638-8774

Contact: Ardell Galbreth ~ agalbreth@nvworkforceconnections.org

and

St. Jude's Ranch for Children – Nevada Region

DUNS No. 05-636-9408

200 Wilson Cr., Boulder City, Nevada, 89005

Phone: (702) 294-7100

Authorized Signatory: Mark Whitley

Contact: Jed Blake ~ jblake@stjudesranch.org

WHEREAS, it is deemed that the services of the sub-recipient hereinafter set forth are both necessary to deliver Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) services and in the best interest of Workforce Connections (WC);

WHEREAS, WC is a public agency by virtue of the fact that it is governed by a consortium of City and County governments;

WHEREAS, Title I, the Workforce Innovation and Opportunity Act, Subtitle B, Statewide and Local Workforce Development Systems, P.L. 113-128, authorizes the Local Workforce Development Area within the State;

WHEREAS, WC has been determined the administrative entity for the Local Workforce Development Area (LWDA) approved by the Governor;

WHEREAS, the procurement of services was performed through a competitive bid process resulting in the recommendation of the qualified entity;

WHEREAS, WC has determined to engage the qualified entity to serve WC as a sub-recipient for the provision of WIOA services under the established requirements and conditions of WIOA, and as contained in the sub-recipient's proposal approved by WC;

WHEREAS, the sub-recipient, must fully comply with requirements listed herein to be eligible for Federal funds authorized under WIOA; and is qualified and able to render the services hereinafter described; and

WHEREAS, the sub-recipient is obligated to reimburse WC out of its non-Federal funds for any ineligible or unauthorized expenditure for which Federal funds have been claimed and payment received.

Now, therefore, in consideration of the aforementioned premises, the parties mutually agree as follows:

1. Purpose

The purpose of the program funded by this **Cost Reimbursement** sub-award is to provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase attainment of industry recognized credentials by participants through local workforce development systems. Additionally, all services are intended to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency and enhance the productivity and competitiveness of the Southern Nevada Workforce Development Area (SNWDA). The sub-recipient shall ensure that the program funded hereby shall comply with this purpose.

2. Required Approval

This sub-award shall not become effective until and unless approved by appropriate official actions of the Workforce Development Board (WDB).

3. Sub-award Term

The term of this sub-award shall be effective **July 01, 2015 to June 30, 2016**. The sub-recipient and WC may mutually agree in writing to extend the term of this sub-award up to two (2) additional years, unless sooner terminated by either party as set forth in this contract.

4. Termination

a) This sub-award may be terminated by either party prior to the date set forth in paragraph three (3), provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Sub-award may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this sub-award may be terminated in less than thirty (30) days if for any reason federal funding ability to satisfy this sub-award is withdrawn.

b) Upon termination, or notice thereof, the sub-recipient agrees to cooperate with WC in the orderly transfer of service responsibilities, case records, pertinent documents and all equipment or materials purchased with WC funds.

5. Consideration

The sub-recipient agrees to provide the services set forth in section seven (7) at a cost not to exceed **\$275,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$210,000.00**, and the maximum amount paid by WC for training activities shall not exceed **\$65,000.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.

a) This sub-award shall be construed and interpreted according to applicable Federal laws and regulations, State compliance policies and procedures, and WC general policies, procedures and guidelines.

b) The sub-recipient agrees to maintain all required support documentation as detailed in item 20 of this agreement.

c) The sub-recipient agrees to abide by budget flexibility/modifications as set forth in **Attachment C item 2**.

d) The sub-recipient agrees to provide WC with quarterly data when due and submitted electronically in pre-approved format.

- e) The sub-recipient agrees to and assures its willingness to participate in any additional strategic projects initiated by WC and/or Nevada's Department of Employment Training and Rehabilitation (DETR).

6. Notice

All notices or any other communications required or permitted to be given under this sub-award shall be in writing, and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile, or e-mail with simultaneous regular mail, or mailed certified mail, return receipt requested, and addressed to the other party at the address set forth above.

7. Incorporated Documents

The parties to this agreement agree that this sub-award agreement incorporates the following attachments, which are hereby affixed and incorporated into this contract by reference:

- Attachment A: Assurances and Certifications
- Attachment B: Scope of Services [Sub-recipient Scope of Work, Performance Measures]
- Attachment C: Fiscal General Provisions [Budget]
- Attachment D: Sub-award Summary and amendments

The parties to this sub-award agreement agree that the terms and conditions listed on incorporated attachments of this agreement are also specifically a part of the agreement.

8. Inspection and Audit

a) Books and Records. Each party agrees to keep and maintain, under general accepted accounting principles (GAAP) full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the United States Government, State, WC, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all Federal, State, and local regulations, statutes, and policies.

b) Inspection and Audit. Each party agrees that relevant books, records (written, electronic, computer related or otherwise), including, but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and all documentation related to the work product shall be subject, at any time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by Federal agency, State auditors/staff, WC staff, or any of their authorized representatives.

9. Force Majeure

Neither party shall be deemed to be in violation of this agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms and conditions of this agreement after the intervening cause ceases.

10. Indemnification

- a) To the fullest extent of limited liability as set forth in paragraph eleven (11) of this agreement, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
- b) The indemnification obligation under this paragraph is conditioned upon receipt of written notice by the indemnifying party with thirty (30) days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorney's fees and costs for the indemnified party's chosen right to participate with legal counsel.
- c) The local Workforce Development Board (LWDB)/Workforce Connections, its sub-recipients, sub-contractors down to the lowest tier, shall hold the Local Elected Officials (LEOs), the respective counties and cities, their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgements, legal costs and any other liabilities of any kind arising from the management of and any activities relating to the Local Workforce Development Area (LWDA).

11. Limited Liability

The sub-recipient shall procure and maintain insurance coverage according to the following specifications:

a) General Public Liability Insurance

All WC's sub-recipients are required to carry General Public Liability Insurance in the minimum amount of **\$1,000,000** single limit and **\$2,000,000** aggregate coverage prior to entering into any agreement with WC. All insurance must list WC as an additional insured.

b) Motor Vehicle Insurance

The sub-recipient must provide automobile liability insurance for "**non-owned**" and "**hired**" autos, with a minimum coverage of **\$1,000,000** per occurrence. This coverage must clearly specify that WC and/or staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle if the use of the motor vehicle is related to conducting program activities. For corporate owned vehicles, WC requires a minimum coverage of **\$1,000,000** per occurrence.

c) Workers' Compensation Insurance

The sub-recipient must carry workers' compensation insurance for any work-based training activity, e.g., work experiences, internships. The sub-recipient shall not be allowed to provide work-base training activities if workers' compensation insurance has not been procured. Workers' compensation must be available with respect to injuries suffered by the WIOA program participant in such activities. If the State workers' compensation law does not apply to a program participant in work experience/internship, insurance coverage must be secured for injuries suffered by the program participant in the course of such work experience/internship.

d) Sexual Misconduct Insurance

Sub-recipients serving youth participants shall provide Sexual Misconduct Insurance that clearly specifies that WC and/or staff are held harmless against claims arising from sexual misconduct on the part of the sub-recipient or sub-recipient's employees, subcontractors, or agents.

The sub-recipient shall supply WC with proof, sufficient to satisfy WC, that sub-recipient has obtained the required insurance coverage. The sub-recipient agrees that if sub-recipient fails to obtain the required insurance coverage, then sub-recipient shall indemnify, defend, and hold harmless WC, including its Executive Director, Board agents and employees, from and against all liability related to any legal action related to this agreement, regardless of the respective level of fault attributable to the sub-recipient and WC.

12. Independent Parties

WC and the sub-recipient are associated with each other only for the purpose and to the extent set forth in this agreement, and in respect to performance of services pursuant to this contract, each party is and shall be an agency separate and distinct from the other party and subject only to the terms of this agreement, shall have the right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this agreement. Nothing contained in this agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

13. Severability

If any provision contained in this agreement is held to be unenforceable by a court of law or equity, this agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision of this agreement unenforceable.

14. Assignment

Neither party shall assign, transfer or delegate any rights, obligations or duties under this agreement without the prior consent of the other party.

15. Intellectual Property Rights

The sub-recipient assures it will comply with the following:

Intellectual Property Rights the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, sub-grantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials.) Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness,

adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

16. Public Records

Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or common law balancing of interests.

17. Confidentiality

Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by any of the parties to the extent that such information is confidential by law or otherwise required by this contract. Full compliance with TEGL 39-11 is required.

18. Governing Law; Jurisdiction

This agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this agreement.

19. Entire Agreement and Modification

This agreement and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representation, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this agreement specifically displays a mutual intent to amend a particular part of this agreement, general conflicts in language between any such attachment and this agreement shall be construed consistent with the terms of this agreement. Unless otherwise expressly authorized by the terms of this agreement, no modification or amendment to this agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties.

20. Period of Retention

All books, records, reports, and statements relevant to this agreement must be retained for a minimum of three (3) years subsequent to the date of submission of final grant expenditure report. If any litigation, claim, or audit is started before the expiration of the three (3) years period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action is taken.

21. Attribution

The sub-recipient shall acknowledge WC as the grantor of funds when developing information for public dissemination. All collateral materials must also include the WC logo, as well as language pertaining to equal opportunity. The following language shall be used for consistency: “An equal opportunity employer/program, auxiliary aids and services are available upon request to individuals with disabilities, Relay 711 or 1 – 800 - 326-6868.

22. Proper Authority

The parties hereto represent and warrant that the person executing this agreement on behalf of each party has the full power and authority to enter into this agreement and that the parties are authorized by law to perform the services set forth in item seven (7).

Sub-Award No. 14-WIA-YOUTH-STJUDE-02
CFDA No. 17.259

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed and intend to be legally bound thereby.

By:  7/21/15
Date
Mark Whitley
Chief Executive Officer (CEO), St. Jude's Ranch for Children

By:  08/13/2015
Date
Ardell Galbreth
Workforce Connections, Executive Director

Attachment B Scope of Services Programmatic General Provisions

1. The sub-recipient assures that it will comply fully with the requirements of the Workforce Innovation and Opportunity Act (WIOA), all Federal laws/regulations, State and local policies and procedures issued pursuant to the Act, and with the local two-year strategic compliance plan.
2. The sub-recipient has entered into a cost reimbursement agreement with Workforce Connections (WC), the administrative entity for the Southern Nevada Workforce Development Area (SNWDA) for the purpose of conducting WIOA Title I Educational, Employment and Training services:

Program/Project Name:	St. Jude's Ranch for Children – Nevada Region	
Period of Performance:	Program/Project Start Date	Program/Project End Date
	07-01-2015	06-30-2016
Target Population:	Out-of-School Youth/In-school-Youth (OSY/ISY)	
Sub-population:	None	
Minimum No. of New Program Participants to be Served:	40	
<i>(Left blank intentionally)</i>		

3. Services shall be conducted at:

Business Legal Name:	St. Jude's Ranch for Children – Nevada Region	
Business Address:	200 Wilson Cr.	
City: Boulder City	State: Nevada	Zip Code: 89005
Program/Project Manager:	Sherman Rutledge	
Phone: (702) 294-7104	e-mail:	srutledge@stjudesranch.org
The sub-recipient will notify WC in writing of any change that might occur regarding agreement information during the life of the sub-award.		

4. Outcomes will be evaluated based on established **performance measures** as indicated in below table:

Program Year 2015 Levels of Performance WIOA Title I –Youth	
Performance Measures	Levels of Performance <i>(are subject to change)</i>
Placement in Employment or Education	75%
Attainment of a Degree or Certificate	65%
Literacy and Numeracy Gains	50%
Average Wage	\$9.25 per hour

5. **Selection Criteria:** All program participants will be WIOA Title I-Eligible participants. The sub-recipient agrees to fully comply with the following established guidelines concerning eligibility determination: eligibility requirements; record retention requirements; timely data recording; confidentiality; nepotism; enforcement of military Selective Service Act, veterans' priority of service, serving individuals with disabilities.
6. **Carry forward program participants:** Sub-recipients must continue to serve participants carried forward from a prior program year with funds awarded under this agreement. All WIA Title I youth participants who were enrolled in a WIA Title I program prior to July 1, 2015, must be transitioned or grandfathered into WIOA Title I programs, even if the participant would not otherwise be eligible for WIOA. Sub-recipient must not complete an eligibility re-determination for participants already determined eligible and enrolled under WIA. These participants must be allowed to complete the WIA services, or grandfathered services, specified in their ISS, regardless of whether the services are allowable under WIOA or not, as long as the WIA services were specified in participant's ISS as of June 30, 2015. Sub-recipient is responsible for continuing services to ISY enrolled prior to July 1, 2015, even though this sub-award is to serve new OSY.
7. **Proposal:** The sub-recipient must comply with the scope of work submitted within the proposal. Sub-recipient's scope of work is included.
8. **Strategic Projects:** The sub-recipient agrees to, and assures its willingness, to participate in any additional strategic project initiated by WC and/or Nevada's Department of Employment Training and Rehabilitation (DETR).
9. **Workforce Development Academy (WDA):** The sub-recipient, its relevant staff and employees, must participate in and complete the WDA if required by WC.
10. **Required Training Expenditures:** Pursuant to WIOA, the sub-recipient will comply with the established training expenditure requirements, where training expenditure for the purpose of this sub-award includes the following: **a)** Summer employment opportunities and other employment opportunities (including work experience) available throughout the school year as well as internships and job shadowing; **b)** pre-apprenticeship programs; and **c)** on-the-job training opportunities. To meet this requirement see below matrix:

WC Required Training Expenditure	
	One-Stop Affiliate Site
WIOA Title I Out-of-School Youth	25%
WIOA Title I In-School-Youth	25%

11. **Conflict of Interest:** The sub-recipient shall take every reasonable course of action in order to maintain the integrity of its program and will avoid any favoritism and questionable or improper conduct. The sub-recipient shall administer its program in an impartial manner, free from efforts to gain personal, financial, or political gain. The sub-recipient, its executive staff and employees, will avoid all situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

- 12. Technical Assistance:** The sub-recipient shall participate in required technical assistance and/or training activities provided by WC or its designated partner. WC will require participation by appropriate staff in technical assistance activities. The sub-recipient shall have the administrative responsibility for training its entire staff on program requirements and services authorized under WIOA Title I.
- 13. Program Management Requirements:** The sub-recipient shall establish and maintain internal program management procedures for the effective administration of its program, including, at a minimum, provisions to: **a)** monitor day-to day operations; **b)** periodically review the performance of the program in relation to program goals and objectives; and **c)** measure and evaluate the effectiveness and impact of program results in terms of participant and program activities. When found that program operations do not equal planned performance, it shall develop and implement appropriate corrective actions to improve its overall program management and effectiveness.
- 14. Prohibition Against Solicitation of Gratuities:** The sub-recipient agrees and understands that no officer or employee of the sub-recipient shall solicit gratuities, favors or anything of monetary value from any actual or potential sub-contractor, employer, participant, staff, or any person directly or indirectly connected to a WIOA funded program or activity.
- 15.** The sub-recipient agrees and understands that no funds available under WIOA Title I may be used for public service employment except as specifically authorized under WIOA.
- 16.** The sub-recipient agrees and understands that no person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under WIOA.
- 17.** The sub-recipient agrees and understands that funds provided under WIOA shall only be used for activities and services that are in addition to those that would otherwise be available in the local area in the absence of such funds.
- 18.** The sub-recipient agrees and understands that no funds provided under WIOA shall be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States.
- 19.** The sub-recipient agrees and understands that no funds under WIOA Title I shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of business, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible participants under WIOA.
- 20.** The sub-recipient agrees and understands that no person under 18 years of age shall be employed by the sub-recipient in any occupation which the U.S. Secretary of Labor has found to be hazardous for persons between 16 and 18 years of age.
- 21.** The sub-recipient shall comply with the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C 206 (a) (1)).

- 22.** All programs must comply with all applicable Federal, State and local eligibility requirements. WC may impose restrictions upon the sub-recipient at any time if WC has determined that these restrictions will prevent the occurrence of disallowed costs or failed performance measures. WC will notify the sub-recipient of required restrictions in writing and will indicate a timeline and a corrective action as a resolution to the restrictions.
- 23.** The sub-recipient shall not charge any program participant a fee as a condition of enrollment, employment or the provision of any services under this agreement.
- 24.** No program participant shall be required to join a union as a condition for enrollment in a program in which only institutional training is provided, unless such training involves individuals employed under a collective bargaining agreement.
- 25.** No program participant may be placed in, or remain working in, any position made vacant because of a labor dispute.
- 26.** The sub-recipient shall not use sub-award funds to provide financial assistance for any program or utilize any subsidized work or training site that involves political activities or that requires participation in religious activities.
- 27.** Program participants under this agreement shall not be placed in training or into subsidized work involving the construction, operation, or maintenance of any facility which is used, or is to be used, for sectarian instruction or as a place for religious worship.
- 28.** The sub-recipient and/or its employees shall not reproduce, provide, disclose, or give access to confidential information to any third party, or to any other employee of the sub-recipient not having a legitimate need to know any such information and data and shall not use the confidential information for any purpose other than performing its services under this agreement. Notwithstanding the foregoing, the sub-recipient may disclose the confidential information if required by law, statute, or other legal process; provided that the sub-recipient: **a)** gives WC prompt written notice of an impending disclosure, **b)** provides reasonable assistance to WC in opposing or limiting the disclosure, and **c)** makes only such disclosure as is compelled or required.
- 29.** This agreement imposes no obligation upon the sub-recipient with respect to any confidential information that the sub-recipient can establish by legally sufficient evidence; **a)** was in possession of, or was known by the sub-recipient, prior to its receipt from WC, without an obligation to maintain its confidentiality; or **b)** is obtained by the sub-recipient from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 30.** The sub-recipient or its subcontractors if any may not accept a person into the program if a member of that person's immediate family is engaged in an administrative capacity for the sub-recipient or its subcontractor.
- 31.** The term "immediate family" means wife, husband, life partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, and stepchild. This includes aunts, uncles, nieces and nephews by blood or formal adoption only, but not such relationships by marriage.

- 32.** The term “administrative capacity” includes persons who have overall administrative responsibility for a program, including, but not limited to, those who have any responsibility for the obtaining and/or the authorization of any payments under this agreement, as well as other persons who have influence or control over administration of the program and its funding and persons who have the selection, hiring, placement or supervisory responsibilities for customers and participants. The term “persons who have overall administrative responsibility” as used in this paragraph shall include anyone in a position to influence the independent decision making authority of an employee or agent on behalf of an immediate family member of the sub-recipient, subcontractor or WC, including WC employees, agents or WC board members.
- 33.** The sub-recipient shall adequately evaluate and monitor its own program, training sites, and worksites on a regular basis and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud and abuse.
- 34.** The sub-recipient shall employ or contract with qualified persons or entities as necessary and appropriate to provide services under this agreement. The sub-recipient shall use its best efforts to hire or contract with persons or entities that have the knowledge, skill and qualifications necessary to perform the required services and possess any licenses, permits, certificates and governmental authorizations as may be required by law.
- 35.** The sub-recipient agrees and understands that Federal law, OMB guidance, and Departmental and Employment and Training Administration (ETA) policies require that Personal Identifiable Information (PII) and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of Federal funds, handle PII and sensitive information and has determined that to ensure ETA compliance with Federal law and regulations, grantees/sub-grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants. The sub-recipient must take the steps necessary to ensure the privacy of all PII obtained from program participants and/or other individuals and to protect such information from unauthorized disclosure. The sub-recipient must maintain such PII in accordance with the established Federal standards for information security, and shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal, State, and local laws governing the confidentiality of information.
- 36.** The sub-recipient agrees and understands that it must comply with WC policies and procedures. WC established policies can be found at:
www.nvworkforceconnections.org
- 37.** One-Stop affiliated site(s) are correspondingly branded as part of the WC One-Stop Career Center (OSCC).
- 38.** For participant records transferred to the sub-recipient, sub-recipient agrees to make reasonable efforts to correct any identified file or documentation deficiencies made by the previous provider. Reasonable efforts may include a sample case file review, request for documentation or clarification from the client and/or prior case manager (if still working in the system), and preparation of requests for changes in WC’s MIS. The sub-recipient shall not be held responsible or liable for any work conducted prior to the transfer date for participant record. For those participants already enrolled (prior to the transfer date) in a pre-vocational or training activity, the sub-recipient may continue to authorize the training activity, provided satisfactory progress per local policy, but will not be liable for past, present or future expenses related to an activity authorized and initiated prior to the transfer date.

- 39.** Note that references to WIOA are generally applicable to WIA funds as well. The source of funds will determine which Act applies. Sub-recipients must be in compliance with both Acts as appropriate.



Youth Program Scope of Work

Program Year:	2015
Program/Agency Name:	St. Jude's Ranch for Children – Nevada Region
Location:	200 Wilson Cr., Boulder City, NV 89005
Program Type:	WIA/WIO Youth
Program Dates:	July 1, 2015 – June 30, 2016
Amount Awarded:	\$275,000
Number to be Served:	40 (Out-of-School-Youth 24 & In-School-Youth 16)
Target Population:	Out-of-school & In-school youth living in Boulder City and Laughlin. Note: 10 Youth will be served from the town of Laughlin (4 In-school and 6 Out-of-School)
STEM Initiatives: <ul style="list-style-type: none"> • <i>When will you introduce the WIA qualified youth to STEM initiatives as noted in your proposal?</i> • <i>In what specific ways will you incorporate STEM initiatives in your program?</i> • <i>How will you measure your STEM outcomes?</i> 	<ol style="list-style-type: none"> 1. All participants upon entering into “Pathways to Careers” will be provided with a STEM Development Binder, this STEM Binder will provide extensive opportunities connected to the STEM environment, participants will maintain progress of their stages in STEM development and awareness. 2. STEM will provide access to a variety of career choices, participants will associate STEM to each and every job option explored during the preliminary training phase of “Pathways to Careers.” A special all day 9 industry sector city-wide bus tour will discuss the relevant STEM industries in southern Nevada. All college and technical institute tours will be connected to the STEM environment and the opportunities within the STEM industries. Participants will complete “What it Means to be Green” and participate in STEM conferences. 3. Each participant will be provided with a STEM Development Binder. The binder shall consist of a pre and post evaluation of their level of knowledge of the STEM industries. Participants will be provided with STEM evaluations throughout their learning process in “Pathways to Careers.” There shall also be an evaluation of STEM professions. All field trips will have STEM learning modules as a part of the curriculum and lessons learned will be pre and post evaluated.
Required Performance Measures:	Pathways to Careers will meet each of the following performance measures: <ul style="list-style-type: none"> • Placement in Employment, Education, or Training – 75% • Attainment of Degree or Certificate – 65% • Literacy/Numeracy – 50% • Average Wage Gain – \$9.25
Program Description:	St. Jude's Ranch for Children's (SJRC) primary focus is to improve the quality of life for youth 17-24 years of age, who reside in Boulder City and Laughlin, Nevada. Through the implementation of strategies related to employment, education and training services, participants will learn self-sufficiency. SJRC will focus on strengthening the educational and employment opportunities for the population served who reside in the designated rural communities of Southern Nevada. Throughout the fiscal year, SJRC shall implement the identified strategies for the specified populations related to soft skills, academics, work experience on-the-job training, employment opportunities and the development of employers related to STEM careers. Careers will be complimented by “What it Means to be Green.” Youth shall also complete “Money Smart” helping to expand their financial literacy.



	<p>Youth will complete “Entrepreneurial Pathways” which provides entrepreneurial skills training. 34% of all participants shall be required to participate in one of the following, OJT, work experience (WEX), internship job shadowing and/or pre-apprenticeship programs. SJRC shall provide trainings related to employment and life skills, traditional and STEM careers, site visits to secured and projected employment sites (employers) and technical institutes, academic career paths for post secondary activities, positive youth development for low-income and at-risk youth through the participants development of employment skills, positive peer relationships and exposure to anticipatory career opportunities that will enhance the suitability of their identified career path.</p> <p>Our strategies will produce measurable outcomes within the following ten elements:</p> <ol style="list-style-type: none"> 1. Drop-out prevention strategies, tutoring, study skills training and instruction leading to academic completion. 2. Alternative secondary school offerings. 3. Employment opportunities directly linked to academic and occupational learning inclusive of but no limited to STEM 4. Paid and unpaid work experience including internships and job shadowing. 5. Occupational skills training. 6. Leadership development opportunities, inclusive of but not limited to community service and peer-centered activities that encourage personal responsibility and other positive social behaviors. 7. Supportive services related to employment and education. 8. Adult mentoring during and at the conclusion of program participation. 9. Follow-up services 10. Comprehensive guidance and academic counseling, as well as referrals for treatment/counseling related to substance abuse or behavioral health as appropriate to the needs of the individual. <p>Youth participants will experience an increased awareness of their potential employability opportunities through the attainment of higher learning and education. Employment training, hands-on accelerated skills programs, and connecting them to in-demand professions and careers in STEM. We are committed to introducing our youth participants to innovative programs which contribute to occupational development, upward mobility, development of career paths and opportunities for non-traditional employment.</p>
<p>Unique & Exemplary Attributes:</p>	<p>SJRC has served the greater Southern Nevada community for over 45 years. We provide direct supportive services that transform the lives of our families and youth. A transformation that promotes and teaches self-sufficiency. SJRC provides assistance to youth 17-24 years of age with the elimination of employment and educational barriers as a mechanism of assisting them in their selection of careers/professions of choice. Programs offered to the community include: Therapeutic Residential Foster Care, Pregnant and Parenting Teen, Transitional Living, and Temporary and Permanent Housing for homeless youth. Annually SJRC serves approximately 300 children and youth. The individuals we serve range in age from infancy to 24 years old.</p>



	<p>Programs follow the Therapeutic Behavioral Relational Intervention (TBRI) program. TBRI was developed as an evidenced-based approach to working with children that have experiences abuse, neglect and abandonment.</p>
<p>Contact Person & Information:</p>	<p>Jed Blake, Grants Manager 702-294-7109 jblake@stjudesranch.org St. Jude's Ranch For Children 200 Wilson Cr. Boulder City, NV 89005</p>

Attachment C

Fiscal General Provisions

Budget

Fiscal Provisions

1. Financial Management Requirements

The sub-recipient assures it will comply with State and Federal guidelines pertaining to standards for financial management systems in federally funded activities.

- a) Pursuant thereto, the sub-recipient shall establish and maintain a financial management system in accordance with 2 CFR part 200, 20 CFR §667.200, and 29CFR Parts 95 and 97 (as applicable) providing: **1)** accurate, current and complete disclosure of financial information, on a cash or accrual basis, pertaining to this sub-award in accordance with State and Federal reporting requirements, and **2)** effective control and accountability for all Contract funds, property and other assets.
- b) The sub-recipient shall adhere to generally accepted accounting principles (GAAP) and shall maintain records that will allow for the comparison of actual outlays with budgeted amounts.
- c) The sub-recipient's overall financial management system must ensure effective control over and accountability for all funds received. The sub-recipient assures, understands, and agrees that funds received under this sub-award must be expended in accordance with the terms and conditions of this sub-award.
- d) The sub-recipient must support its accounting records with source documentation such as timesheets and invoices. Such records shall be examined as part of any Federal single audit and shall be made available to WC upon request for audit purposes.

2. Budget Line Item Flexibility/Modifications

Flexibility is allowed within the sub-award budget provided no **single line item** is increased or decreased by more than **20%** according to WC policies and procedures. Changes in excess of 20% **must** receive prior written approval from WC before they are implemented. Budget modifications will be accepted for review on a quarterly basis, unless an emergency or unforeseen immediate need exists. Other budget modification requirements are as follows:

- a) **Direct Participant Services** sections including (Participant Training) and (Support Services) may be increased throughout the year via approved budget modifications and award increases, but may not be decreased.
- b) Line items within **Overhead** sections including (Travel), (Equipment), (Consultants and Contractors), (Other Direct), (Allocated Indirect Personnel), and (Other Allocated Indirect Costs) may only be increased by decreasing another line item in one of the other Overhead sections. Line item budget modifications affecting the aforementioned Overhead sections must net to zero or show a net decrease. Additional funding awards may not be used to increase any overhead sections.
- c) **Direct Staff** sections (Personnel) and (Fringe Benefits) may only be increased through approved funding increases or by pulling funding from an Overhead line item.
- d) Any deviations from the above must be approved in writing by WC staff.

- e) WC reserves the right to mandate budget requirements, which may entail setting minimum and/or maximum requirements for any budgetary item or section.

3. Provisions for Payment

The sub-recipient shall be reimbursed only for actual and allowable expenses incurred in accordance with Attachment B, the Budget.

- a) All reimbursements are subject to monitoring and audit, and WC shall have no obligation to reimburse until a proper reimbursement request is submitted. The sub-recipient assures it shall submit all current invoices no later than the last day of the month following any month in which costs were incurred. Requests for reimbursement will be submitted using forms authorized by WC and must include appropriate supporting documentation to justify requests. The sub-recipient shall charge expenditures against the correct line items, cost categories and program budgets, and shall determine allowable costs in accordance with Federal laws and regulations, State, local policies and procedures and OMB circulars.
- b) All payment must be approved by WC's executive director or authorized designee. Invoices shall be submitted electronically via e-mail to invoices@snvwc.org.
- c) Unless otherwise approved in writing by WC, all services shall be performed or accrued during the sub-award period to qualify for reimbursement.
- d) Should a sub-award be terminated before the end date of the sub-award, the sub-recipient shall be reimbursed for actual costs incurred in rendering services through the effective date of termination, as well as reasonable and allowable closeout services and expenses incurred as a result of early sub-award termination, to the extent that funds are available from State and Federal sources and approved in writing by WC.
- e) The sub-recipient understands and agrees that funds received in advance under this sub-award shall be used exclusively for services funded under this sub-award and shall not be used for any other purpose.

4. Right to Withhold

WC retains the right to deny all or a portion of any reimbursement otherwise due to the sub-recipient when WC gives the sub-recipient written notice of WC's opinion that specific deficiencies must be cured, and which grants the sub-recipient 10 business days to cure the following:

- a) The sub-recipient's performance, in whole or in part, either has not been carried out or is insufficiently documented; or
- b) The sub-recipient has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records; or
- c) The sub-recipient has failed to sufficiently itemize or document its demand(s) for payment; or
- d) The sub-recipient has materially failed to comply with any sub-award provision or local, State, or Federal policy or procedure; or
- e) The sub-recipient has failed to reimburse cost disallowed under this sub-award or a previous WC sub-award with the sub-recipient.

Note: WC may grant the sub-recipient an extension of time to cure said defect in response to a written request from the sub-recipient indicating why 10 business days is an unreasonable time to cure said defect.

5. Pre-Award/Closeout Costs

The sub-recipient agrees that any allowable pre-award costs incurred by the sub-recipient pursuant to this sub-award, prior to the start date of this sub-award, are **incurred at the awardees' own risk** and will not be eligible for reimbursement under this sub-award without the written approval of WC. Closeout costs incurred after the end date of this sub-award will not be eligible for reimbursement under this sub-award without WC's written approval in accordance with WC established guidelines.

6. Allowable Costs

The sub-recipient assures that it will comply with: applicable sections of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found at 2 CFR Part 200 et al on allowable costs as well as 29 CFR Part 97.22(i)(12) or 29 CFR Part 95.27 and the One-Stop Comprehensive Financial Management Technical Assistance Guide, as applicable, and Nevada State Workforce Investment Support Service Unit (WISS) compliance policies and will only charge necessary, reasonable, allocable, and allowable costs against WC's contracts.

7. Disallowed or Unauthorized Expenditures

The sub-recipient assures that it shall repay to WC, out of its own non-federal funding, any disallowed or unauthorized expenditures for which Federal or State funds have been claimed and payment received, or for any expenses incurred for which the sub-recipient lacks adequate documentation of payment as required under 20 CFR §667.262 and the One-Stop Comprehensive Financial Management Technical Assistance Guide, as applicable.

8. Bonus Pay Prohibition

The sub-recipient assures that it **will not pay any bonuses or incentive payments** to employees or sub-contractors using WC awarded funds.

9. Salary Limitation

The sub-recipient shall comply with Training and Employment Guidance Letter (TEGL) No. 5-06 regarding limitations on the salary rate billable to WIA. A salary table providing this current rate is listed on the Federal Office of Personnel Management web site at www.opm.gov.

10. Allocation of Shared Direct Costs

The sub-recipient acknowledges that a written cost allocation plan shall be required to support the distribution of sub-award **direct** expenditures that benefit more than one cost category (i.e. WIA/WIOA Adult and Dislocated Worker, etc.). That cost allocation plan must be submitted to WC for compliance review and approval. All costs included in the plan must be supported by accounting records that substantiate the propriety of the charges. The sub-recipient must retain all documentation supporting the methodology utilized to determine the allocation, and the methodology must reflect some measure of actual activity. **Budget allocations or other estimates are not adequate documentation.**

11. Indirect Costs

Sub-recipient acknowledges that per 2 CFR 200.414, in order to bill indirect costs under this sub-award the sub-recipient must have a federally approved indirect cost rate, negotiate an indirect cost rate with WC, or use the de minimis rate of 10% of modified total direct costs. The de minimis rate may only be used by sub-recipients that have **never** had a federally approved indirect cost rate. **Cost allocation plans are not allowable to distribute indirect costs.**

12. Program Income

Program income is income that has been received by the sub-recipient in excess of costs, and has been directly generated by sub-award supported activity or earned as a direct result of this sub-award. **All such income must be reported and tracked by the funding source and be used to provide additional allowable activities or services under this sub-award. Excessive or unused program income or profit must be remitted back to WC.**

13. Rebates

The sub-recipient agrees to advise WC of any **forthcoming income or income received** resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits received or to be received directly or indirectly as a result of or generated by this sub-award. Appropriate action must be taken to ensure that WC is reimbursed proportionally from such income.

14. Procurement/Acquisition

The sub-recipient assures that any procurement of goods or services under this sub-award shall be performed in accordance with established Federal laws and regulations, and State and local compliance policies and procedures, see WC policy Admin-010-06. WC's acceptance of a proposal with an accompanying budget and WC's subsequent award of funds **shall not** be a waiver of any sub-award requirements and/or procedures. For example, the aforementioned policies require that an entity's procurement procedures must require that **all procurement transactions** shall be conducted, in a manner to provide, to the maximum extent practical, open and free competition. If a proposal identifies a specific entity to provide the goods or services, WC's sub-award **does not** provide the sub-recipient with justification or a basis to conduct a sole-source procurement process and avoid competition.

15. Subcontracting/Consultant Sub-awards

The sub-recipient assures that all subcontracts or consultant sub-awards for \$1,000 or more, (except on-the-job training contracts which shall conform to applicable program guidelines), will be submitted to WC for compliance review and approval prior to implementation or the costs will not be reimbursed. The sub-recipient further assures that it will abide by established Federal laws and regulations, State and local policies and procedures when procuring subcontractors and/or consultants.

16. Equipment

a) The sub-recipient shall obtain **prior written approval from WC** for capital equipment purchases using sub-award funds equal to or in excess of \$500. Notification of the receipt of property or equipment must be made to WC within five (5) working days of property or equipment receipt. The title to property or equipment shall be vested in WC if it has a system or unit cost of \$5,000 or more and is purchased with sub-award funds.

- b) All property vested in WC must be inventoried, tracked, maintained and insured in accordance with established WC policies and procedures. The sub-recipient shall not sell or otherwise dispose of such property until it has received written permission from WC to do so.
- c) WC may provide some of its own equipment (the "Equipment") to be used by the sub-recipient. WC shall retain title to this Equipment, and the sub-recipient shall maintain an accurate Equipment inventory and protect and secure this Equipment at all times. The sub-recipient shall return the Equipment to WC upon WC's request, or upon the termination of this sub-award, in the same condition the Equipment was provided to the sub-recipient, with the exception of reasonable wear caused by proper use.

17. Monitoring

The sub-recipient and its employees, agents, officials, and subcontractor(s) if any, shall fully cooperate with all Federal, State, and WC evaluations, monitoring and audit efforts relative to this sub-award. The sub-recipient shall make available, on a timely basis, any and all records, reports, program participant files, and other documentation and physical evidence for duplication, inspection, monitoring, evaluation and audit to any Federal or State agency, WC, or to their respective designees relative to this sub-award. Authorized representatives shall have the right to interview the sub-recipient's employees and to inspect the sub-recipient's facilities that are supported with sub-award funds. Moreover, the sub-recipient shall, in accordance with established and/or reasonable timelines, respond to any monitoring or audit findings. In its performance under this sub-award, the sub-recipient shall take timely and appropriate actions on all deficiencies pertaining to this sub-award detected through audits, on-site reviews, and any other means.

18. Financial Reporting

The sub-recipient shall submit all financial reports required by WC relative to this sub-award in accordance with specified time frames. The sub-recipient shall provide WC access to all records and data necessary to verify or clarify information requested or provided in such reports relative to this sub-award. Failure to submit reports on a timely basis as specified by WC may, at WC's sole discretion, result in suspension of payments to the sub-recipient until such time as all delinquent obligations are fulfilled.

- a) **Quarterly Financial Reporting:** Quarterly Financial Status Reports (FSRs) are due on the 15th of the month, or the next business day, following the quarter end (July 15, October 15, January 15, and April 15). FSRs must be prepared using the WC template and submitted electronically to the invoices e-mail box at: invoices@snywc.org.
- b) **Monthly Accounts Payable and Obligation Reporting:** No later than five (5) business days after each month end, the sub-recipient must submit a report listing sub-award open accounts payable and report listing Contract obligations. Obligations for this purpose are defined as binding agreements that will result in expenditure in the future but have not yet been accrued. Examples are the amounts of orders placed but not yet received, contracts and sub-grants awarded but not yet accrued, and similar transactions. Common obligations are unaccrued balances for: work experience contracts, on-the-job training contracts, and individual training agreements. These reports must be submitted electronically to the invoices e-mail box at: invoices@snywc.org.

19. Audits

The sub-recipient assures it will comply with the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found at 2 CFR Part 200 et al., and will be subject to the requirements of State and WC policies and procedures which require the following:

- a) Audit requirements applicable to the use of WIA/WIOA Title I funds:
All recipients of WIA/WIOA Title I funds that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR part 200, subpart F. This requirement is for fiscal years starting on or after December 26, 2014. The audit must be conducted in compliance with generally accepted government auditing standards (GAGAS) and must cover the entire operations of the auditee.
- b) The sub-recipient shall deliver its audit report to WC **no later than nine (9) months after its accounting year end or thirty (30) days after the audit report date, whichever is earlier.**
- c) If the sub-recipient fails to submit the audit, WC may, at its discretion, withhold payments under this sub-award and/or other sub-awards, and/or take other action to compel compliance until the audit is received.

20. Audit Exceptions

In addition to its obligations under "Audits" above, the sub-recipient agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate State or Federal audit agencies occurring as a result of its performance of this sub-award. The sub-recipient also agrees to pay to WC within 30 days of demand by WC the full amount of the sub-recipient's liability, if any, to the State and/or Federal government resulting from any audit exceptions, to the extent such are attributable to the sub-recipient's failure to perform properly any of its obligations under this sub-award.

21. Prevention of Fraud and Abuse

The sub-recipient shall adequately evaluate and monitor its own programs and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud, and abuse. The sub-recipient shall also ensure that its employees are made aware of SCP #5.2 and WC policies and procedures which detail the availability of the "OIG/DOL Hotline" to report suspected incidents of fraud, waste, abuse, or other criminal activity concerning DOL contracts, programs, and operations. The Hotline (1-800-347-3756) was established for employees and the public to notify the Office of the Inspector General (OIG) anonymously, if desired, to avoid fear of reprisal.

22. Stand-In Costs

Allowable sub-award costs that are paid using non-Federal funds may potentially qualify as stand-in costs. All stand-in costs should be reported by the sub-recipient on the **Match** page of the invoice form as they are incurred, and may be used to offset disallowed costs, as permitted by State and Federal policies.

23. Cost Report and Settlement (Final Close-Out)

The sub-recipient assures that it shall abide by State Compliance Policies (SCP) and WC's policies and procedures regarding close out of all sub-awards and will submit all close-out documents to WC within 60 days of sub-award termination. All billed accruals must be liquidated (paid) or credited during the 60 day closeout period. Add what is in recommended policy. Workforce Connections will initiate closeout procedures with all sub-recipients.

24. Grievance and Appeal Policy

WC shall provide guidance regarding process for resolving grievances arising from programs operated under WIA/WIOA Title I funds. Actions by WC and its sub-recipients regarding grievances and complaints they receive shall be based on, but not limited to, the following: internal staff investigations, compliance assurance reviews, audit reviews, the imposition of alleged program sanctions; alleged violations of regulations based on investigations or WC, State and/or Federal monitoring reports; alleged audit disallowances or the imposition of sanctions based on violations of the terms and conditions of employment investigations; alleged violations regarding the implementation of WC WIA/WIOA sub-awards; alleged violations of all other applicable WC program operational policies that are related, but not limited to, its procurement procedures.

25. Match Requirement

There may be a minimum match requirement under this sub-award. If applicable, the sub-recipient must contribute cash, leveraged, or in-kind matching resources toward this project. Those resources must directly benefit the sub-award and must be allocated if shared with another project. Source documentation must be retained that substantiates the value of all match resources.

26. Training Payments

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. Sub-recipients will be required to submit standardized documentation to WC in order for payments to be authorized and processed. All liability will remain with sub-recipients for any payments determined to be disallowed for any reason. Any training payments made directly by the sub-recipient may not be reimbursed.

27. Budget Restrictions

WC will not reimburse for any rent, depreciation, or building usage expenditures under this sub-award agreement. Facilities related expenditures such as utilities or janitorial services are still allowable.

28. Note that references to WIOA are generally applicable to WIA funds as well. The source of funds will determine which Act applies. Sub-recipients must be in compliance with both Acts as appropriate.

workforceCONNECTIONS Budget Template

PY15 WORKFORCE CONNECTIONS YOUTH BUDGET TEMPLATE
(effective for contracts starting PY15 and after) - revised 6/8/15

Agency Name: St. Jude's Ranch for Children - Nevada Region

Contract Name/Funding Type: WIA

Budget Period (Dates): July 1, 2015 - June 30, 2015

NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.

Cost Type	Budget Summary	Provider Paid	WC Paid	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training		\$ 65,000	23.6%	47.9%	\$ -
	B. Supportive Services	\$ 66,700		24.3%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 102,500		37.3%	44.3%	\$ -
	D. Program Fringe Benefits	\$ 19,375		7.0%		\$ -
Overhead and Support Costs	E. Travel	\$ 6,885		2.5%	7.8%	\$ -
	F. Equipment	\$ -		0.0%		\$ -
	G. Consultants/Contracts	\$ -		0.0%		\$ -
	H. Other Overhead Costs	\$ 14,540		5.3%		\$ 33,840
	I. Support Personnel	\$ -		0.0%		\$ -
	J. Support Fringe Benefits	\$ -		0.0%		\$ -
Budget Summary	TOTAL Provider Contract (Provider Paid)	\$ 210,000		78.4%		
	TOTAL WC Paid		\$ 65,000	23.6%		
	TOTAL Project Expenses	\$275,000		100%		
	TOTAL Matching Resources					\$ 33,840
	Match Percent					12.3%
	TOTAL Project Cost					\$308,840

Overall Budget Requirements:

OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 25% of Total Project Expenses

Prepared By (Provider):

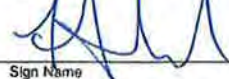
Jed Blake  6/20/2015 7/31/2015
Print Name Sign Name Date

jblake@stjudesranch.org 702-294-7108
Email Address Phone Number

Approved By (Provider):

Bob Knoesel  6/20/2015 7/31/15
Print Name Sign Name Date

Approved By (WC Program):
Shawonda Name  7/15/15
Print Name Sign Name Date

Approved By (WC Fiscal):
Raith Cannella  7/2/15
Print Name Sign Name Date

A. Participant Training Costs

Note:

- 1. The training categories are locked and may only include the following.**
- 2. OJT (A.2.), WEX (B.1.) and Pre-Apprenticeship Programs (B.2.) must total at least 25% of Total Project Expenses.**
- 3. In prior years, work experience was contained on the training page. It has been moved to tab B.**

Training Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
1 Occupational Skills Training	\$ 1,800.00	15	\$ 27,000
2 On The Job Training	\$ 1,800.00	15	\$ 27,000
3 Incumbent Worker Training			\$ -
4 Customized Training	\$ 1,000	11	\$ 11,000
Total			\$ 65,000

Does any of the above training provide either a direct or indirect financial benefit to your organization or a related party? If so, please describe.

No. Training provided does not provide a direct or indirect financial benefit to St. Jude's Ranch

for Children.

Narrative (Required for Each Budget Line Above):

- 1 Occupational Skills Training for 15 participants
- 2 On the Job Training for 15 participants
- 3
- 4

B. Supportive Services

Note:

1. OJT (A.2.), WEX (B.1.) and Pre-Apprenticeship Programs (B.2.) must total at least 25% of Total Project Expenses.

2. In prior years, work experience was contained on the training page. It has been moved to tab B.

Item/Service	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Transportation	\$ 65	200	\$ 13,000
Sample: Clothing	\$ 100	75	\$ 7,500
1 Work Experience/Internships	\$ 2,000	20	\$ 40,000
2 Pre-Apprenticeship Programs	\$ 400	20	\$ 8,000
3 Barrier Removal- Clothing-Tools	\$ 100	28	\$ 2,800
4 Summer School	\$ 100	10	\$ 1,000
5 Incentives	\$ 200	30	\$ 6,000
6 Gas Card/Bus Passes	\$ 60	30	\$ 1,800
7 Online Assessments	\$ 70	30	\$ 2,100
8			\$ -
9			\$ -
10			\$ -
Competitively Procured Contracted Short Term PreVocational Training Services-Please list below			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11 Tutoring	\$ 250	20	\$ 5,000
12			\$ -
13			\$ -
14			\$ -
15			\$ -
Total			\$ 66,700

Narrative (Required for Each Budget Line Above):

- 1 WEX for 20 participants @ \$8.25 x 120 hours (6 weeks at 20 hours per week)
- 2 Expose 20 participants to pre-apprenticeship welding, construction and electrical careers.
- 3 Barrier removal: Tools and clothing for employment for 30 youth at \$100/ea
- 4 Summer school through CCSD for 10 youth at \$100/ea.
- 5 Performance and program incentives for 30
- 6 Transportation assistance for 30 youth with no access to bus lines
- 7 Online assessments for 30 to determine level of educational funding
- 8 Tutoring for homework assistance, GED & state proficiencies for 20 youth at \$250 per youth
- 9
- 10
- 11
- 12
- 13
- 14
- 15

C. Program Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on either the Support Services or Consultants/Contracts page.
3. All non-program personnel including the Executive Director/CEO or equivalent and accounting or other support staff should be listed on the Support Personnel page.
4. For staff who case manage and perform other duties, please list their case management duties on a separate line. See sample below.
5. Staff bonuses or incentive pay is not allowable.

Position-Name	Case Mgmt?	Computation				Total Contract Cost
		Annual Salary	% of Time	Hrs. per Week	# of Months	
Sample: Jane Doe, Case Mgr.	Yes	\$ 40,000	50%	20	15	\$ 25,000
Sample: Jane Doe, Intake	No	\$ 40,000	50%	20	15	\$ 25,000
1 Program Director	Yes	\$ 55,000	100%	40	12	\$ 55,000
2 Case Manager	Yes	\$ 35,000	100%	40	12	\$ 35,000
3 Case Manager	Yes	\$ 25,000	50%	20	12	\$ 12,500
4	<Choose>			0		\$ -
5	<Choose>			0		\$ -
6	<Choose>			0		\$ -
7	<Choose>			0		\$ -
8	<Choose>			0		\$ -
9	<Choose>			0		\$ -
10	<Choose>			0		\$ -
11	<Choose>			0		\$ -
12	<Choose>			0		\$ -
13	<Choose>			0		\$ -
14	<Choose>			0		\$ -
15	<Choose>			0		\$ -
16	<Choose>			0		\$ -
17	<Choose>			0		\$ -
18	<Choose>			0		\$ -
19	<Choose>			0		\$ -
20	<Choose>			0		\$ -
				# of Total FTE's	2.5	
				# of Dedicated Case Manager FTE's	2.5	
				# of Participants Projected to Serve	40	
					Total	\$ 102,500

Narrative (Required for Each Budget Line Above):

- 1 Reports directly to Executive Director, conducts eligibility review and oversees implementation of program.
- 2 Case Manager will deliver direct services to youth enrolled in program through case management.
- 3 Case Manager will deliver direct services to youth enrolled in program through case management.

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D. Fringe Benefits for Direct Personnel

Position-Name	Computation		Total Contract Cost
	Contract Salary	Fringe %	
Sample: Jane Doe, Case Mgr.	\$ 25,000	15%	\$ 3,750
Sample: Jane Doe, Intake	\$ 25,000	15%	\$ 3,750
1 Program Director	\$ 55,000	20%	\$ 11,000
2 Case Manager	\$ 35,000	20%	\$ 7,000
3 Case Manager	\$ 12,500	11%	\$ 1,375
4	0 \$	-	\$ -
5	0 \$	-	\$ -
6	0 \$	-	\$ -
7	0 \$	-	\$ -
8	0 \$	-	\$ -
9	0 \$	-	\$ -
10	0 \$	-	\$ -
11	0 \$	-	\$ -
12	0 \$	-	\$ -
13	0 \$	-	\$ -
14	0 \$	-	\$ -
15	0 \$	-	\$ -
16	0 \$	-	\$ -
17	0 \$	-	\$ -
18	0 \$	-	\$ -
19	0 \$	-	\$ -
20	0 \$	-	\$ -
Variance from Tab C.	\$ -	Total	\$ 19,375

Narrative (Required for Each Budget Line Above):

- 1 Fringe includes workers comp, health insurance, unemployment and payroll taxes
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

E. Travel

Type of Travel	Destination	Computation		Total Contract Cost
		Unit Cost	No. of Units	
Sample: Staff mileage	Various-in town	\$ 0.565	5000	\$ 2,825
Sample: Conference travel	To be determined	\$ 500.000	3	\$ 1,500
1 Staff Mileage	To be determined	\$ 0.560	7295	\$ 4,085
2 Conference Attendenace	To be determined	\$ 1,400.000	2	\$ 2,800
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
Total				\$ 6,885

Narrative (Required for Each Budget Line Above):

- 1 Staff mileage is to conduct outreach, meet with providers and attend meetings in Laughlin.
- 2 Conference attendance, travel, lodging and per diem for 2 staff memebrs

- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

F. Equipment

Note: Please only include items with a unit cost of \$500 or over on this page.

Item Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Case manager laptop	\$ 750	2	\$ 1,500
Sample: Laser printer	\$ 500	1	\$ 500
1 NA			\$ -
2			\$ -
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
Total			\$ -

Narrative (Required for Each Budget Line Above):

- 1 Surplus equipment will be requested from Workforce Connections.
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

G. Consultants/Contracts

Notes:

1. Please list all direct participant training contracts on page(s) B1/B2.
2. All contracts listed must be procured according to WC procurement requirements listed in policy 2.2.

	Type of Service	Computation		Total Contract Cost
		Cost Per Unit	No. of Units	
	Sample: Consulting Services	\$ 75	20	\$ 1,500
1	Not Applicable			\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
	Total			\$ -

Are any of the above contractors related to anyone in your organization by blood or marriage, or business or employment relationship? If yes, please explain.

Narrative (Required for Each Budget Line Above):

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

H. Other Overhead Costs

Note:

1. No rent, depreciation, or building usage charges may be included. Those costs should be reported on tab K. Match.
2. Facilities-related costs such as utilities or janitorial services are allowable.
3. Only include costs on this page that benefit this contract and are necessary for the administration of the contract. These costs may be direct or allocated through an approved allocation methodology.

Item Description	Direct or Allocated	Computation				Total Contract Cost
		Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base	
Sample: Office Supplies	Direct Charged	\$ 250	15	100%	N/A-Direct Charged	\$ 3,750
Sample: Insurance	Allocated	\$ 1,200	15	5%	Square Footage Usage	\$ 900
1 De minimus overhead rate	Allocated	\$ 128,845	NA	10%	Other-To Be Determined	\$ 12,884
2 Brochures for Project Outreach	Direct Charged	\$ 1,656	1	100%	N/A-Direct Charged	\$ 1,656
3	>Choose<			0%	>Choose<	\$ -
4	>Choose<			0%	>Choose<	\$ -
5	>Choose<			0%	>Choose<	\$ -
6	>Choose<			0%	>Choose<	\$ -
7	>Choose<			0%	>Choose<	\$ -
8	>Choose<			0%	>Choose<	\$ -
9	>Choose<			0%	>Choose<	\$ -
10	>Choose<			0%	>Choose<	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
Total						\$ 14,540

Narrative (Required for Each Budget Line Above):

- 1 De Minimus overhead rate determined by 10%(\$128,845 non-participant costs)
- 2 Brochures are for outreach events both with students and providers
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

I. Support Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on the Consultants/Contracts page.
3. All program personnel should be listed on the Program Personnel page.
4. If there are 10 or fewer support staff, please list by name.
5. If there are over 10 support staff, you may group by category and omit names.
6. Staff bonuses or incentive pay is not allowable.

	Position-Name	Position Type	Direct Charged or Allocated	Computation		Allocation Base	Total Contract Cost
				Total Agency Budget (Wages)	% Allocated to This Contract		
	Sample: Grant Accountant	Accounting Staff	Direct Charged	\$ 45,000	100%	<Choose Base>	\$ 45,000
	Sample: CFO	Accounting Staff	Allocated	\$ 75,000	5%	<Choose Base>	\$ 3,750
1	Not Applicable	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
2		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
3		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
4		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
5		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
6		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
7		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
8		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
Total							\$ -

Narrative (Required for Each Budget Line Above):

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

J. Fringe Benefits for Support Personnel

	Position-Name	Computation		Total
		Contract Salary	Fringe %	Contract Cost
	Sample: Grant Accountant	\$ 45,000	15%	\$ 6,750
	Sample: CFO	\$ 3,750	20%	\$ 750
1	Not Applicable	\$ -		\$ -
2	0	\$ -		\$ -
3	0	\$ -		\$ -
4	0	\$ -		\$ -
5	0	\$ -		\$ -
6	0	\$ -		\$ -
7	0	\$ -		\$ -
8	0	\$ -		\$ -
9	0	\$ -		\$ -
10	0	\$ -		\$ -
	Variance from tab I.	\$ -	Total	\$ -

Narrative (Required for Each Budget Line Above):

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

K. Match Resources

Notes:

- 1. Any match resources reported must directly benefit the project and must be allocated if the resources benefit multiple projects.**
- 2. Rent, depreciation, or usage charges for the project should be included on this page.**

Category	Type of Match	Source	Value
A. Participant Training	>Choose<		
B. Supportive Services	>Choose<		
C. Program Personnel	>Choose<		
D. Program Fringe Benefits	>Choose<		
E. Travel	>Choose<		
F. Equipment	>Choose<		
G. Consultants/Contracts	>Choose<		
H. Other Overhead Costs	Donated/In-Kind	Parent Organization	\$ 33,840
I. Support Personnel	>Choose<		
J. Support Fringe Benefits	>Choose<		
Total			\$ 33,840

Description (Required for Each Match Line Above):

- A. St. Jude's Ranch for Children will provide in-kind office space rental (1.41/sq ft (2,000sq ft) x 12mo)
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

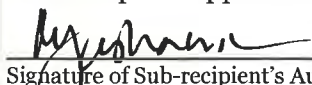
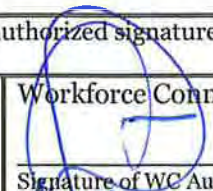
Attachment D Sub-award General Information and Summary

Sub-award	Name:		St. Jude's Ranch for Children – Nevada Region					
	Sub-recipient:		St. Jude's Ranch for Children – Nevada Region					
	Sub-award No.		14-WIA-YOUTH-STJUDE-02					
	CFDA No.		17.259 Youth Activities					
	CFDA No.		N/A					
	Total amount of the Federal award obligated to the sub-recipient:		\$275,000.00					
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:				\$210,000.00	
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:				\$65,000.00	
	Required Match:		None			\$		
	Procurement/Acquisition		Procurement Type			Procurement Action		
			Sole Source			Sole Source		
	Sub-award Approval Date:		07-14-2015		By: WC Local Elected Officials Consortium			
	Period of Performance:		Start Date			End Date		
			07-01-2015			06-30-2016		
	Pre-award Costs:		Start Date		Approved By:		N/A	
			N/A		Approval Date:		N/A	
	Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 638-8750 Fax; (702) 638-8774					
	WC Contact Person:		Fiscal			YTH		
			Faith Cannella			Shawonda Nance		
	Indirect Rate:		TBD					
Original Sub-award:		<input type="checkbox"/>			Amendment: <input checked="" type="checkbox"/> No. 2			
Purpose:		To provide PY 2015 workforce development activities within the SNWDA to eligible youth program participants.						
FAIN No:		Unknown						
Federal Awarding Agency:		U.S. Department of Labor						
Federal Award Date:		Unknown						
Total Amount of Federal Award:		Unknown						

	Funding Type	CFDA Number	Sub-award Amount	Sub-award Start Date	Sub-award End Date	Total sub-award Amount	Number to be Served	Total to be Served
Original Sub-award	Formula	17.259	\$400,000.00	07-01-14	06-30-15	\$400,000.00	100	100
Amendment #1	Formula	17.259	No change					
Amendment # 2	Formula	17.259	\$126,000.00	07-01-15	06-30-16	126,000.00	24 OSY	24 OSY
			\$84,000.00	07-01-15	06-30-15	\$84,000.00	16 ISY	16 ISY
			\$39,000.00	Training set-aside		\$39,000.00	See Above	
			\$26,000.00	Training set-aside		\$26,000.00	See Above	



Sub-award Amendment/Modification

Parties to the sub-award agreement:	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774		Sub-award No. 14-WIA-YOUTH-STJUDE-02		
	Sub-Recipient: St. Jude's Ranch for Children – Nevada Region 200 Wilson Cr. Boulder City, Nevada 89005 Telephone: (702) 294-7100		Modification No. 2		
			Modification Start Date: July 01, 2015		
			Modification End Date: June 30, 2016		
Purpose of Sub-award:	To provide PY 2015 workforce development activities within the SNWDA for eligible youth program participants.				
Modification Amounts:	CFDA	17.259 OSY	17.259 ISY	Total	
	Amended obligation amount:	\$165,000.00	\$110,000.00	\$275,000.00	
	The amended amount reimbursed as a result of this modification shall not exceed:	\$126,000.00	84,000.00	\$210,000.00	
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$39,000.00	\$26,000.00	\$65,000.00	
	Change in number of participants as a result of this modification:	24	16	40	
Terms and Conditions of Modifications:	Was the contract body amended in any other manner? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Was attachment A (Assurances and Certifications) amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Was attachment B (Scope of Services) amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Scope: <input checked="" type="checkbox"/>	
	Was attachment C (Fiscal General Provisions) amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Budget: <input checked="" type="checkbox"/>	
	Attachment D (Contract Summary) updated? (updated section must be attached)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Comments:		<ul style="list-style-type: none"> • Sub-award revised and updated. • All prior amendments expired as of 06-30-2015. • Attachments included with this form. 		
"All other terms and conditions not changed by this (or prior) amendment(s) remain in full force and effect."					
Acceptance	In witness hereof, the parties have affixed their authorized signatures on the day, month and year written below.				
Sub-Recipient Approval:		Workforce Connections Approval:			
 Signature of Sub-recipient's Authorized Officer Date <u>7/31/2015</u>		 Signature of WC Authorized Officer Date <u>08/17/2015</u>			
Printed or Typed Name and Title <u>Myesha Wilson</u>		Printed or Typed Name and Title <u>Ardell Galbraith</u>			

Agenda item 11. DISCUSSION AND POSSIBLE ACTION:

Accept the Board's recommendation to negotiate and enter into a sole-source contract to provide services in Boulder City and/or Laughlin, Nevada with an agency/organization to be determined. This agency/organization shall deliver WIOA Adult and Dislocated Worker services in an amount not to exceed \$180,000 and WIOA Youth services in an amount not to exceed \$180,000 or consider an alternative action within the confines of the applicable Request for Proposals and procurement process, and direct staff accordingly. The total award amount shall not exceed \$360,000 for the first 12 months. The contract period shall be date of approval by the Local Elected Officials through June 30, 2018.



REQUEST FOR PROPOSAL

Boulder City and/or Laughlin Adult/Youth One-Stop Affiliate Site

Workforce Innovation and Opportunity Act

Published February 26, 2016

Submission Deadline

March 30, 2016 @ 2:00 PM

Late submissions will not be accepted.

Workforce Connections is an Equal Opportunity Employer/Program.

**Auxiliary aids and services are available upon request for individuals with disabilities. Nevada
Relay 711 or (800) 326-6868**

Workforce Connections' hours of operation are Monday - Friday, 8:00 AM to 5:00 PM.

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Request for Proposal Timeline
 (*All dates are subject to change)
 (All times noted in this RFP are Pacific Time)

Request for Proposal (RFP) Release	February 26, 2016
Mandatory Bidders' Conference Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146	March 3, 2016 @ 2:00 PM
Statement of Qualifications (SOQ) Due	March 11, 2016 by 2:00 PM
Notification(s) of SOQ Approval	No later than March 18, 2016
Last day to submit RFP Questions	March 23, 2016 by 5:00 PM
Proposals Due	March 30, 2016 by 2:00 PM
Public Proposal Opening	March 30, 2016 @ 2:30 PM
Evaluation of Proposals and Panel Interviews	April 4, 2016 through April 22, 2016
Recommendation(s) Presented for Approval	May 11, 2016 – Programs May 24, 2016 – Board
Negotiations	June 1-30, 2016
Program Commences	July 1, 2016

SECTION 1 RFP INTRODUCTION

1.1 Solicitation

The purpose of this solicitation is to select a sub-awardee who will deliver career and training services to eligible adults, dislocated workers and youth under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The goal is to receive a wide variety of high quality innovative proposals that “connect employers to a ready workforce” and meet the needs of the Southern Nevada Workforce Development Area. Respondents are invited to submit a proposal for the following:

Target Population:	Adults, Dislocated Workers and Youth (80% Out-of-School and 20% In-School)
Geographic Area:	Boulder City and/or Laughlin, Nevada and surrounding areas in the Southern Nevada Workforce Development Area.
Start Date:	July 1, 2016
End Date:	June 30, 2018
Type of Sub-Award:	Cost-Reimbursement Sub-Award
Option to Extend (if applicable):	Two-year initial term with the option to extend up to two additional one-year terms.
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Funding Available for this RFP:	An amount not to exceed \$360,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

Workforce Connections (WC) is soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards career and training services using evidence-based practices. Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations.

WC encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises. WC is committed to Equal Opportunity in its procurement process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity serving as the fiscal agent.** The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that documents the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

Organizations that have not previously been awarded a Workforce Investment Act (WIA) or WIOA sub-award but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. A responsive proposal is one that complies with all format and content requirements and amendments of the RFP. This RFP provides information regarding eligibility and the format requirements in which proposals must be submitted.

Successful respondents will serve as sub-awardees of WIOA funds administered by DOL, Nevada Department of Employment Training and Rehabilitation (DETR) and WC.

1.2 Mandatory Bidders Conference

Organizations that intend to submit proposals must attend a mandatory bidder's conference in order for their proposals to be considered. The bidder's conference will convene at the following date, time and location:

Date:	March 3, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

The RFP process will be explained during this conference. Questions and answers from the bidder's conference will be posted on WC's website, www.nvworkforceconnections.org.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the mandatory bidder's conference must be submitted via e-mail.

Written questions will be accepted via the email provided below through the following date:

Date:	March 23, 2016
Time:	5:00 PM
Email:	BCLaughlinRFP@snvwc.org

Questions that are received after the deadline will not be answered. The respondent must include the RFP title in the email subject line (e.g., "*Boulder City and/or Laughlin RFP*"). Written responses to questions received by WC will be posted on the website only. **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

PLEASE NOTE: With the exception of the Mandatory Bidders Conference, oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

No other sources of responses or clarification are considered valid.

1.4 Addenda to this RFP

At the discretion of WC, if it becomes necessary to revise any part of this RFP, an addendum will be posted on WC's website, www.nvworkforceconnections.org.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by WC via a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

1.5 Ex-Parte Communication

It is the policy of WC to prohibit ex-parte communication with any board member (Local Elected Officials, Programs Committee, Budget & Finance Committee, etc.), WC staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC's Executive Director for review and appropriate action. Respondents who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

NOTE: Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the "Conflict of Interest Certification for Request for Proposal" stating they have not communicated or collaborated with any respondent.

1.6 Right to Cancel

WC reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. WC also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit WC to accept any proposal, nor is WC responsible for any costs incurred by the respondent in the preparation of responses to this RFP. WC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the sub-award in whole or in part as is deemed to be in the best interest of WC. WC reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of WC.

1.7 Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by WC to support continuation of this RFP or any sub-award(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The sub-awardee shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this sub-award.

1.8 Protests

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC. Untimely protests will not be considered. The written protest must be submitted to:

**Ardell Galbreth, Executive Director
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

The protest must be in a format as outlined in WC's Procurement Grievance policy 5.07. This policy is located at: www.nvworkforceconnections.org.

Failure by the respondent to request clarification of any inadequacy, omission, or conflict will not relieve the respondent of this responsibility. The signing of **Form 4 – Proposal Affirmation, Certification, and Conflict of Interest** will be considered as implicitly denoting that the respondent has a thorough comprehension of the full intent and scope of this RFP.

1.9 Statement of Qualifications (SOQ)

WC will require a Statement of Qualifications (SOQ) to establish an organization's qualifications to bid for WIOA funds. The SOQ determines an organization's legal, administrative, and fiscal capacity to meet local, state, and federal government requirements. The SOQ allows the organization to be eligible to respond to this RFP and to be awarded a sub-award with WC. Organizations that have had an SOQ approved prior to January 1, 2016 must re-submit an updated SOQ in order to be eligible to compete. All respondents will be notified in writing regarding approval to the email address that submitted the SOQ. **One (1) electronic SOQ file in PDF format for each respondent must be submitted via email and is due no later than:**

Due Date:	March 11, 2016
Time:	2:00 PM
Location:	SOQ@snvwc.org
Notification Date:	No later than March 18, 2016

If multiple SOQs are submitted from the same entity, only the last SOQ submission received prior to the deadline will be reviewed.

Detailed information and the necessary forms will be available for download from WC's website at www.nvworkforceconnections.org. Please email any questions regarding the SOQ template to: SOQ@snvwc.org.

1.10 Submittal of Proposals

All proposals shall be time-stamped by WC upon receipt. Please provide **one (1) electronic PDF copy submitted on a USB flash drive with the name of the organization clearly labeled on the USB flash drive**. Each respondent's USB flash drive will be inspected at the technical review to ensure a PDF file is found on the device submitted. **Proposals will not be accepted via facsimile or email.**

Each respondent is required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must delivered on or before:**

Date:	March 30, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

All USB flash drives must be submitted in a **sealed** envelope and plainly marked, "**Request for Proposal**", with the RFP title and the name and address of the respondent clearly marked on the outside in the upper left hand corner of the sealed envelope.

If a respondent sends their proposal via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

Respondents who wish to amend a proposal previously submitted must re-submit the entire proposal prior to the deadline noted in this RFP. In the event that multiple proposals are submitted by the same entity, only the last RFP submission received prior to the deadline will be reviewed.

Proposals received after the denoted closing date and time will not be considered.

1.11 Proposal Preparation Costs

The entire cost for the preparation of a proposal, and any related costs shall be borne by the respondent.

1.12 Assurances

Each application for financial assistance under Title I of WIOA, as defined in Title 29 of the Code of Federal Regulations Part 38, must include the following assurances:

As a condition to the award of financial assistance from DOL under Title I of WIOA, the grant respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
2. Title VI of the Civil Rights act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3. Section 504 of the rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6. The grant respondent also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant respondent's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant respondent makes to carry out the WIOA Title I financially assisted program or activity. The grant respondent understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, 29 CFR Subpart B §38.25 (a)(2).

SECTION 2 PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Public Proposal Opening

All proposals submitted will remain sealed until the public proposal opening which will be held on:

Date:	March 30, 2016
Time:	2:30 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

2.2 Technical Review

All proposals submitted will first undergo a technical review using **Attachment A – Technical Review Requirements**. Organizations that submit proposals that do not pass the technical review will be notified no later than:

Notification Date: March 18, 2016

2.3 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy and all other applicable state and federal regulations.

All proposals that pass the technical review will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals receiving an overall rating of at least 75% of the total available points will be considered as qualified to receive an award. Proposals determined to be most advantageous to the Local Area per the discretion of WC's Executive Director as well as overall costs and other factors may be considered in this assessment. Priority may be given to those proposals that offer the most promising approaches to meeting the needs of the target population identified in this RFP.

WC may select a proposal based on the initial information received; however, WC reserves the right to request additional data, conduct panel interviews, and conduct site visits. WC staff will schedule the time and location for panel interviews and site visits, if applicable. The objectives of the panel interviews and site visits are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at panel interviews.

Respondents will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

- The successful submission, review and approval of a Statement of Qualifications (SOQ);
- The ability to meet the minimum eligibility requirements associated with the technical review process. Ineligible proposers will be informed in writing;
- Their participation in a panel interview if deemed applicable by WC. The results of the panel interview will be considered when determining final funding recommendations; and
- Their participation in pre-award interviews, site inspections, and/or telephone conferences if deemed appropriate by WC.

If the results of any review indicate, in the opinion of WC, that the proposed sub-awardee may not be able to fulfill sub-award expectations, WC reserves the right not to enter into a sub-award with the organization, regardless of the ranking and/or approval of the respondent's proposal.

Note: Any bids may be rejected if it is determined to be in the best interest of the Local Area.

2.4 Award Process

Each respondent submitting a proposal will be notified in writing of WC's decision concerning their proposal. Formal notification to award sub-awards and the actual execution of a sub-award are subject to the following conditions:

- Approval by the Programs Committee, WC Board and ratification by the Local Elected Officials (LEOs);
- Receipt of WIOA funds from federal and state administering agencies; and
- Continued availability of WIOA funds.

WC will require the sub-awardee to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of WC the services proposed are not needed, the goals of the proposal do not align with goals of WC, or the costs are higher than WC finds reasonable in relation to the overall funds available.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by WC may be used to expand existing sub-awards or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WC.

Respondents are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing the program designs. The activities and services described in the proposals can be provided through a lead agency or through partnerships.

SECTION 3 OVERVIEW

3.1 Workforce Innovation and Opportunity Act

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes WIA and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. DOL will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

The terms and conditions of this RFP may change based on WIOA legislation. Sub-awardees will be expected to remain informed on WIOA regulations and requirements.

For more information on WIOA and specific information on the seven WIOA job-driven elements found in Training and Employment Guidance Letter (TEGL) 3-14, please visit <http://www.doleta.gov/wioa/>.

3.2 Roles and Responsibilities of WC

Roles and responsibilities of WC include:

- Oversee and evaluate the management and operations of all programs funded by WC;
- Allocate and award funds;

- Monitor sub-awardee performance, quality of service, cost effectiveness, and report on performance to the Board;
- Develop and provide technical assistance to sub-awardee staff including providing standardized forms;
- Inform sub-awardees of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Maintain local Management Information System (MIS);
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- Process payments for selected training expenditures including all occupational skills training, on-the-job training, incumbent worker training and customized training payments.

3.3 One-Stop Affiliate Site Responsibilities

In ensuing years the sub-awardee may be required to operate as a One-Stop Affiliate Site. Roles and responsibilities of the sub-awardee may include but are not limited to:

- Providing all required WIOA services to participants including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, foster youth, etc.);
- Utilizing of standardized forms provided by WC (e.g., initial assessment, objective assessment, individual employment plan, individual service strategy, individual training account (ITA), on-the-job training (OJT) contract, worksite agreement, budget, invoice, etc.);
- Being branded as a One-Stop Affiliate Site;
- Conducting all services at the One-Stop Affiliate Site as described in the proposal. Any requests to provide services outside of the One-Stop Affiliate Site location must be approved by WC;
- Accommodating WIOA mandated partners at the One-Stop Affiliate Site(s) with a cost sharing agreement, as needed and upon request by WC;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordinating services with mandatory partners in collaboration with the One-Stop Operator;
- Documenting participant services and activities in WC's Management Information System (MIS); and
- Managing fiscal responsibilities.

3.4 Responsibility Revisions

The roles and responsibilities of WC and the One-Stop Affiliate Sites may be refined and changed as:

- Federal and State law or requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by DOL;
- WC's governing boards adopt local direction and procedures; and
- WC develops and coordinates mandatory strategic initiatives for the local workforce development area (e.g., Business Engagement activities, Mobile One-Stop, Workforce Development Academy, etc.).

SECTION 4 REQUIRED PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the format and content requirements of the RFP. The RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents' responsibilities, and the documents to be included.

In order to simplify the review process and obtain the maximum degree of comparison the proposal **must** be organized as follows:

Title Page	Form 1 – RFP Title Page
Table of Contents	Form 2 – Table of Contents
Executive Summary	One (1) page summary that must include an organizational overview related to workforce development and qualifications.
Proposal Narrative	Demonstrated Ability, Program Narrative, and Fiscal Narrative. <u>The total cannot exceed twenty-five (25) pages (excluding the executive summary, required attachments, and budget forms). Tables and graphs are not allowed in this section.</u> Label each section and applicable subsection with the section number and title.
Budget Forms	Form 3a – Adult Budget Template Form 3b – Youth Budget Template
Memorandums of Understanding (MOU)	Include MOUs detailing partner roles, responsibilities, and resources provided. (This does not count toward the 25 page narrative limit.)

Resumes/Job Descriptions for Program Staff	Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. (This does not count toward the 25 page narrative limit.)
Signature Sheet	Form 4 – Proposal Affirmation, Certification, and Conflict of Interest

Proposal Format Requirements:

Font	12 Point – Times New Roman
Pages	Single-Sided
Margins	One (1) Inch – This applies to <u>ALL</u> margins.
Spacing	Double-Spaced
Footer	The name of the organization submitting the proposal and the page number on each page.

SECTION 5 PROGRAM DESCRIPTION

5.1 Statement of Need

Residents of Boulder City and/or Laughlin, Nevada are in need of career services to align their skills with those needed by today’s employers. To address this need WC is seeking programs that organize and deliver some or all of the following career services to meet the individual needs of customers in our Workforce system:

- Workforce Preparation Services;
- Occupational Training Opportunities, including full range of secondary and post-secondary options;
- Supportive Service Assistance;
- Career Counseling;
- Career Pathways grounded in Employer Partnerships;
- Ensure access to and participation in the Affiliate site by mandated partners;
- Actively participate in WC strategic initiatives for the system; and
- Maintain administrative and program obligations associated with receipt of WIOA funds.

One-Stop Affiliate Sites serving adult, dislocated workers, and youth in Boulder City and/or Laughlin are expected to focus their program delivery and serve those most in need of career services including those formerly involved with the justice system, adults and youth with disabilities, foster care youth, and veterans of our military forces. In addition, service providers operating a One-Stop Affiliate Site must ensure the facility and services are correspondingly branded representing the workforce system of southern Nevada.

In order to meet the needs of our workforce and the employers in our community, WC is soliciting proposals to fund Adult, Dislocated Worker and Youth One-Stop Affiliate site in Boulder City and/or Laughlin. The selected proposal responding to this RFP must demonstrate organizational capacity to design and execute an evidence-based program in the defined service area that addresses the needs of the system and meets all of the requirements outlined in the RFP.

5.2 Targeted Geographic Area

This project must provide WIOA services to adults, dislocated workers, and youth residing in Boulder City and/or Laughlin, Nevada.

5.3 WIOA Programmatic Elements

The following details WIOA or local process requirements related to direct service delivery and operational oversight of WC funded programs. WC provides technical assistance and training on these elements to sub-awardees and their staff prior to sub-award execution and on an on-going basis.

Required Programmatic Elements: Refer to the policies on WC’s website (www.nvworkforceconnections.org) regarding WIOA required programmatic elements.

Outreach and Communications: The sub-awardee must work to inform the greater community of services, resources and programs funded by WC. Activities will include:

- **Community Outreach:** The sub-awardee shall establish and maintain key community relationships to ensure that their funded programs are known by the general public. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations.
- **Specific Population Outreach:** The sub-awardee will be required to do outreach to the following special populations to ensure workforce development services are provided to individuals facing significant barriers to employment and training:
 - Veterans
 - Individuals with Disabilities – Youth & Adults
 - Re-Entry Populations – Youth & Adults
 - Foster Youth
- **Online Presence:** The sub-awardee shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by Workforce Connections” should appear on any and all communications for any WC funded programs.

- **Special Events:** The sub-awardee shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WC, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs.
- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans' Act," Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices. Respondents must be familiar with Veterans Benefits Title 38, US Code (U.S.C.), Section 101 (2).

WC provides technical assistance and training on the following elements to the sub-awardees and their staff prior to sub-award execution and on an on-going basis:

Youth Program Elements: The program must provide services to youth in accordance with the fourteen (14) WIOA youth program elements noted in **Attachment B – WIOA Youth Program Elements**.

Timely & Accurate Data Entry: The sub-awardee will be required to utilize the Management Information System (MIS) selected by WC. This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. **Sub-awardees will be required to enter all participant data within eight (8) business days from the date of the service into WC's MIS.** WC will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the sub-recipient's use of the MIS.

Education/Experience Requirement: At a minimum, all staff funded by this project including program managers, career coaches, job developers, etc., must have at least an associate's degree in social work, psychology, education or a related field. Equivalent work experience and/or an industry recognized credential may be substituted for education. Any staff that lacks the necessary education/experience must have a plan on how they are working towards the required education/experience/credential.

Professional Development Requirements: WC is requiring that all One-Stop Affiliate Sites implement a WIOA Professional Development Training Plan for all direct staff. All direct staff must complete a minimum of thirty (30) hours each program year of facilitated learning opportunities including formal coursework, continuing education credit (CEUs), conferences,

modules, workshops, webinars, and online learning classes. All training and learning opportunities must align with the staff's current position, with an aim to increase effectiveness and improve results in WIOA programming. WC may also mandate professional development opportunities throughout the program year that may be counted towards the required number of hours.

5.4 Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled clients meet the following long-term mandatory DOL performance accountability standards known as Common Measures. See **Attachment C – Department of Labor (DOL) Performance Measures** for detailed information on the required outcomes set forth for WIOA.

All required performance measures are subject to change at any time and WC may implement additional measures due to regulations or local need.

5.5 System Partnerships & Programs

WIOA lists several types of populations that are to be targeted for employment and training services. Accordingly, partnerships are an effective strategy for serving these required populations. These include, but are not limited to, the following populations facing barriers to employment: public assistance recipients; displaced homemakers; low-income individuals; individuals with disabilities, including youth; ex-offenders; homeless; long-term unemployed; older individuals; individuals who are English language learners; individuals who have low levels of literacy; foster youth; parenting or pregnant youth; and/or other populations facing barriers to employment and/or education. Specifically, sub-awardees will be required to do specific outreach to special populations facing significant barriers to employment and training. These include veterans, youth & adult re-entry populations, youth and adults with disabilities, and foster youth.

It is not expected that any single organization can provide effective and efficient services to all aforementioned populations. As such, system partnerships will be required for purposes of outreach, recruitment, leveraging resources, continuity of services, etc.

As a WIOA Title I Adult, Dislocated Worker and Youth Core Program, the One-Stop Affiliate Site sub-awardee will be **required** to be a party to any partnerships, formal or informal, that WC establishes with the following:

- The following WIOA Core One-Stop Partner Programs:
 - Title II Adult Education and Family Literacy;
 - Title III Employment Service (Wagner-Peyser); and/or

- Title IV Vocational Rehabilitation.
- Any of the following System Partners targeting respective populations:
 - Department of Veterans Affairs;
 - Department of Corrections;
 - Department of Juvenile Justice;
 - Department of Family Services; and/or
 - Department of Health & Human Services.
- Any of the WIOA Service Delivery Partners/Programs, such as:
 - Career & Technical Education;
 - Community Services Block Grant;
 - Indian & Native American Programs;
 - Housing & Urban Development Employment & Training Programs;
 - Job Corps;
 - Local Veterans' Employment Representatives (LVER)/ Disabled Veterans' Outreach Program (DVOP);
 - Senior Community Service Employment Program (SCSEP);
 - Second Chance Act;
 - TANF Employment & Training Programs;
 - Trade Adjustment Assistance;
 - Unemployment Insurance; and/or
 - YouthBuild.

5.6 Subject Matter Expertise

In order to ensure the utmost quality of services, One-Stop Affiliate Sites will be required to have staff with subject matter expertise in providing employment and training services to the following WIOA special populations:

- Veterans;
- Individuals with Disabilities – Youth & Adults;
- Re-Entry Populations – Youth & Adults; and
- Foster Youth.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with the required subject matter expertise:

- Specialization (i.e., with specific population);
- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

Staff with subject matter expertise at One-Stop Affiliate Site will:

- Promote the participation of respective populations in employment and training programs;
- Provide and coordinate the provision of services to respective populations, including career counseling, assessments, identifying training and employment opportunities, recognizing additional services;
- Monitor job listings opportunities for respective populations;
- Establish employer outreach-strategies and eventual working partnerships with employers that hire the respective populations;
- Monitor complaints from respective populations; and
- Cooperate with respective system partners to identify and aid in work-specific needs and services to improve employability of respective populations.

5.7 Career Coach

For the purposes of this RFP, a Career Coach is an individual that has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. Career Coaches were formerly known as Case Managers under WIA. Career Coaches must be able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including particular populations noted above.

Career Coaches at the One-Stop Affiliate Site will provide assistance to adults, dislocated workers and youth by, but not limited to, the following:

- Assisting with educational and occupational choices;
- Assessing interests, abilities, and aptitudes;
- Evaluating educational and occupational backgrounds;
- Addressing educational and/or occupational skills gaps;
- Advising about occupational training and/or educational programs needed for particular careers;
- Addressing barriers related to employability (e.g., soft skills, technical skills, social skills, behavioral skills, etc.);
- Locating resources and sources of career information;
- Identifying training and employment opportunities; and
- Recognizing any needs for additional services.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with Career Coaches:

- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

5.8 Job Developers

For the purposes of this RFP, a Job Developer is an individual that has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. Job Developers must be able to explain the process and practices for gainful employment as related to adults, dislocated workers, and youth including special populations noted in this RFP.

Respondents are required to budget for a minimum of one part-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants.

Job Developers at One-Stop Affiliate Site will provide assistance to adults, dislocated workers, and youth including but not limited to the following:

- Meet with career coaches to identify job-ready candidates and/or to provide status reports regarding participant's job search progress and follow up on employed participant for job retention;
- Assess the participant's current ability and skill level in order to properly determine job readiness;
- Provide direct job matching of current openings to participants;
- Offer qualified job candidates the opportunity to interview for posted jobs;
- Promote and develop employment and on-the-job training opportunities for participants;
- Engage 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 including addressing each employer's special needs;
- Assist participants with job search skills, such as resume writing, interviewing, networking, etc.;
- Perform career counseling and help job seekers make appropriate career decisions;
- Contact participants via telephone, email and/or correspondence to follow-up on their job searching activities;
- Match participants with labor market demand;
- Plan, coordinate, conduct job fairs and on-site recruitment events;

- Provide One-Stop Affiliate Site participants with information on upcoming job fairs, job leads and other sources that will assist them in their search for employment; and
- Regularly interface with WC's Business Engagement Specialist Team (BEST) for job placement with BEST employers, participate in BEST job fairs and pre-screening days and/or other recruitment activities.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with a Job Developer:

- Educational background (e.g., degrees, certifications, credentials, etc.);
- Experiential background (e.g., work experience, history, sales experience, 2-5 years' experience dealing with individuals and facilitating groups of harder to employ clients facing multiple barriers to employment, etc.); and/or
- Familiarity with return-to-work strategies, life-skills, employment training and counseling.

SECTION 6 SCORING ELEMENTS: ORGANIZATIONAL CAPACITY AND PAST PERFORMANCE – 30% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

6.1 Demonstrated Ability

- Describe your organization's past 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. Include 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. Demonstrate and provide examples of how you were performance-driven, flexible, innovative, and creative in the delivery of services.
- Describe your organization's experience in serving diverse 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, ex-offenders, dislocated workers 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.
- Describe your organization's experience (numbers annually achieved) with job development and job placement. Discuss business services you have delivered and how

these built relationships with employer partners. Describe your organization's strategy and achievements in retaining placements in their employment. Give the timeframe of these programs and percentage of successful retentions.

- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

6.2 Panel Interview

All respondents will be required to address questions from a panel consisting of subject matter experts in providing workforce development services, including serving at-risk populations (e.g., individuals with disabilities, ex-offenders, veterans and foster youth).

SECTION 7 SCORING ELEMENTS: PROGRAM NARRATIVE – 50% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

7.1 Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Describe your plan to access the services of the required core partners and other recommended partners. Please attach letters of support and/or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. (Letters of support and MOUs do not count as part of the 25 page narrative.)

7.2 Program Staffing and Case Management Strategy

- Discuss your program staffing structure from program manager to front line staff, including career coaches and job developers. Describe 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.

- Discuss how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.
- Discuss the anticipated case load that career coaches funded by this project, in whole or in-part, will have.
- Discuss your strategy to reduce staff turnover.
- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
- Describe your strategy to ensure that staff will meet the professional development requirements specified in this RFP.

7.3 Outreach, Eligibility and Assessment

- Describe your 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 specify how many adults, dislocated workers, and youth participants you plan to serve.

For each special population listed below, specify 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.

- Describe your intake process including eligibility determination and how WIOA required eligibility documents will be obtained.
- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs. Assessments for each program participant are mandatory, and necessary to construct a proper IES/ISS. At a minimum, each program participant must take the two-minute Woofound Career Mapping Assessment Tool provided to WIOA sub-awardees at no cost by WC. Special exceptions will be allowed for participants with special circumstances (e.g. already has job offer, etc.). Respondents will be allowed to use any other supplementary assessments in addition to Woofound.

7.4 Adult and Dislocated Workers - Individual Employment Plan (IEP)

- Describe your 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.
- Describe detailed strategies for training adult and dislocated worker participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.). Describe how these will be leveraged through other community resources or provided through this project.
- Describe 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.
- Describe how your 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 you utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.

7.5 Youth - Individual Service Strategy (ISS)

- Describe your strategy for developing the ISS for all youth participants. Describe how you will address barriers to education and employment, set unique, specific, and realistic objectives, and prepare participants for post-secondary education, vocational training, and/or employment by developing and improving academic and/or work readiness skills.
- Describe how youth 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 ISS.
- Describe detailed strategies for training youth participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how your 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 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.

7.6 Training and Development Activities

- Describe your 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. Describe how your proposed education/training programs will lead to jobs with livable wages.
- Describe your 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.
- Describe how you plan to incorporate mentoring for program participants.
- Describe leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.
- Describe what evidence-based Science, Technology, Engineering and Math (STEM) activities, workshops and trainings you will implement into your program design that will:
 - Expose participants to the importance of STEM skills in the job market
 - Expose participants to STEM occupations/skill-sets in Nevada's Key Industry Sectors.
 - Achieve the training, education, employment goals listed in the IEP/ISS
 - Integrate STEM-related activities into a work experience, paid or unpaid internship, occupational skills training, on-the-job training
 - Identify the number and type of STEM-focused activities/resources to be implemented, as well as the expected outcomes.

Based on total enrollment, identify the percentage of participants that will receive STEM-focused employment and training services. The sub-awardee will be required to have demonstrable internal staff capacity to successfully integrate STEM-focus into their program design.

- Describe how you will determine the appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.

7.7 Performance Management

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describe how the job developer will engage industries that will hire special populations.

- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.

7.8 Follow-Up Strategies

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program and include how mentoring will be incorporated during the follow-up period.
- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.

SECTION 8 FISCAL ELEMENTS

8.1 Budget and Budget Narrative

Each respondent is required to submit **two** project budgets using **Form 3a – Adult Budget Template and Form 3b – Youth Budget Template**.

Each budget template has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a narrative, and each line item is required to have a concise narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narratives submitted will not be reviewed.

There are detailed instructions contained in each budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

8.2 Budget Period and Amount

The Total Project Expenses of this line-item budget must be less than or equal to the estimated total funding available for this RFP for the initial funding period:

Initial Funding Start Date:	July 1, 2016
Initial Funding End Date:	June 30, 2017
Initial Funding Period:	Twelve (12) months
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Anticipated Total Funding Range per Sub-Award:	An amount not to exceed \$360,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

8.3 Budget Requirements

For the adult budget (**Form 3a**), training (budget tab A.) must comprise at least 40% of the Total Project Expenses.

For the youth budget (**Form 3b**), work experience, on-the-job training, and pre-apprenticeship activities must compromise at least 30% of the Total Project Expenses.

Respondents are required to budget for a minimum of one part-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants. The job developer may be shared between the adult and youth budgets as long as the total time dedicated to job development functions meets the minimum requirement.

Each budget has formulas built into the summary page that will flag an error message if any of the above requirements are not met.

8.4 Required Match

In lieu of a percentage match requirement, **WC will not reimburse for any rent, depreciation, or building usage expenditures.** Any expenditure projected for the project should be reported as matching resources.

8.5 Training Expenditures

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. The sub-awardee will be required to submit documentation to WC in order for payments to be processed. All liability will remain with the sub-awardee for any payments determined to be disallowed for any reason. Budgeted funds for the above training expenditures will be reserved by WC.

8.6 Allocated Direct Costs

Respondents are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared **direct** operating costs among projects. Examples of shared direct costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., program manager) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.

8.7 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs billed must be supported by an indirect cost rate agreement with a federal cognizant agency, or the organization must negotiate an indirect rate with WC after the award of funds. Cost allocation plans are no longer allowable to substantiate the billing of indirect costs.

8.8 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Other Overhead budget tab and may not exceed 10% of the Total Contractor Paid section of the budget, less any direct participant expenditures such as supportive services.

8.9 Subcontracts

All subcontracts must be procured according to WC procurement requirements and approved by WC. An award of funds or approval of a budget does not exempt procurement requirements.

8.10 Fiscal Requirements

The funds awarded under this sub-award are federal WIOA funds. The sub-awardee of these funds will be subject to the Federal provisions contained in 2 CFR 200 (the Omni-Circular), as well as State and local policies and procedures. WC's fiscal policies are located at www.nvworkforceconnections.org.

8.11 Audit Requirements

Organizations expending at least \$750,000 in Federal funds during any fiscal year starting on or after December 26, 2014 are subject to a Single-Act audit per the provisions contained in 2 CFR 200 Subpart F. Audit expenses may only be billed to WC sub-awards when the audit work is performed, or accrued, regardless of the period being audited. Single-act audits must be submitted to WC within 30 days of the audit report date, or by nine months after the end of the auditee's fiscal year, whichever is sooner.

SECTION 9 SCORING ELEMENTS: FISCAL NARRATIVE AND BUDGET – 20% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

9.1 Fiscal Narrative

- Describe the organization's experience with managing federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe 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.
- Describe how your 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.

9.2 Budget

The respondent must complete two budgets using **Form 3a – Adult Budget Template and Form 3b – Youth Budget Template** and submit as part of the proposal.

Trailways Mental Health

Boulder City/Loughlin OSAS proposal

Scoring Process and Details	
<ul style="list-style-type: none"> • Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element. <ul style="list-style-type: none"> 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. 	

SCORECARD SUMMARY			
	Trailways Mental Health	Score	Total Possible Score
6.1	Demonstrated Ability	7.03%	15.00%
6.2	Panel Scores	10.38%	15.00%
7.1	Approach	3.13%	5.00%
7.2	Program Staffing and Case Mgmt Strategy	6.25%	10.00%
7.3	Outreach, Eligibility and Assessment	7.50%	10.00%
7.4	ADW Individual Employment Plan	3.25%	5.00%
7.5	Youth ISS	2.63%	5.00%
7.6	Training and Development Activities	3.54%	5.00%
7.7	Performance Management	4.88%	7.50%
7.8	Follow-Up Strategies	1.72%	2.50%
9.1	Fiscal Narrative	2.50%	10.00%
9.2	Budget	7.5%	10.00%
	TOTAL SCORE	60.31%	100.00%

Demonstrated Ability 30% of Total Score	Program Narrative 50% of Total Score	Fiscal Narrative and Budget 20% of Total Score
17.41%	32.9%	10%

SCORECARD - DETAILED				
Trailways Mental Health				
Criteria and Comments	Rater 1	Rater 2	AVG	Section 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. Bidder has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of the agency as it relates to program operations. Bidder has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	2	2	2	7.03%
6.1A Comments: Bidder has no prior experience administering WIA/WIOA programs or other state or federally funded programs. Though states they use evidence based practice models, bidder could have elaborated more on the type(s) of models they use.				
6.1B Bidder describes organization's experience in serving diverse 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, ex-offenders, dislocated workers or those who may have experience and skills but have not worked for an extended period. Bidder includes performance numbers to support evidence of successful work with these or similar populations.	2	2	2	
6.1B Comments: Bidder provides two examples of individuals who could be considered diverse. This question was not adequately addressed - there wasn't detail or mention of key diverse constituencies.				
6.1C Evidence of bidder's experience (numbers annually achieved) with job development and job placement. Bidder includes discussion of business services delivered and relationships with employer partners. Bidder includes strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	2	2	2	
6.1C Comments: Bidder does not provide numbers on job development and job placement.				
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.	1	2	1.5	
6.1D Comments: Bidder mentions one example of collaborating with another organization to help an individual. Bidder does not address this question adequately.				
6.2 Panel Score Average			27.67	10.38%

7.1A Bidder clearly describes how program design will provide comprehensive programmatic services for participants. Bidder includes the progression from enrollment through exit to follow-up including all service options.	2	2	2	3.13%
7.1A Comments: Bidder alludes to the progression but does not explain it or how it is comprehensive. Would have liked more information on the 8 phases that the program states it uses for service delivery.				
7.1B Bidder presents 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 criteria.				
7.1C Bidder describes 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	
7.1C Comments: Limited description on how they have leveraged resources from partners.				
7.1D Bidder describes plan to access the services of the required core partners and other recommended partners and includes Letters of support and/or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. Letters/MOUs do not count toward 25 pg. limit.	2	3	2.5	
7.1D Comments: Response to this prompt is not clearly answered.				
7.2A Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Bidder 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. Bidder includes resumes or job descriptions of all staff, funded in whole or in part, for this project.	3	3	3	6.25%
7.2A Comments: Some staff roles are copied from the RFP.				
7.2B Bidder describes how subject matter expertise will be provided to serve special populations. Bidder describes organization's strategy to best serve those participants.	2	2	2	
7.2B Comments: Answer is weak. Project Manager will work with all special populations and refer to partners. There is not enough detail.				
7.2C Bidder discusses the anticipated impact of the project caseload on career coaches funded by this project.	1	1	1	
7.2C Comments: No response. Bidder does not discuss anticipated project caseload for career coaches.				
7.2D Bidder discusses strategy to reduce staff turnover.	3	3	3	
7.2D Comments: Meets criteria.				
7.2E Bidder describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.	3	3	3	
7.2E Comments: Meets criteria.				

7.2F Bidder describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	3	3	
7.2F Comments: Meets criteria.				
7.3A Bidder 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.	3	3	3	7.50%
7.3A Comments: Lacking detail, but mostly satisfactory.				
7.3B Bidder clearly specifies how many adults and dislocated workers they plan to serve. Bidder includes the percentage of Adults with Disabilities, Reentry Adults, and Veterans they plan to serve.	3	3	3	
7.3B Comments: Percentages are provided, but not overall number.				
7.3C Bidder clearly specifies how many youth they plan to serve. Includes the percentage of Youth with Disabilities, Re-Entry Youth, and Foster Care Youth they plan to serve.	3	3	3	
7.3C Comments: Percentages are provided but overall number.				
7.3D Bidder describes intake process including eligibility determination and how WIOA required eligibility documents will be obtained.	3	3	3	
7.3D Comments: Meets criteria.				
7.3E Bidder discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs. (At a minimum, each program participant must take the Woofound Career Mapping Assessment)	3	3	3	
7.3E Comments: Meets criteria.				
7.4A Bidder describes strategy for developing the IEP for adults and dislocated workers. Describes how organization will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	2	3	2.5	3.25%
7.4A Comments: Answer is confusing and does not provide concrete strategies.				
7.4B Bidder describes detailed strategies for training adult and dislocated worker participants to ensure positive outcomes and gives consideration to related supportive services (transportation, childcare, work cards, etc.). Bidder describes how these will be leveraged through other community resources or provided through this project.	2	2	2	
7.4B Comments: Training is a very important function of workforce centers. There is not enough information about training in this proposal other than that participants will be referred to another vendor.				
7.4C Bidder describes 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	

7.4C Comments: Meets criteria.				
7.4D Bidder describes how their program will help participants build sustainable STEM-driven career pathways in the nine 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.	3	2	2.5	
7.4D Comments: Though bidder states it will help participants build sustainable career pathways in STEM, it is less clear how it will do so.				
7.4E Bidder describes what tools or activities the organization 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	
7.4E Comments: Meets criteria.				
7.5A Bidder describes strategy for developing the ISS for all youth participants. Describes how organization will address barriers to education and employment, set unique, specific, and realistic objectives, and prepare participants for post-secondary education, vocational training, and/or employment by developing and improving academic and/or work readiness skills.	3	3	3	
7.5A Comments: Meets criteria.				
7.5B Bidder describes how youth participants will progress through the program design. Bidder describes effective methods for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the ISS.	2	3	2.5	
7.5B Comments: Bidder does not give convincing answer for how youth will remain engaged.				
7.5C Bidder describes detailed strategies for training youth participants to ensure positive outcomes. Proposal gives consideration to related supportive services (transportation, childcare, work cards, etc.) and describes how these will be leveraged through other community resources or provided through this project.	1	1	1	2.63%
7.5C Comments: No response. Bidder does not discuss how supportive services will be provided.				
7.5D Bidder describes how program will help participants build sustainable STEM-driven career pathways in the nine 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.	1	1	1	
7.5D Comments: No response.				
7.5E Bidder describes what tools or activities the organization 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	
7.5E Comments: Meets criteria.				
7.6A 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.	3	3	3	3.54%

Bidder describes how proposed education/training programs will lead to jobs with livable wages.				
7.6A Comments: Meets criteria.				
7.6B Bidder describes approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Proposal discusses how organization will identify which participants are appropriate for these activities. Proposal describes how organization 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.	3	3	3	
7.6B Comments: Answer lacks detail, but is generally satisfactory.				
7.6C Bidder describes how organization plans to incorporate mentoring for program participants.	2	3	2.5	
7.6C Comments: Unclear description of mentoring services.				
7.6D Bidder describes leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.	3	2	2.5	
7.6D Comments: Bidder does not describe the types of leadership development activities for youth.				
7.6E Bidder describes what evidence-based STEM activities, workshops and trainings they will implement into program design. Based on total enrollment, bidder identifies the percentage of participants that will receive STEM-focused employment and training services. The sub-awardee is required to have demonstrable internal staff capacity to successfully integrate STEM-focus into their program design.	3	3	3	
7.6E Comments: Meets criteria.				
7.6F Bidder describes how the organization will determine the 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	
7.6F Comments: Meets criteria.				
7.7A Bidder describes what methods the project will employ to manage performance as a participant progresses: from enrollment, to employment placement, to employment retention.	3	3	3	
7.7A Comments: Meets criteria.				
7.7B 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.	2	3	2.5	4.88%
7.7B Comments: The bidder is not specific on how the organization will engage industries that will hire special populations.				
7.7C Bidder describes internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, and required performance goals.	3	3	3	

7.7C Comments: Meets criteria.				
7.7D Bidder describes exit strategy to ensure participants will achieve required performance measures.	3	2	2.5	
7.7D Comments: Meets criteria.				
7.7E Bidder describes how organization will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	2	2	2	
7.7E Comments: Weak in demonstrating relationships with employers or understanding of how to build relationships with employers.				
7.8A Bidder discusses follow-up services for a minimum of 12 months after the participants exit from the program and includes how mentoring will be incorporated during the follow-up period.	3	3	3	
7.8A Comments: Meets criteria.				
7.8B Bidder discusses how organization will ensure that participants remain on their targeted career path after exiting from the program.	3	2	2.5	1.72%
7.8B Comments: Though bidder discusses follow up strategies, it is unclear how the strategies will remain on their targeted career path after finishing the program.				
9.1A Fiscal Narrative describes the organization's experience with managing federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.			1	2.50%
9.1A Comments: Bidder did not address.				
9.1B Fiscal Narrative describes the organization's familiarity with federal financial management standards. Narrative discusses how the organization ensures compliance with those standards.			1	
9.1B Comments: Bidder did not address.				
9.1C Fiscal Narrative 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.			1	
9.1C Comments: Bidder did not address.				
9.1D Fiscal Narrative 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.			1	
9.1D Comments: Bidder did not address.				
9.2 Budget templates are filled out completely. Answers/costs/salaries are within reason.			3	7.50%
Proposed Budget	\$360,000.00			
Planned Adult Enrollment	25			
Planned Youth Enrollment:	24			
Cost per	\$7,346.94			

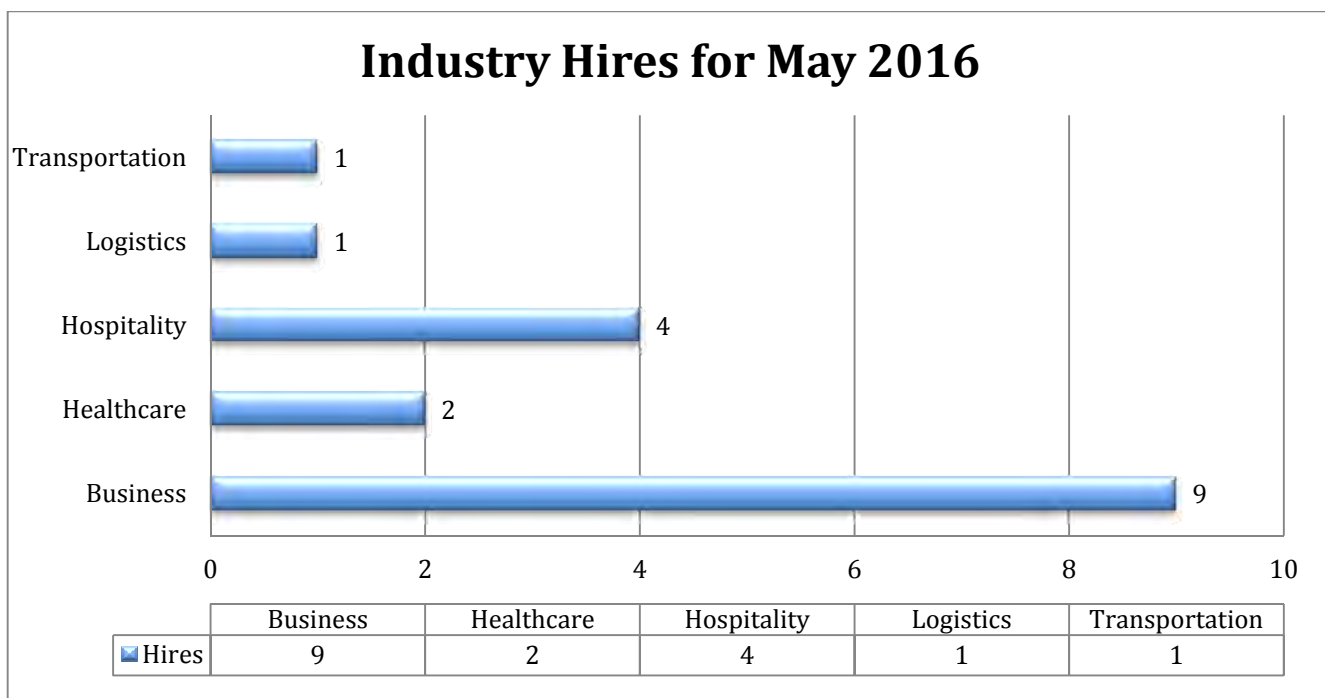
Match/leveraged dollars:	\$142,994.00			
9.2 Other comments: Much of budget is for projected hiring and purchase. Salaries appear reasonable. Strong leveraged resources.				

Agenda item 12. 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. Media Report & Video
- d. NXGEN Youth Paid Internship Fair Recap
- e. Metro Police Town Hall Flyer
- f. Metro Police/Corrections Recruitment Flyer
- g. NXGEN Youth Paid Internship Fair Flyer

Business Engagement In-Demand Jobs Report



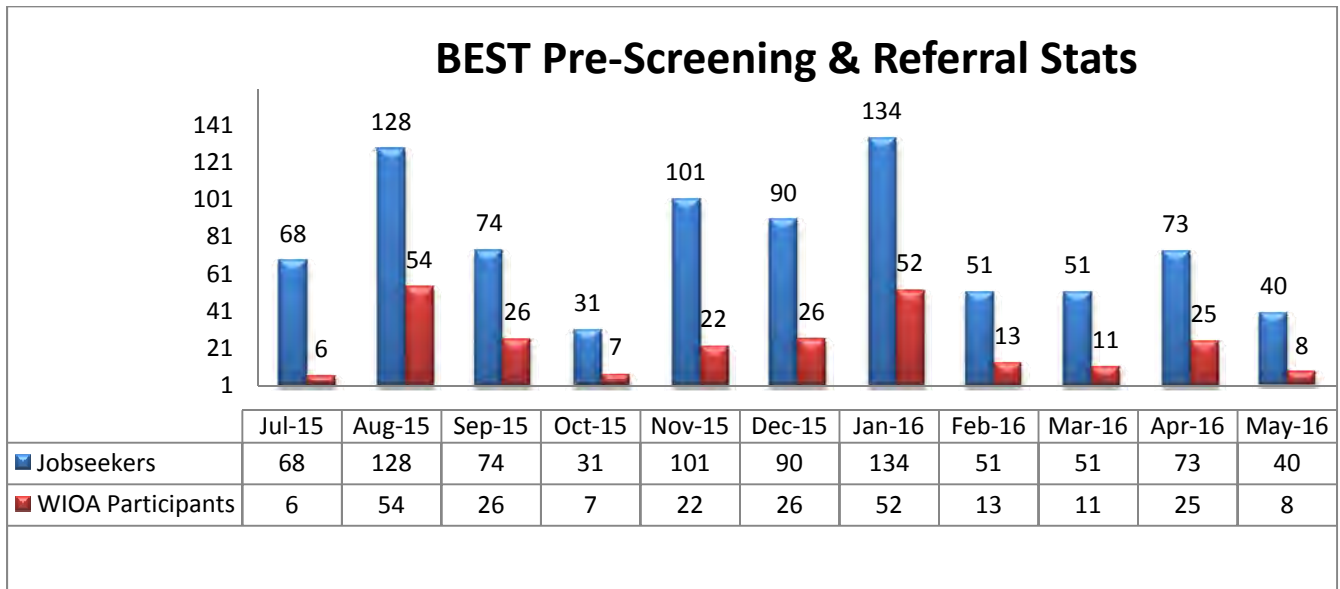
Time Period: May 1, 2016–May 31, 2016
 Number of Jobs (May): 17
 Number of Jobs (YTD): 522
 Median Wage: \$11.00
 Wage Range: \$9.40 - \$32.00
 OJTs: 12

EMPLOYERS

Discovery Children’s Museum (1)
Homewatch Caregivers (2)
Keolis Transportation (1)
Shetakis Wholesalers (1)
Station Casinos (4)
Sutherland Global (8)

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	Apr-16	May-16
Academy of Human Development	0	0	0	0	0	0	0	0	0	0	0
Easter Seals of Nevada	1	0	2	1	0	0	0	0	0	0	0
FIT	1	2	1	2	0	0	0	0	0	0	0
Goodwill of Southern Nevada	2	1	0	0	0	1	2	0	1	0	0
HELP of Southern Nevada	0	2	0	0	0	0	2	0	1	0	0
JobConnect (DETR)	0	20	19	4	16	21	29	8	4	17	4
Las Vegas Urban League	2	2	0	0	1	1	1	0	0	1	1
Nevada Partners Inc.	0	0	0	0	3	2	2	0	1	0	0
One-Stop Career Center (ResCare)	0	25	2	0	2	1	16	5	4	7	3
SNRHA	0	0	1	0	0	0	0	0	0	0	0
Voc-Rehab (DETR)	0	2	0	0	0	0	0	0	0	0	0
Total	6	54	26	7	22	26	52	13	11	25	8

Kenadie Cobbin Richardson
 Director, Business Engagement & Communications

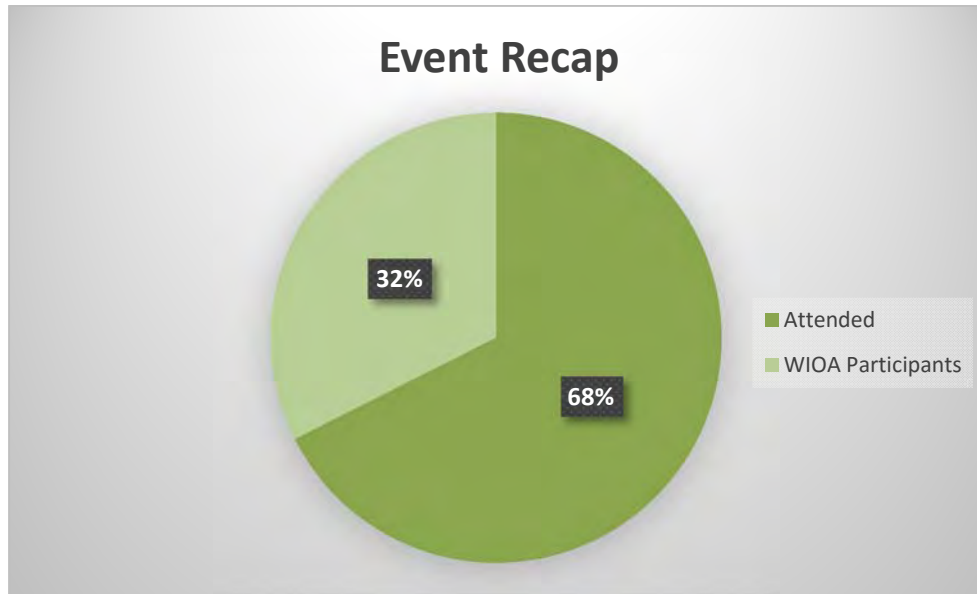
**Workforce Connections
Media Report & Video July 1, 2015 - June 27, 2016**

News Date	News Headline	Outlet Name	News Run Times	Circulation	Page Views	Ad Value	Publicity Value	News Links
6/22/2016	Mesquite Works moving forward despite grant rejection	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/290rY7
6/22/2016	Workforce Connections' Business Engagement Specialist Team	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/290qXZE
6/22/2016	KVCW @ 7 AM - NxGen Fair	KVCW-TV	Run time: 0:34	3,225		\$85.00	\$255.00	
6/22/2016	KSNV @ Noon - NxGen Fair	KSNV-TV	Run time: 0:45	21,198		\$1,275.00	\$3,825.00	
6/22/2016	KVVU @ 8 AM - NxGen Fair	KVVU-TV	Run time: 3:00	25,014		\$2,250.00	\$6,750.00	
6/17/2016	NxGen Youth Paid Internship Fair on Thursday, June 23 at Workforce Connections	Vegas PBS - Online				\$0.00	\$0.00	http://bit.ly/290m4sR
6/17/2016	NxGen Youth Paid Internship Fair on Thursday, June 23 at Workforce Connections	KTNV-TV Online		265,969		\$61.17	\$183.51	Link Expired
6/16/2016	Mesquite Works and Salvation Army both denied workforce training money	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/290iGm7
6/16/2016	NxGen Youth Paid Internship Fair on Thursday, June 23 at Workforce Connections	Nevada Business Magazine - Online		50,678	50,678	\$11.66	\$34.98	http://bit.ly/290iOSw
6/8/2016	Becoming a corrections or police officer	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1UuxlvX
6/7/2016	Goodwill Goes Mainstream	Las Vegas Review Journal		102,437		\$5,270.83	\$15,812.49	http://bit.ly/28ZeQBD
6/6/2016	Goodwill in Southern Nevada on Solid Growth Path	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1XhE3M7
6/2/2016	Becoming a corrections or police officer	Summerlin View		50,797		\$102.60	\$307.80	http://bit.ly/28Zf6U
6/2/2016	KSNV @ 3 PM - Metro Hiring	KSNV-TV	Run time: 1:55	15,435		\$2,000.00	\$6,000.00	
6/2/2016	Metro's new effort to recruit police officers reflects Clark County's diversity	KSNV-TV Online			78,696	\$36.20	\$108.60	http://bit.ly/1Ut7dSd
6/1/2016	Commissioner Hosting Town Hall for Future Officers	KXNT Online			161,079	\$37.05	\$111.15	http://cbsloc.al/1XhCJca
6/1/2016	June Radio Interviews	KCEP-FM 88.1				\$2,200.00	\$6,600.00	
6/1/2016	KXNT @ 5 PM - Metro Hiring	KXNT-AM	Run time: 0:25	8,800		\$112.00	\$336.00	
6/1/2016	Becoming a corrections or police officer	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1UuDDyz
5/31/2016	Volunteers support projects to help the community	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/1UuDU1J
5/28/2016	Commissioner Lawrence Weekly Hosts Town Hall Meeting for those Interested in becoming a Police or Corrections Officer	KVVU-TV Online			507,205	\$116.66	\$349.98	Link Expired
5/27/2016	Town Hall Meeting for future Police or Corrections Officer - Hosted by Commissioner Lawrence	SpinGo			60,106	\$13.82	\$41.46	http://bit.ly/1XqnOip
5/25/2016	Becoming a corrections or police officer	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1XhRNGG
5/23/2016	Commissioner Lawrence Weekly Hosts Town Hall Meeting for those Interested in Becoming a Police or Corrections Officer on June 2, 2016	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1OJrUal
5/22/2016	Commissioner Lawrence Weekly Hosts Town Hall Meeting for those Interested in Becoming a Police or Corrections Officer on June 2, 2016	Sun Times Online, The			43,201	\$9.94	\$29.82	http://bit.ly/1XqnL5X
5/8/2016	No one who reaches for hope should lose hope	Las Vegas Sun - Online			965,000	\$443.90	\$1,331.70	http://bit.ly/1XhmZBd
5/1/2016	May Radio Interviews	KCEP-FM 88.1				\$2,200.00	\$6,600.00	
4/1/2016	April Radio Interviews	KCEP-FM 88.1				\$2,100.00	\$6,300.00	
3/28/2016	Shifting Career Paths After the Recession, How You're on the Right Track in Las Vegas	Jobs & Hire			55,778	\$12.83	\$38.49	http://bit.ly/1UuQCea
3/27/2016	On the right track: Shifting career paths after the recession	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1UuBW1j
3/23/2016	Council approves emergency hire, resolutions	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/290mnnl
3/5/2016	Employers to Interview Job	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1Ld7ieR

	seekers at Hospitality Hiring Event							
3/3/2016	EMT training gives fire candidates competitive edge	East Valley View		44,468		\$1,046.25	\$3,138.75	http://bit.ly/1Ld82Al
3/3/2016	EMT training gives fire candidates competitive edge	Summerlin View		50,797		\$1,071.90	\$3,215.70	http://bit.ly/1nwWa0l
3/3/2016	EMT training gives fire candidates competitive edge	Southwest View		62,093		\$1,073.25	\$3,219.75	http://bit.ly/1nwWnRK
3/3/2016	EMT training gives fire candidates competitive edge	Green Valley/Henderson View		67,449		\$1,046.25	\$3,138.75	http://bit.ly/1Ld8yhX
3/3/2016	EMT training gives fire candidates competitive edge	Centennial View		69,246		\$1,073.25	\$3,219.75	http://bit.ly/1nwWMDz
3/2/2016	KVVU @ 7 AM - Hiring Event	KVVU-TV	Run time: 2:40	33,583		\$2,000.00	\$6,000.00	
3/2/2016	Workforce Connections holds hospitality hiring event	KVVU-TV Online			507,205	\$116.66	\$349.98	http://bit.ly/1Ld8ZZD
3/2/2016	Dozens of employers expected to attend job fair	Las Vegas Sun Online			965,000	\$443.90	\$1,331.70	http://bit.ly/1nwXu3F
3/1/2016	March Radio Interviews	KCEP-FM 88.1				\$2,300.00	\$6,900.00	
2/28/2016	EMT training gives fire candidates competitive edge	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1Ld92of
2/27/2016	KTNV @ 6 AM - Hiring Event	KTNV-TV	Run time: 2:28	8,156		\$500.00	\$1,500.00	
2/27/2016	Hospitality Hiring event looks to fill hundreds of jobs in Las Vegas	KTNV-TV Online			265,969	\$61.17	\$183.51	http://bit.ly/1Ld95QV
2/20/2016	Dozens of Employers to Interview Jobseekers at Hospitality Hiring Event on March 3	Vegas PBS				\$0.00	\$0.00	http://bit.ly/1nxqQ92
2/20/2016	Dozens of Employers to Interview Jobseekers at Hospitality Hiring Event on March 3	KTNV-TV Online			265,969	\$61.17	\$183.51	http://bit.ly/1nwXHUw
2/7/2016	Dozens of Employers to Interview Jobseekers at Hospitality Hiring Event	SpinGo			60,106	\$13.82	\$41.46	http://bit.ly/1Ld99QV
2/4/2016	Dozens of Employers to Interview Job Seekers at Hospitality Hiring Event on March 3	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1Ld7ieR
2/1/2016	February Radio Interviews	KCEP-FM 88.1				\$2,100.00	\$6,300.00	
1/20/2016	Southwest-area Community Events	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1nwXVek
1/18/2016	Calendar for Jan. 21-27, 2016							
1/18/2016	Workforce Connections to hold Request for Proposal (RFP) 101 Workshop on January 27	KTNV-TV Online			265,969	\$61.17	\$183.51	http://bit.ly/1nxqIDY
1/18/2016	Workforce Connections to hold Request for Proposal (RFP) 101 Workshop on January 27	Nevada Gives				\$0.00	\$0.00	http://bit.ly/1Ld9cMp
1/14/2016	Public Comments Longer than Council Meeting	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/1UvPTvO
1/14/2016	Workforce Connections to Hold Request for Proposal (RFP) 101 Workshop on January 27	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1nwYqOb
1/8/2016	KVVU @ 6 PM - Job Connect Helping Solar Workers Find Jobs	KVVU-TV	Run time: 0:45	24,576		\$563.00	\$1,689.00	
11/1/2016	January Radio Interviews	KCEP-FM 88.1				\$2,100.00	\$6,300.00	
12/1/2015	December Radio Interviews	KCEP-FM 88.1				\$2,300.00	\$6,900.00	
11/27/2015	Job fair highlights valley's growing opportunities	50Wire				\$0.00	\$0.00	http://bit.ly/1Ld9Aun
11/27/2015	Job fair highlights valley's growing opportunities	Las Vegas Review-Journal - Online			700,776	\$564.12	\$1,692.36	http://bit.ly/1Ld9DpZ
11/26/2015	Job fair highlights valley's growing opportunities	Sunrise View		59,211		\$1,077.30	\$3,231.90	
11/26/2015	Job fair highlights valley's growing opportunities	Green Valley/Henderson View		67,449		\$1,077.30	\$3,231.90	
11/23/2015	Technology executives lauded by Cox Business	VEGAS Inc. Online			215,971	\$49.67	\$149.01	http://bit.ly/1Lda03Y
11/22/2015	Technology executives lauded by Cox Business	Sunday, The		65,000		\$1,272.00	\$3,816.00	
11/19/2015	Agencies plan hiring event for 1,500 positions	News Reality				\$0.00	\$0.00	http://bit.ly/1nwZ4CS
11/18/2015	Agencies plan hiring event for 1,500 positions	E-Servicis.com				\$0.00	\$0.00	http://bit.ly/1nwZhpw

11/18/2015	Agencies plan hiring event for 1,500 positions	My informs				\$0.00	\$0.00	http://bit.ly/1LdaxD2
11/18/2015	Agencies plan hiring event for 1,500 positions lvrj	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1LdaCqa
11/5/2015	KVVU @ 4:30 AM - Holiday Hiring Event	KVVU-TV	Run time: 1:50	5,141		\$437.00	\$1,311.00	
11/5/2015	KTNV @ 5 AM - Holiday Hiring Event	KTNV-TV	Run time: 0:23	8,960		\$134.00	\$402.00	
11/5/2015	KTNV @ 6 AM - Holiday Hiring Event	KTNV-TV	Run time: 0:13	19,459		\$173.00	\$519.00	
11/5/2015	KVVU @ 6 AM - Holiday Hiring Event	KVVU-TV	Run time: 1:50	32,083		\$1,000.00	\$3,000.00	
11/5/2015	KVVU @ 6:30 AM - Holiday Hiring Event	KVVU-TV	Run time: 2:00	32,083		\$1,500.00	\$4,500.00	
11/5/2015	KVVU @ 7 AM - Holiday Hiring Event	KVVU-TV	Run time: 2:15	35,552		\$1,687.50	\$5,062.50	
11/5/2015	KVVU @ 7:30 AM - Holiday Hiring Event	KVVU-TV	Run time: 2:25	35,552		\$1,875.00	\$5,625.00	
11/5/2015	Hiring for the holidays in Las Vegas — PHOTOS	Las Vegas Review-Journal - Online			700,776	\$564.12	\$1,692.36	http://bit.ly/1nwZGlv
11/4/2015	KVVU @ 6 PM - Holiday Hiring Event	KVVU-TV	Run time: 0:45	20,403		\$562.50	\$1,687.50	
11/2/2015	Workforce Connections & Commissioner Lawrence	Nevada Business Magazine Online			38,189	\$8.78	\$26.34	http://bit.ly/1Ldb3Ru
	Weekly Host Holiday							
	Hiring Event on Nov. 5, 2015							
11/1/2015	November Radio Interviews	KCEP-FM 88.1				\$2,100.00	\$6,300.00	
10/29/2015	CCSD prepares magnet students with 'Futureready' tours	KLAS-TV Online			379,460	\$87.28	\$261.84	http://bit.ly/1nx0tJy
10/18/2015	KVVU @ 6 AM - Fire Academy	KVVU-TV	Run time: 0:58	4,538		\$210.00	\$630.00	
10/17/2015	KTNV @ 5 AM - Fire Academy	KTNV-TV	Run time: 0:15	8,869		\$50.00	\$150.00	
10/17/2015	KLAS @ 6 PM - Fire Academy	KLAS-TV	Run time: 1:36	30,662		\$2,264.00	\$6,792.00	
10/17/2015	KLAS @ 5 PM - Fire Academy	KLAS-TV	Run time: 1:45	32,550		\$1,487.50	\$4,462.50	
10/17/2015	KLAS @ 11 PM - Fire Academy	KLAS-TV	Run time: 0:50	37,340		\$1,332.00	\$3,996.00	
10/17/2015	KVVU @ 10 PM - Fire Academy	KVVU-TV	Run time: 1:00	75,378		\$2,000.00	\$6,000.00	
10/1/2015	October Radio Interviews	KCEP-FM 88.1				\$2,200.00	\$6,600.00	
9/29/2015	Workforce Connections is Las Vegas Metro Chamber of Commerce Business Excellence Award Honoree	Nevada Business Magazine - Online				\$0.00	\$0.00	http://bit.ly/1jyMiGp
9/16/2016	Town hall meeting planned for people interested in emergency careers	Las Vegas Review-Journal - Online			714,899	\$575.49	\$1,726.47	http://bit.ly/1Xk1ww6
9/15/2015	KSNV @ Noon - Firefighters	KSNV-TV	Run time: 3:10	25,228		\$5,383.00	\$16,149.00	
9/4/2015	Town Hall Meeting for Interested in Career as an EMT or Firefighter	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1Ldbtak
9/1/2015	September Radio Interviews	KCEP-FM 88.1				\$2,200.00	\$6,600.00	
8/26/2015	Putting Mesquite to Work Job Fair Grows	Mesquite Local News - Online				\$0.00	\$0.00	http://bit.ly/1XjNvi6
8/21/2015	Business Leaders Offer Insight into Local Workforce Needs in Southern Nevada	Nevada Business Magazine - Online			50,678	\$11.66	\$34.98	http://bit.ly/1nx14uC
8/11/2015	KSNV @ 7 PM - Jobs	KSNV-TV	Run time: 2:10	22,127		\$3,966.00	\$11,898.00	
8/11/2015	Finding a job in Nevada may be harder than you think	KSNV-TV Online			100,604	\$46.28	\$138.84	Link Expired
8/1/2015	August Radio Interviews	KCEP-FM 88.1				\$2,100.00	\$6,300.00	
7/1/2015	July Radio Interviews	KCEP-FM 88.1				\$2,300.00	\$6,900.00	
	TOTALS				1,521,506	13,840,795	\$81,803.66	\$245,410.98
	To view Video Report:							
	https://youtu.be/0WrhAnAXyHE							

NXGEN Youth Paid Internship Event 2016



Date of Event: June 23, 2016
 Total Attended: 100
 Total WIOA participants: 48
 Number of offers made: 188

Employers in Attendance

Batteries in a flash.com	Originate
BMC	PLI-Plasticard Locktech International
Clean the World	State Farm Insurance
Goodwill of Southern Nevada	Station Casinos
New York Life	

WIOA Partner Participation

Provider	Participants in attendance	Goal	% to Goal
Goodwill of Southern Nevada	4	10	40%
HELP	1	10	10%
Nevada Partners	4	10	40%
Olive Crest	20	10	200%
SNRHA	16	10	160%
St. Jude's Ranch	3	10	30%

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 and look for the job title:
Metro Police Interest Application

*For more information, please contact LeRoy Bilal
at (702) 636-2343 or LBilal@snnvc.org*



workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.



JOIN THE FORCE!

Be the CHANGE you want to see

The law enforcement field is thriving and a career in law enforcement can be incredibly rewarding. Protecting the community is one of the noblest and most highly respected of professions.

If you're thinking this career might be right for you, complete an interest application at: www.nvcareercenter.org/jobs and look for the job title: "Metro Police Interest Application"

Conditions of Employment

- Wear a body camera and vest, and other safety equipment
- Work any hours, days, or shifts, including holidays and weekends
- Participate in the Department's random drug screening process
- Maintain physical fitness necessary to carry out job duties
- Wear a uniform and maintain a neat and clean appearance
- Obtain/maintain a Nevada driver's license, and register/maintain registration of personal vehicle
- Undergo a background investigation, which will include a polygraph, drug test, medical exam, standard hearing test and psychological testing

Information Session

June 9, 2016 @ 9 am
Workforce Connections

6330 W. Charleston Blvd., Suite 150, Las Vegas

Metro Boot Camp

June 25, 2016

For more information, contact:

LeRoy Bilal @ 702.636.2343 or lbilal@snvwc.org

Minimum Requirements

- Excellent verbal and written communication skills
- Leadership skills
- Flexible schedule and a commitment to complete the Academy
- Must be 21 years of age by the date of the first exam on June 21, 2016.
- Must be a Citizen of the United States by the date of the first exam on June 21, 2016
- Must have no convictions of any crime for which registration in the State of Nevada is required pursuant to NRS 207.090 or 207.152
- Must have no convictions or any misdemeanors involving use/attempt of physical force if committed by those listed in the Omnibus Consolidated Appropriations Act of 1997. Field Training

Preferred Qualifications

- Some courses/classroom credits beyond high school
- Three or more years of public contact experience
- At least one year of experience in law enforcement or criminal justice
- Proficiency in speaking, understanding, reading and writing in Spanish



Local Elected Officials Consortium Agenda July 12, 2016
WORKFORCE CONNECTIONS BUSINESS
ENGAGEMENT SPECIALIST TEAM (BEST)
PRESENTS



NXGEN YOUTH PAID INTERNSHIP FAIR

**EMPLOYERS
INCLUDE**

**BMC
MARSHALLS
STATION CASINOS
CHELTON HOUSE
PLI**

**CLEAN THE WORLD ORGANIZATION
STATE FARM INSURANCE
GOODWILL OF SOUTHERN NEVADA
ORIGINATE
THINKLAW
FARMERS INSURANCE**

**THURSDAY, JUNE 23, 2016
ARRIVE AT 9AM**

**6330 W CHARLESTON BLVD.
LAS VEGAS, NV 89146**

**FOR AGES 16 to 24
YEARS OLD**



workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

<http://nvworkforceconnections.org/events/2016summerJobs/>

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TTY (800) 326-6868 or Nevada Relay 711.

Agenda item 13. DISCUSSION AND POSSIBLE ACTION:

Review and consider Executive Director's Performance Report for annual evaluation in September 2016 and direct staff accordingly ~ *Ardell Galbreth, Executive Director*

SEPARATE HANDOUT

Agenda item 14. INFORMATION:

LEO Consortium member comments

Agenda item 15. 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.