

10. DISCUSSION and POSSIBLE ACTION: Accept recommendation to award and execute a no-cost extension for Nevada Partners, Inc. to ensure continuation of WIOA pre-apprenticeship activities to adults and dislocated workers. Upon approval by the WC Board and ratification by Local Elected Officials, the current contract will be extended with a contract period of October 1, 2015 through December 31, 2016



July 29, 2016

Ardell Galbreth, Workforce Connections
 6330 W Charleston Blvd, Suite 150
 Las Vegas, NV 89146

Nevada Partners Inc. (NPI) anticipates fully expending the \$400,000 award provided to deliver pre-apprenticeship programming. However, we are respectfully asking for a no cost extension, and we are asking this through 12/31/16. Here is why we are confident about spending the full amount of the grant if given a no cost extension:

1. There are currently 65 Work Experience (WEX) participants in the program. The WEX portion of the program has just achieved the capacity we were expecting.
2. There is a state licensed counselor who has been contracted with NPI, and will be starting her consulting work with this program on August 1st, 2016.
3. Items under the "Other Materials and Supplies" participant services account are in the process of being spent through the nationally recognized building trade's curriculum.
4. Now that there are 65 WEX participants, the "Clothing/Work Supports" line item will start being utilized.

BOARD OF DIRECTORS

ROSE MCKINNEY-JAMES, Chair
 President, Energy Works Consulting

DORETHA EASLER, Manager of Community
 Relations NV Energy

CHRIS BROOKS
 Executive Vice President
 Energy Services Valley Electric

SHAUNDELL NEWSOME
 President and CEO
 Sumnu Marketing

STEVEN HORSFORD
 SVP, Strategic Integration and
 Partnerships/Managing Director
 R&R Partners

VINETTA DE LA CRUZ
 SVP, Regional Manager
 Bank of Nevada

ZACHARY LARSON
 Vice President/Commercial Loan Officer
 Kirkwood Bank of Nevada

EXECUTIVE STAFF

MONICA FORD
 President/Chief Executive Officer

702-924-2100
www.NevadaPartners.org
 710 West Lake Mead Blvd.
 North Las Vegas, NV 89030

Quarter 4, which is the current quarter of this original award, was anticipated as being the major source of expenses for the Building Partners – Pre-Apprenticeship program. Here is a pro forma projection of the expended money for this award with the no cost extension:

a. Expenses incurred 10/1/15 through 5/31/16:	\$111,550
b. Expenses incurred 6/1/16 through 6/30/16:	\$25,200
c. Expenses projected 7/1/16 through 7/31/16:	\$43,250
d. Expenses projected 8/1/16 through 8/31/16:	\$44,000
e. Expenses projected 9/1/16 through 9/30/16:	\$44,000
f. Expenses projected 10/1/16 through 10/31/16:	\$44,000
g. Expenses projected 11/1/16 through 11/30/16:	\$44,000
h. Expenses projected 12/1/16 through 12/31/16:	<u>\$44,000</u>
TOTALS:	\$400,000

The projected July numbers show that the program is now fully functioning. When you factor in the items listed in 1 through 4 above, it is easy to see that a no cost extension is feasible and mutually beneficial for both Workforce Connections and NPI to expend this award fully. Thank you for your consideration.

Sincerely,

Monica Ford
 President/Chief Executive Officer
 Nevada Partners, Inc.

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

Nevada Partners, Inc.

DUNS No. 88-0291463

710 West Lake Mead Blvd. North Las Vegas, Nevada 89030

Phone: (702) 924-2100

Authorized Signatory: Monica Ford

Contact: Dr. Tiffany Tyler ~ tt Tyler@nevadapartners.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 **October 01, 2015 to September 30, 2016**. The sub-recipient and WC may mutually agree in writing to extend the term of this sub-award up to three (3) additional years, unless sooner terminated by either party as set forth in this sub-award agreement.
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 **\$400,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$395,000.00**, and the maximum amount paid by WC for training activities shall not exceed **\$5,000.00**. 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 sub-award agreement 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 any of 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 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 associated with 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 sub-award agreement, 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 requested information 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 sub-award agreement. 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, representations, 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).

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

By: 

Monica Ford
President/Chief Executive Officer, NPI

11-25-15
Date

By: 

Ardell Galbreth
Workforce Connections, Executive Director

12/02/2015
Date

Attachment A Assurances and Certifications

I. Assurances

A. As a condition to the award of financial assistance from Workforce Connections (WC), the sub-recipient assures that it will fully comply with the following:

1. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, 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.

B. The sub-recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the sub-recipient's operation of the WIOA Title I financially assisted program or activity, and to all agreements the sub-recipient makes to carry out the WIOA Title I financially assisted program or activity. The sub-recipient understands that the United States has the right to seek judicial enforcement of this assurance.

In addition, the sub-recipient agrees that if it fails or refuses to comply with these undertakings, after reasonable notice and opportunity to resolve, WC may take any and all of the following actions:

1. Cancel, terminate or suspend this contract in whole or in part;
2. Refrain from extending any further assistance to the sub-recipient under the program with respect to which the failure and refusal occurred until satisfactory assurance of future compliance has been received by WC;
3. Refer the case to the Department of Justice for appropriate legal proceedings;
4. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the sub-recipient by WC under the WIOA program and is binding upon it, other recipients, sub-grantees, contractors, sub-contractors, transfers, successors in interest and other participants in the WIOA program.

C. Assurances

Note: Certain of these assurances may not be applicable to your project or program. Further clarification or technical assistance will be provided upon request.

1. The sub-recipient assures that it will comply fully with the requirements of applicable Federal, State and local regulations, policies and guidelines issued consistent with WIA/WIOA and its associated regulations, and the WC two-year strategic compliance plan.
2. The sub-recipient has the legal authority to apply for Federal assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this agreement.
3. The sub-recipient will give WC, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. The sub-recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. The sub-recipient assures that it will administer its program in full compliance with safeguards against fraud and abuse as set forth in applicable Federal, State and local regulations, and will initiate and complete the work within the applicable time frame after receipt of approval from WC.
6. 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 compliance with equal opportunity provisions.
7. The sub-recipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4783), relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
8. The sub-recipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. '794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse

or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

9. The sub-recipient will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub-recipients.)
10. The sub-recipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
11. The sub-recipient will comply, as applicable, with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
12. The sub-recipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements, the U.S. Department of Labor regulations found in 29 CFR Part 3, and the supplemental U.S. DOL regulations found in 29 CFR Part 5.
13. The sub-recipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires sub-recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
14. The sub-recipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

15. The sub-recipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
16. The sub-recipient will assist WC in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
17. The sub-recipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this agreement.
18. The sub-recipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
19. The sub-recipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
20. The sub-recipient will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, sub-contracts, and sub-recipients of amounts in excess of \$100,000.)
21. The sub-recipient will comply with all applicable mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
22. The sub-recipient will cause to be performed the required financial and compliance audits in accordance with the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for States, Local Governments and Non-Profit Organizations.
23. The sub-recipient will comply with Veterans' Priority Provisions. All programs funded in whole or in part by WC are subject to the priority of service requirements of 38 USC 4215 and 20 CFR Part 1010. Section 4215 of Title 38 requires that priority of service be provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services. Agreement by a sub-recipient to implement priority of service for veterans is a condition of receipt of WIOA Title I funds administered by WC. The Jobs for Veterans Act (JVA), PL 107-288, signed into law on November 7, 2002, requires that there be priority of service for veterans and eligible spouses in any workforce preparation, development, or delivery program of service directly funded in whole or in part by the U.S. Department of Labor [38 U.S.C. 4215]. The Priority of Service regulations, codified at [20 CFR 1010], were issued December 19, 2008 and require qualified job training programs to implement priority of service for veterans and eligible spouses, effective January 19, 2009. Additional guidance: [TEGL 10-09, VPL No. 07-09].

24. The sub-recipient will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
25. The sub-recipient will comply with the Copeland "Anti-Kickback" Act (PL 73-324, codified at 18 U.S.C. § 874), as provided by U.S. Department of Labor (DOL) codified at Title 29 of the Code of Federal Regulations Part 3.
26. The sub-recipient will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).
27. The sub-recipient will comply with administrative, contractual, or legal remedies in instances where the sub-recipient violates or breaches the agreement terms. If any funds are expended by the sub-recipient in violation of the term of this agreement, including all applicable, Federal, State, and WC regulations, policies, procedures, and OMB Circulars of which the sub-recipient had reasonable notice or should have known, WC may select an option of debt resolution in the amount of such unauthorized or illegal expenditures from payments otherwise payable to the sub-recipient in order to recover any amount expended for unauthorized purposes. No such action taken by WC shall by itself entitle the sub-recipient to reduce program operations or services for any program participants. Any such reduction in programs/services may be deemed sufficient cause for termination of this agreement.
28. The sub-recipient will comply with the termination for cause and convenience. In the event the sub-recipient cannot meet all of the obligations required by the terms of this agreement, the sub-recipient shall immediately notify WC in writing. WC shall make reasonable efforts to assist the sub-recipient in meeting its obligations outlined in this agreement.
29. Buy American Notice Requirement: In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIA/WIOA, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 USC 10a et seq.). See WIA Section 505- Buy American Requirements.
30. Executive Order 13333: This agreement may be terminated without penalty, if the grantee or any sub-grantee, or the contractor or any subcontractor engages in: "(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant, contract, or cooperative agreement; or (iv) acts that directly support or advance trafficking in persons." (22 U.S.C. § 7104(g)).
31. Transparency Act: Federal Funding Accountability and Transparency Act of 2006 Pub. L.109-282, as amended by section 6202 of Pub. L. 110-252 ("FFATA"). Grantees must ensure that they have the necessary processes and systems in place to comply with the reporting terms of a specific grant/plan, as applicable. Any software provided to grantees by the grantor agency will contain a menu listing all funding source reporting options to assist the grantees in full reporting coverage.

32. **Special Requirements for Conferences and Conference Space:** The sub-recipient must obtain prior approval from the grantor before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including but not limited to, obligating or expending grantor funds, signing contracts for space or services, announcing grantor's involvement in any conference, and using grantor official's name or grantor's name or logo. Grantor retains the right to obtain information from the sub-recipient about any conference that is funded in whole or in part with grantor funds.
33. **Seat Belts:** Pursuant to Executive Order (EO) 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
34. **Executive Order 13513: Sec.4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Sub-recipients.** Contractors, subcontractors, and recipients and sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or-rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.
35. **Salary and Bonus Limitation:** In compliance with PL 111-117 Division D Sec. 107, none of the funds made available under this agreement shall be used by the sub-recipient, down to the lowest tier, to pay the salary and bonus of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.

II. Certifications

A. Certification Regarding Debarment and Suspension [29 CFR Part 98 Subparts A-E]

Certification regarding debarment, suspension and other responsibility matters – primary covered transactions

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, Sections 85.105 and 85.510, the sub-recipient certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
 4. Have not, within a three-year period preceding the effective date of the sub-recipient Contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B.** The sub-recipient shall provide immediate written notice to WC if at any time the sub-recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C.** The sub-recipient agrees and understands that, it shall not knowingly enter into any lower tier covered transaction with a person or entity who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation by any Federal department or agency.
- D.** This certification is a material representation of fact upon which reliance was placed when WC determined to enter into this transaction. If it is later determined that the prospective sub-recipient knowingly rendered an erroneous certification, WC may terminate this agreement.

**E. Certification Regarding Lobbying
Certification for Federal Contracts, Grants, Loans, and Cooperative
Agreements**

**Sub-recipient certifies, to the best of its knowledge and belief, according to 29
CFR Part 93 that:**

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of sub-recipient, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan or cooperative agreement, sub-recipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. Sub-recipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance by WC was placed when this transaction was made or entered into. Submission of this certification by sub-recipient is a prerequisite for making or entering into this transaction/agreement imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

F. Certification Regarding Drug-Free Workplace
Sub-recipient certifies that it will or will continue to provide a drug-free workplace according to 29 CFR Part 98 Subpart F by:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in sub-recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform its employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) Sub-recipient's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making a requirement that each employee engaged in the performance of the sub-recipient's contract be given a copy of the statement required by item 1;
4. Notifying each of its employees in the statement required by item 1 that, as a condition of employment under the sub-recipient's contract, the employee will:
 - a) Abide by the terms of the statement; and
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying WC in writing within ten (10) calendar days after receiving notice under item 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected contract/agreement or grant;
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4 (b), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 6.

Attachment B Scope of Services Programmatic General Provisions

- 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.
- 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:	Adult Building Trades Pre-Apprenticeship Program	
Period of Performance:	Program/Project Start Date	Program/Project End Date
	10-01-2015	09-30-2016
Population to be Served:	Adult and Dislocated Workers	
Sub-population:	None	
Minimum No. of New Program Participants to be Served:	80	
<i>(left blank intentionally)</i>		

- Services shall be conducted at:

Business Legal Name:	Nevada Partners, Inc.	
Business Address:	710 West Lake Mead Blvd	
City: North Las Vegas	State: Nevada	Zip Code: 89030
Program/Project Manager:	Dr. Tiffany Tyler	
Phone: (702) 924-2134	e-mail:	ttyler@nevadapartners.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.		

- 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.
- 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
WIOA Title I Adult	N/A
WIOA Title I Dislocated Worker	N/A

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.



Scope of Work

Program Title	Build Nevada Pre-Apprenticeship Program
Program Year	PY 15
Agency	Nevada Partners North One Stop Affiliate
Location	710 West Lake Mead Boulevard North Las Vegas, Nevada 89030
Program Type (Youth, ADW, etc.)	ADW
Target Population	<ul style="list-style-type: none"> • Adults • Dislocated Workers
Program Dates	10/1/15 through 9/30/16
Amount Awarded	\$400,000
WIOA Enrollment	80
Program Deliverables	<p>NPI is well poised to offer a WIOA Pre-Apprenticeship Program. As a WIA service provider, NPI established a pre-apprenticeship program in 2007, titled Build Nevada. Build Nevada is a construction pre-apprenticeship program designed to prepare individuals to succeed in apprenticeship and construction employment. The program's partnership with the building trade's Southern Nevada Union Apprenticeship Programs (SNUAP) is a direct relationship shared by less than 5% of construction pre-apprenticeship programs nationwide. This relationship strengthened by the program's associate membership in SNUAP. This membership affords program participants invaluable access to individual Joint Apprenticeship Training</p> <p>Councils (JATC's) coordinators. Further benefits to program participants of this direct relationship include:</p> <ul style="list-style-type: none"> ○ Introduction to Journeymen, Apprentices and Build Nevada graduates ○ JATC's site visits ○ Renewable energy and construction site visits ○ Prompt notification of JATC apprenticeship openings



Build Nevada is comprised of 7 major program components: (1) construction trades education, (2) individual and group counseling, (3) adult learning, (4) math instruction, (5) job placement assistance, (6) stipends, and (7) an array of certifications. The program's various components serve to prepare students for the industry's demands, as well as its unpredictable cyclical employment pattern. For the purposes of this project, NPI proposes to orientate 45 to 60 referred clients to be considered eligible for enrollment into an 11 week class of 20 participants, each quarter, for a three year period. Participants will attend a series of three orientations in which they will receive an overview of the program and its guidelines, industry expectations and the various opportunities presented by the Program Administrator, Training Coordinators, DOL & SAC Apprentice Director and contractors. Selectees for enrollment will be based on the participant's demonstrated interest, attendance and punctuality during the orientations. A panel interview consisting of the Program Administrator, and an Agency designee, and Counselor will be utilized to determine the 20 students to be enrolled. After selections, a final Agency/Family Night Orientation will be held for the selected participants to review the program, commitment and the support necessary for the students to successfully complete. Each class day starts with 2 hours of "Math for the Trades" followed by a soft skills class. Strict adherence to attendance and punctuality will be enforced. Midway through the program cycle all students will participate in a week long construction boot camp, where they will experience and demonstrate their capability to maneuver through the rigors of a construction site by digging trenches, jack hammering and working a community cleanup project. Following is an overview of Build Nevada's evidence-based program model:

Orientations – 1 week- provide a program and industry overview to participants referred from the agency

- ✓ 2 Program and Industry Orientation Overview – 4 hours
- ✓ Agency/Client Orientation
- ✓ Family/Support Team Orientation



Build Nevada Program Curriculum – 11 weeks

- ✓ Math for the Trades - 96 hours
 - o 30 hours of tutoring/homework assistance
- ✓ The Inspired Apprentice - 32 hours
 - o Construction Industry Overview
 - o Mechanical Comprehension
 - o Blueprint Reading
 - o Construction Work Readiness
- ✓ Construction Boot Camp – 40 hours
- ✓ Green Building Concepts - 10 hours
- ✓ Successful Apprenticeship Interviewing Strategies (Mock & Video) – 20 hours
- ✓ Life Skills – 30 hours
- ✓ Health and Wellness – 20 hours
- ✓ One on One Counseling Sessions – bi-weekly

- ✓ Group Counseling Sessions - biweekly
- ✓ Adult Learning Skills – 16 hours
 - o Overcoming Math Anxiety
 - o Note Taking Methods

 - o Study and Test Taking Methods

 - o Critical Reading Comprehension
- ✓ Apprenticeship Training Center Site Visits
- ✓ Renewable Energy or Construction Site Visit
- ✓ OSHA 10 certification – 10 hours
- ✓ Forklift certification – 8 hours
- ✓ CPR certification – 8 hours

In regards to ensuring participants receive services to appropriately address their barriers and result in positive outcomes, NPI has a proven system of case management, career counseling, and workforce development programming. This system includes a comprehensive intake and assessment process identifying the client's needs, barriers, and resources at the onset of programming. The process is followed by the development of an individualized employment plan detailing the goal and objectives needed to ensure a client can secure, maintain, and advance in employment. Next, progress monitoring occurs to ensure the employment plan and corresponding services are the right fit for the client's needs. As services are rendered, clients are asked to complete a customer satisfaction survey inquiring about the fit of services. As a secondary measure, individual and program performance are monitored and reported to ensure positive program and client outcomes. . This year NPI was awarded funds from Clark



	County to support a build out on campus for a regional workforce training center. NPI regional workforce development center will offer occupational skills training in STEM fields, for job seekers in interested in occupational skills training in aerospace, information technology , health and medical services, logistics and operations, tourism and gaming, film production and Pre-apprenticeship training.
WIOA Performance Measures	Entered employment Rate: Adults: 80%, DW: 80% Retention Rate after Six Months : Adults: 85%, DW: 85% Average Earnings Gain: Adults: \$15,000, DW: \$16,500 Credential Rate: 95% Training-Related employment: 75%
Additional Performance Measures	
Contact Person & Information:	Tiffany Tyler Chief Operating Officer 710 West Lake Mead North Las Vegas, Nevada 89030 (702)924-2100 (702)924-1602 ttyler@nevadapartners.org

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 sub-award 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 resolved. Notification grants the sub-recipient 10 business days to resolve 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 resolve 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. **Bonuses and Incentive Pay**

Workforce Connections has established that bonuses and/or incentive payments to employees or sub-contractors using sub-award funds are **unallowable**. A waiver to this limitation may be requested by a sub-recipient following the process outlined in WC policy FIS-020-01, section II (F).

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 expenditures 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 State Compliance Policies (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. 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 PRE-APPRENTICESHIP ADULT BUDGET TEMPLATE
Revised 7/16/15

Agency Name: Nevada Partners, Inc.

Contract Name/Funding Type: Pre-Apprenticeship Adult

Budget Period (Dates): 10/1/2015 - 09/30/2016

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	A. Participant Training		\$ 5,000	1.3%	84.7%	\$ 27,500
	B. Supportive Services	\$ 213,717		53.4%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 93,288		23.3%	26.7%	\$ -
	D. Program Fringe Benefits	\$ 13,480		3.4%		\$ -
Overhead and Support Costs	E. Travel	\$ 5,739		1.4%	18.6%	\$ -
	F. Equipment	\$ 1,800		0.5%		\$ -
	G. Consultants/Contracts	\$ -		0.0%		\$ -
	H. Other Overhead Costs	\$ 19,360		4.8%		\$ -
	I. Support Personnel	\$ 40,645		10.2%		\$ 14,250
	J. Support Fringe Benefits	\$ 6,981		1.7%		\$ -
Budget Summary	TOTAL Provider Contract (Provider Paid)	\$ 395,000		98.8%		
	TOTAL WC Paid		\$ 6,000	1.3%		
	TOTAL Project Expenses	\$ 400,000		100%		
	TOTAL Matching Resources					\$ 41,750
	Match Percent					10.4%
	TOTAL Project Cost					\$ 441,750

Overall Budget Requirements:

NONE

Prepared By (Provider):

JoAnn Arguello
Print Name

JoAnn Arguello
Sign Name

10/22/2015

Date

jarquello@nevadapartners.org
Email Address

702-924-2183
Phone Number

Approved By (Provider):

Jeffrey McMahon, Director of Finance
Print Name

Jeffrey McMahon
Sign Name

10/22/2015

Date

Approved By (WC Program):

Print Name

[Signature]
Sign Name

10/26/15
Date

Approved By (WC Fiscal):

Print Name

Faith Cannella
Sign Name

10/23/15
Date

A. Participant Training Costs

Note:

1. The training categories are locked and may only include the following.
2. Incumbent worker and customized training have special requirements and may not be authorized by WC prior to the issuance of WIOA final regulations. Please do not include any OJT expenditures on these line items.

Training Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
1 Occupational Skills Training	\$ 50.00	100	\$ 5,000
2 On The Job Training			\$ -
3 Incumbent Worker Training			\$ -
4 Customized Training			\$ -
	Total		\$ 5,000

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.

Narrative (Required for Each Budget Line Above):

- 1 CPR Training and Certification
- 2
- 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 Assistance	\$ 65	75	\$ 4,875
2 WEX	\$ 1,452	75	\$ 109,564
3 Drug Testing	\$ 28	75	\$ 2,100
4 Book Assistance	\$ 125	75	\$ 9,375
5 Clothing/Work Supports	\$ 500	75	\$ 37,500
6 Other Materials and Supplies	\$ 275	75	\$ 20,625
7 Licenses, Fees, and Tuition Assistance	\$ 150	75	\$ 11,250
8 Housing (rent) and Utility Assistance	\$ 146	75	\$ 10,978
9			\$ -
10			\$ -
Competitively Procured Contracted Participant Services-Please list below			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11 Group Counseling	\$ 100	52	\$ 5,200
12 Individual Counseling	\$ 30	75	\$ 2,250
13			\$ -
14			\$ -
15			\$ -
Total			\$ 213,717

Narrative (Required for Each Budget Line Above):

- 1 Transportation assistance, including bus passes and gas cards to support participation in required activities
- 2 Work experience to expose participants to construction sites, renewable energy , apprenticeship training sites
- 3 Drug testing to support successful entry into apprenticeships and construction employment
- 4 Required workbook and textbooks for course content, including Math for Trades and the Inspired Apprentice
- 5 Clothing vouchers, tools, and other required work supports
- 6 Materials and supplies associated with life skills training, green building concepts, adult learning training, and other
- 7 Assistance to participate in advanced training and any required licensing
- 8 Rental and utility assistance while in the program
- 9
- 10
- 11 Mental Health Counselor will provide group counseling
- 12 Mental Health Counselor will provide individual counseling
- 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 Workforce Development Director	No	\$ 62,350	10%	4	12	\$ 6,235
2 Build Nevada Manager/Instructor	No	\$ 60,000	100%	40	11	\$ 52,500
3 Case Manager	Yes	\$ 39,500	100%	40	11	\$ 34,563
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				2.1		
# of Dedicated Case Manager FTE's				1		
					Total	\$ 93,298

of Participants Projected to Serve *800 11/13/15*

Narrative (Required for Each Budget Line Above):

- 1 The Workforce Development Director translates the program plan into work activities, sets and monitors performance goals for
- 2 The Build Nevada Manager will oversee the implementation of all building trades related activities while delivering instruction
- 3 The Case Manager interviews clients, assesses client's eligibility, skills and interests, assists clients with employment plans,
- 4
- 5
- 6
- 7
- 8
- 9
- 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 Workforce Development Director	\$ 6,235	17%	\$ 1,077
2 Build Nevada Manager/Instructor	\$ 52,500	14%	\$ 7,439
3 Case Manager	\$ 34,563	14%	\$ 4,944
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.	\$ -		\$ 13,460
		Total	\$ 13,460

Narrative (Required for Each Budget Line Above):

- 1 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per
- 2 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per
- 3 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per
- 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	Various-in town	\$ 0.565	5511	\$ 3,114
2	Conference Travel	To be determined	\$ 1,250.000	2	\$ 2,625
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
				Total	\$ 5,739

Narrative (Required for Each Budget Line Above):

- 1 Reimburse staff for mileage incurred for in-town trips at the standard IRS mileage rate.
- 2 Travel for workshops or seminars for accounting and case managers
- 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 Program Manager Computer	\$ 900	1	\$ 900
2 Case Manager Computer	\$ 900	1	\$ 900
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
Total			\$ 1,800

Narrative (Required for Each Budget Line Above):

- 1 Computer to support program management
- 2 Computer to support required case management functions
- 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

Notes:

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 Cell Phone	Direct Charged	\$ 50	25	100%	>Choose<	\$ 1,260
2 Office Supplies	Direct Charged	\$ 75	12	100%	>Choose<	\$ 900
3 Professional Services	Allocated	\$ 27,500	1	10%	>Choose<	\$ 2,750
4 Professional Services - RP	Allocated	\$ 75,000	1	10%	>Choose<	\$ 7,500
5 Office Supplies/Printing/Postage/	Allocated	\$ 14,000	1	10%	>Choose<	\$ 1,400
6 Travel/Conference/Dues/Fees/Du	Allocated	\$ 11,000	1	10%	>Choose<	\$ 1,100
7 Insurance	Allocated	\$ 32,500	1	10%	>Choose<	\$ 3,250
8 Depreciation	Allocated	\$ 44,000	0	10%	>Choose<	\$ -
9 Telephone/Cell Phone/Internet	Allocated	\$ 12,000	1	10%	>Choose<	\$ 1,200
10 Rent	>Choose<			0%	>Choose<	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
Total						\$ 19,360

Narrative (Required for Each Budget Line Above):

- 1 Estimated monthly cell phone reimbursements at \$50/month for FTEs for 12 months.
- 2 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as,
- 3 Includes expenses for an annual financial audit as well as an A-133 audit, both of which are required.
- 4 NPI shares facilities with the Culinary Academy of Las Vegas. Shared facility related expenses
- 5 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as,
- 6 Consists of travel, conference and training expenses for allocated personnel as well as licenses and
- 7 Consists of organization and facility insurance. In-direct costs are allocated to each funding source
- 8 Consists of the allowable portion of depreciation for the building, site improvements, and office
- 9 Consists of telephone, cell phone and internet costs. In-direct costs are allocated to each funding
- 10 Rent of parking lot. In-direct costs are allocated to each funding source based on their proportion

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 CEO	Executive Director/CEO	Allocated	\$ 131,050	8%	<Choose Base>	\$ 10,484
2 COO	Executive Staff (Upper Mgmt)	Allocated	\$ 104,000	8%	<Choose Base>	\$ 8,320
3 Director of Finance	Accounting Staff	Allocated	\$ 72,500	8%	<Choose Base>	\$ 5,800
4 Grant Accountant	Accounting Staff	Allocated	\$ 50,000	8%	<Choose Base>	\$ 4,000
5 Staff Accountant	Accounting Staff	Allocated	\$ 38,000	8%	<Choose Base>	\$ 3,040
6 Executive Assistant	Other-Describe in Narrative	Allocated	\$ 35,000	8%	<Choose Base>	\$ 2,800
7 Human Resources	HR Staff	Allocated	\$ 52,548	8%	<Choose Base>	\$ 4,204
8 Front Desk Receptionist	Other-Describe in Narrative	Allocated	\$ 24,960	8%	<Choose Base>	\$ 1,997
9	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
Total						\$ 40,645

Narrative (Required for Each Budget Line Above):

- 1 Executive Director is the CEO of the Organization.
- 2 Chief Operations Officer is the COO of the organization
- 3 Director of Finance manages the finance department.
- 4 Grant Accountant responsible for grant accounting including billing and grant reporting
- 5 Accountant responsible for payroll, accounts payable and tracking vouchers and purchase orders.
- 6 Executive Assistant assists CEO, COO and department directors.
- 7 HR is responsible for human resource functions of the Organization.
- 8 Front Desk Receptionist directs clients to appropriate services
- 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 CEO	\$ 10,484	15%	\$ 1,621
2 COO	\$ 8,320	16%	\$ 1,322
3 Director of Finance	\$ 5,800	17%	\$ 958
4 Grant Accountant	\$ 4,000	18%	\$ 725
5 Staff Accountant	\$ 3,040	20%	\$ 593
6 Executive Assistant	\$ 2,800	20%	\$ 560
7 Human Resources	\$ 4,204	18%	\$ 753
8 Front Desk Receptionist	\$ 1,997	22%	\$ 449
9	0 \$	-	\$ -
10	0 \$	-	\$ -
Variance from tab I.	\$ -	Total	\$ 6,981

Narrative (Required for Each Budget Line Above):

- 1 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 2 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 3 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 4 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 5 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 6 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 7 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 8 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06
- 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	Donated/In-Kind		\$ 27,500
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	Space Usage	\$ 14,250
I. Support Personnel	>Choose<	Space Usage	
J. Support Fringe Benefits	>Choose<		
Total			\$ 41,760

Description (Required for Each Match Line Above):

- A. Free OSHA and ForkLift Training from Teamsters 831
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

Attachment D Sub-award General Information and Summary

Sub-award	Name:		Adult Building Trades Pre-Apprenticeship Program	
	Sub-recipient:		Nevada Partners, Inc. (NPI)	
	Sub-award No.		WC-15-NPI-ABTPA-ADW-00	
	CFDA No.		17.258	
	CFDA No.		17.278	
	Total amount of the Federal award obligated to the sub-recipient:		\$400,000.00	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	\$395,000.00
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	\$5,000.00
	Required Match:		None	N/A
	Procurement/Acquisition		Procurement Type	Procurement Action
			Competitive	PY 15 RFP Pre-Apprenticeship
	Sub-award Approval Date:		09-22-2015	By: Local Workforce Development Board
	Period of Performance:		Start Date	End Date
			10-01-2015	09-30-2016
	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	ADW
			Faith Cannella	Debra Collins
	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 eligible adult and dislocated worker 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

NPI - ABTPA/ADW

Award	Dates		Funding Adult CFDA 17.258		Funding Dislocated Workers CFDA 17.278		Funding Dislocated Workers / NEG CFDA 17.277		Sub-Total	Participants		
	Start Date	End Date	Program	Training	Participants	Program	Training	Participants				
Original Sub-Award	10/1/15	9/30/16	\$316,000.00	\$4,000.00	64	\$79,000.00	\$1,000.00	16	\$0.00	0	\$400,000.00	80
									\$0.00	0	\$0.00	0
									\$0.00	0	\$0.00	0
									\$0.00	0	\$0.00	0
									\$0.00	0	\$0.00	0
Sub - Totals:			\$316,000.00	\$4,000.00	64	\$79,000.00	\$1,000.00	16	\$0.00	0	\$400,000.00	80
Totals:			\$320,000.00			\$80,000.00			\$0.00		\$400,000.00	80

I have read and reviewed the listed below amendment to sub-award agreement WC-15-NPI-ABTPA-ADW-01, and it is approved for final signatures.


Sub-recipient Name: Nevada Partners, Inc.

Sub-award ID Number: WC-15-NPI-ABTPA-ADW-01

Program/Project Name: Adult Building Trades Pre-Apprenticeship Program (ABTPA)

Authorized Signatures

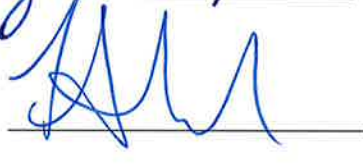
Debra Collins
Workforce Connections
Program Manager

← For  _____ 4/25/16
Date:

Ricardo Villalobos
Workforce Connections
Director, Workforce Development
Programs

← For  _____ 4/25/16
Date:

Faith Cannella
Workforce Connections
Senior Financial Analyst II


 _____ 4/25/16
Date:

Jim Kostecki
Workforce Connections
Chief Financial Officer

 _____ 4/21/16
Date:

Ardell Galbreth
Workforce Connections
Executive Director

 _____ 05/05/2016
Date:

Workforce Connections – Contracting	
Documentation processed and prepared by:	Emilio Pias Workforce Connections Quality Assurance
Date: 04-18-16	Signature: 

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. WC-15-NPI-ABTPA-ADW-01
		Modification No. 1
	Sub-Recipient: Nevada Partners, Inc. 710 West Lake Mead Blvd. North Las Vegas, Nevada 89030 Telephone: (702) 924-2155	Modification Start Date: October 01, 2015
		Modification End Date: September 30, 2016

Purpose of Sub-award:	To provide PY 2015 workforce development activities within the SNWDA for adult and dislocated workers eligible program participants.
------------------------------	--

Modification Amounts:	CFDA	17.258	17.278	17.277	Total
	Amended obligation amount:	\$320,000.00	\$80,000.00	\$0.00	\$400,000.00
	The amended amount reimbursed as a result of this modification shall not exceed:	\$320,000.00	\$80,000.00	\$0.00	\$400,000.00
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	=====	=====	=====	=====
	Amended number of participants as a result of this modification:	0	0	0	0

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"> Notice of amendment attached. Copy of budget attached. 			

"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:		4-29-16		
	Signature of Sub-recipient's Authorized Officer	Date		
	<u>Monica Ford</u>			
	Printed or Typed Name and Title			
	Workforce Connections Approval:			
		05/05/2016		
	Signature of WC Authorized Officer	Date		
	<u>Ardell Galbreath</u>			
	Printed or Typed Name and Title			
	<u>EXECUTIVE DIRECTOR</u>			



Notice of Amendment

Date: Monday, April 18, 2016

Nevada Partners, Inc.

Sub-award Agreement No. **WC-15-NPI-ABTPA-ADW-01**

Amendment to this sub-award No. **1**

CFDA No. 17.258

CFDA No. 17.278

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 and Nevada Partners, Inc. (the sub-recipient) which was executed by the parties on **December 2, 2015** and subsequently amended on **April 18, 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. Item "5" of the sub-award agreement.
2. Attachment "D"
3. Budget

1.1 The first paragraph of item "5" of this sub-award agreement is replaced in its entirety by the following:

Consideration

The sub-recipient agrees to provide the services set forth in section seven (7) at a cost not to exceed **\$400,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$400,000.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.



2.1 Attachment D - Sub-award General Information and Summary.
Adjusted amounts to support modification request.
Amendment number was updated to reflect current version.

3.1 Modified Budget

Incorporated documents to this notice:

- Sub-award Amendment/Modification Form
- Attachment D
- Sub-award document request
- Copy of modified budget

Attachment D Sub-award General Information and Summary

Sub-award	Name:	Adult Building Trades Pre-Apprenticeship Program (ABTPA)		
	Sub-recipient:	Nevada Partners, Inc. (NPI)		
	Sub-award No.	WC-15-NPI-ABTPA-ADW-01		
	CFDA No.	17.258		
	CFDA No.	17.278		
	Total amount of the Federal award obligated to the sub-recipient:	\$400,000.00		
	Reimbursed amount:	The maximum amount reimbursed under this sub-award shall not exceed:		\$400,000.00
	Training set-aside amount:	The maximum amount paid by WC for training activities under this sub-award shall not exceed:		N/A
	Required Match:	None		N/A
	Procurement/Acquisition	Procurement Type		Procurement Action
		Competitive		PY 15 RFP Pre-Apprenticeship
	Sub-award Approval Date:	09-22-2015	By: Local Workforce Development Board	
	Period of Performance:	Start Date	End Date	
		10-01-2015	09-30-2016	
	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		ADW
		Faith Cannella		Debra Collins
	Indirect Rate:	TBD		
Original Sub-award: <input type="checkbox"/>		Amendment: <input checked="" type="checkbox"/> No. 1		
Purpose:	To provide PY 2015 workforce development activities within the SNWDA for eligible adult and dislocated worker 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

NPI - ABTPA/ADW

Award	Dates		Funding Adult CFDA 17-258		Funding Dislocated Workers CFDA 17-278		Funding Dislocated Workers / NEG CFDA 17-277		Sub-Total	
	Start Date	End Date	Program	Participants	Program	Participants	Program	Participants	Program	Participants
Original Sub-Award	10/1/15	9/30/16	\$316,000.00	64	\$79,000.00	16	\$0.00	\$0.00	\$400,000.00	80
Amendment No. 1	10/1/15	9/30/16	\$4,000.00	0	\$1,000.00	0	\$0.00	\$0.00	\$400,000.00	80
Sub - Totals:			\$320,000.00	64	\$80,000.00	16	\$0.00	\$0.00	\$400,000.00	80
Totals:			\$320,000.00		\$80,000.00		\$0.00		\$400,000.00	80

workforceCONNECTIONS Budget Template

PY16 WORKFORCE CONNECTIONS ADULT BUDGET MODIFICATION TEMPLATE
(effective for contracts starting PY16 and after) - revised 9/4/15

Agency Name: Nevada Partners Inc.

Contract Name/Funding Type: Pre-Apprenticeship Adult

Budget Period (Dates): 10/01/2015 - 09/30/2016

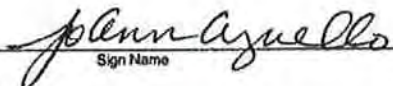
Budget Amendment #: 1

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	\$ -	\$ 5,000	\$ (5,000)	0.0%	80.1%
	B. Supportive Services	\$ 200,288	\$ 213,717	\$ (13,429)	50.1%	
Program Personnel Costs	C. Program Personnel	\$ 85,995	\$ 93,298	\$ (7,303)	21.5%	28.4%
	D. Program Fringe Benefits	\$ 27,518	\$ 13,480	\$ 14,038	8.9%	
Overhead and Support Costs	E. Travel	\$ 6,587	\$ 6,739	\$ (152)	1.6%	21.5%
	F. Equipment	\$ -	\$ 1,800	\$ (1,800)	0.0%	
	G. Consultants/Contracts	\$ -	\$ -	\$ -	0.0%	
	H. Other Overhead Costs	\$ 79,812	\$ 19,380	\$ 60,432	18.9%	
	I. Support Personnel	\$ -	\$ 40,845	\$ (40,845)	0.0%	
	J. Support Fringe Benefits	\$ -	\$ 6,981	\$ (6,981)	0.0%	
Budget Summary	TOTAL Project Expenses	\$ 400,000.00	\$ 400,000.00	\$ -	100.0%	100.0%

Overall Budget Requirements:

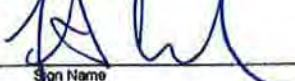
Prepared By (Provider):

JoAnn Arguello  4/13/2016
 Print Name Sign Name Date
joarguello@nevadapartners.org 702-924-2183
 Email Address Phone Number

Approved By (Provider):

Jeffrey McMahon  4/13/2016
 Print Name Sign Name Date

Approved By (WC Program): Debra Collins  2/12/16
 Print Name Sign Name Date

Approved By (WC Fiscal): Faith Cannella  4/14/16
 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	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Occupational Skills Training - WIOA	\$ 50.00	100	\$ -	\$ 5,000	\$ (5,000)
2 On The Job Training - WIOA			\$ -	\$ -	\$ -
3 Incumbent Worker Training			\$ -	\$ -	\$ -
4 Customized Training			\$ -	\$ -	\$ -
5 Occupational Skills Training - NEG			\$ -	\$ -	\$ -
6 On The Job Training - NEG			\$ -	\$ -	\$ -
Total			\$ -	\$ 5,000	\$ (5,000)

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.

Narrative (Required for Each Budget Line Above):

- 1
- 2
- 3
- 4

B. Supportive Services

Item/Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Transportation Assistance	\$ 65	100	\$ 6,500	\$ 4,875	\$ 1,625
2 WEX	\$ 1,200	75	\$ 90,548	\$ 109,564	\$ (19,016)
3 Drug Testing	\$ 28	125	\$ 3,500	\$ 2,100	\$ 1,400
4 Book Assistance	\$ 125	100	\$ 12,500	\$ 9,375	\$ 3,125
5 Clothing/Work Supports	\$ 500	77	\$ 38,387	\$ 37,500	\$ 887
6 Other Materials and Supplies	\$ 275	75	\$ 20,625	\$ 20,625	\$ -
7 Licenses, Fees, and Tuition Assistance	\$ 150	75	\$ 11,250	\$ 11,250	\$ -
8 Housing (rent) and Utility Assistance	\$ 146	75	\$ 10,978	\$ 10,978	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
Competitively Procured Contracted Short Term PreVocational Training Services-Please list below					
11 Group Counseling	\$ 50	75	\$ 3,750	\$ 5,200	\$ (1,450)
12 Individual Counseling	\$ 30	75	\$ 2,250	\$ 2,250	\$ -
13			\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -
Total			\$ 200,288	\$ 213,717	\$ (13,429)

Narrative (Required for Each Budget Line Above):

- 1 Transportation assistance, including bus passes and gas cards to support participation in required activities
- 2 Work experience to expose participants to construction sites, renewable energy , apprenticeship training sit
- 3 Drug testing to support successful entry into apprenticeships and construction employment
- 4 Required workbook and textbooks for course content, including Math for Trades and the Inspired Apprentic
- 5 Clothing vouchers, tools, and other required work supports
- 6 Materials and supplies associated with life skills training, green building concepts, adult learning training,
- 7 Assistance to participate in advanced training and any required licensing
- 8 Rental and utility assistance while in the program
- 9
- 10
- 11 Mental Health Counselor will provide group counseling
- 12 Mental Health Counselor will provide individual counseling
- 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 Workforce Development Director	No	\$ 62,000	10%	4	12	\$ 6,200	\$ 6,235	\$ (35)
2 Build Nevada Manager/Instructor	No	\$ 75,670	100%	40	9	\$ 58,753	\$ 52,500	\$ 4,253
3 Case Manager	Yes	\$ 39,500	100%	40	7	\$ 23,042	\$ 34,563	\$ (11,521)
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				2.1		Total		\$ 85,996 \$ 93,298 \$ (7,303)
# of Dedicated Case Manager FTE's				1				
# of Participants Projected to Serve				100				

Narrative (Required for Each Budget Line Above):

1 The Workforce Development Director translates the program plan into work activities, sets and monitors performance goals for individual employees and the department. Monitors budget to actual expenses. Establishes and maintains relationships with partners, resolves conflict with partners, clients, and employees.

2 The Build Nevada Manager will oversee the implementation of all building trades related activities while delivering instruction

3 The Case Manager interviews clients, assesses client's eligibility, skills and interests, assists clients with employment plans, arranges training, assesses support service needs, coaches, engages and follows up with clients. Conducts employability training as needed.

- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

D. Fringe Benefits for Direct Personnel

Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Contract Salary	Fringe %			
1 Workforce Development Director	\$ 6,200	32%	\$ 1,984	\$ 1,077	\$ 907
2 Build Nevada Manager/Instructor	\$ 56,753	32%	\$ 18,161	\$ 7,439	\$ 10,722
3 Case Manager	\$ 23,042	32%	\$ 7,373	\$ 4,944	\$ 2,429
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.	\$ -		\$ 27,518	\$ 13,460	\$ 14,058

Narrative (Required for Each Budget Line Above):

7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;

1 \$1.06 per hour Pension

7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;

2 \$1.06 per hour Pension

7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;

3 \$1.06 per hour Pension

4

5

6

7

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	\$ 0.540	7800	\$ 4,212	\$ 3,114	\$ 1,098
2	Staff Travel for Training	To be Determined	\$ 1,250.00	2	\$ 2,375	\$ 2,625	\$ (250)
3					\$ -	\$ -	\$ -
4					\$ -	\$ -	\$ -
5					\$ -	\$ -	\$ -
6					\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -
8					\$ -	\$ -	\$ -
9					\$ -	\$ -	\$ -
10					\$ -	\$ -	\$ -
Total					\$ 6,587	\$ 5,739	\$ 848

Narrative (Required for Each Budget Line Above):

- 1 Reimburse staff for mileage incurred for in-town trips at the standard IRS mileage rate.
- 2 Travel for workshops or seminars for accounting and case managers.
- 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 Program Manager Computer	\$ 900	0	\$ -	\$ 900	\$ (900)
2 Case Manager Computer	\$ 900	0	\$ -	\$ 900	\$ (900)
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
Total			\$ -	\$ 1,800	\$ (1,800)

Narrative (Required for Each Budget Line Above):

- 1 Computer to support program management
- 2 Computer to support required case management functions
- 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. These 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.

NEW Budget Computation								
Item Description	Direct or Allocated	Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base	Total NEW Budget	Total Prior Budget	Total Change Requested
1 Cell Phones	Direct Charged	\$ 50	45	100%	Total Direct Costs	\$ 2,250	\$ 1,280	\$ 990
2 Office Supplies	Direct Charged	\$ 50	45	100%	Total Direct Costs	\$ 2,250	\$ 800	\$ 1,350
3 Professional Services	Allocated	\$ 27,500	1	0%	Direct Payroll \$	\$ -	\$ 2,750	\$ (2,750)
4 Professional Services - RP	Allocated	\$ 75,000	1	0%	Direct Payroll \$	\$ -	\$ 7,500	\$ (7,500)
5 Office Supplies/Printing/Postage/C	Allocated	\$ 14,000	1	0%	Direct Payroll \$	\$ -	\$ 1,400	\$ (1,400)
6 Travel/Conference/ Dues/ Fees/O	Allocated	\$ 11,000	1	0%	Direct Payroll \$	\$ -	\$ 1,100	\$ (1,100)
7 Insurance	Allocated	\$ 32,500	1	0%	Direct Payroll \$	\$ -	\$ 3,250	\$ (3,250)
8 Depreciation	Allocated	\$ 44,000	0	0%	Direct Payroll \$	\$ -	\$ -	\$ -
9 Telephone/Cell Phone/ Internet	Allocated	\$ 12,000	1	0%	Direct Payroll \$	\$ -	\$ 1,200	\$ (1,200)
10 Rent	Allocated	\$ -	0	0%	Direct Payroll \$	\$ -	\$ -	\$ -
11 Indirect Cost	Allocated	\$ 113,613	1	88%	Direct Payroll \$	\$ 75,112	\$ -	\$ 75,112
12	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
13	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
14	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
15	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
Total						\$ 79,812	\$ 19,380	\$ 60,282

Narrative (Required for Each Budget Line Above):

1 Estimated monthly cell phone reimbursements at \$50/month for FTEs for 12 months.

Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as photocopier maintenance and toner/ink, and postage.

2 Includes expenses for an annual financial audit as well as an A-133 audit, both of which are required.

3 NPI shares facilities with the Culinary Academy of Las Vegas. Shared facility related expenses include maintenance and janitorial staff, building repairs and maintenance, utilities and storage rent. NPI also shares in common administrative costs including security staff, IT staff and night security services. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

4 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as photocopier maintenance and toner/ink, and postage. In-Direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

5 Consists of travel, conference and training expenses for allocated personnel as well as licenses and fees for the Organization. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

6 Consists of organization and facility insurance. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

7 Consists of telephone, cell phone and internet costs. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

8 Rent of parking lot. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.

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 CEO	Executive Director/CEO	Allocated	\$ 131,050	0%	Direct Payroll \$	\$ -	\$ 10,484	\$ (10,484)
2 COO	Executive Staff (Upper Mgmt)	Allocated	\$ 104,000	0%	Direct Payroll \$	\$ -	\$ 8,320	\$ (8,320)
3 Director of Finance	Executive Staff (Upper Mgmt)	Allocated	\$ 72,500	0%	Direct Payroll \$	\$ -	\$ 5,800	\$ (5,800)
4 Grant Accountant	Accounting Staff	Allocated	\$ 50,000	0%	Direct Payroll \$	\$ -	\$ 4,000	\$ (4,000)
5 Staff Accountant	Accounting Staff	Allocated	\$ 38,000	0%	Direct Payroll \$	\$ -	\$ 3,040	\$ (3,040)
6 Executive Assistant	Reception/Administrative Staff	Allocated	\$ 35,000	0%	Direct Payroll \$	\$ -	\$ 2,800	\$ (2,800)
7 Human Resources	HR Staff	Allocated	\$ 52,548	0%	Direct Payroll \$	\$ -	\$ 4,204	\$ (4,204)
8 Front Desk Receptionist	Reception/Administrative Staff	Allocated	\$ 24,060	0%	Direct Payroll \$	\$ -	\$ 1,997	\$ (1,997)
9	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
10	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
Total						\$ -	\$ 40,645	\$ (40,645)

Narrative (Required for Each Budget Line Above):

- 1 Executive Director is the CEO of the Organization.
- 2 Chief Operations Officer is the COO of the organization
- 3 Director of Finance manages the finance department.
- 4 Grant Accountant responsible for grant accounting including billing and grant reporting
- 5 Accountant responsible for payroll, accounts payable and tracking vouchers and purchase orders.
- 6 Executive Assistant assists CEO, COO and department directors.
- 7 HR is responsible for human resource functions of the Organization.
- 8 Front Desk Receptionist directs clients to appropriate services
- 9
- 10


J. Fringe Benefits for Support Personnel

Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Contract Salary	Fringe %			
1 CEO	\$ -	15%	\$ -	\$ 1,621	\$ (1,621)
2 COO	\$ -	16%	\$ -	\$ 1,322	\$ (1,322)
3 Director of Finance	\$ -	17%	\$ -	\$ 958	\$ (958)
4 Grant Accountant	\$ -	18%	\$ -	\$ 725	\$ (725)
5 Staff Accountant	\$ -	20%	\$ -	\$ 593	\$ (593)
6 Executive Assistant	\$ -	20%	\$ -	\$ 560	\$ (560)
7 Human Resources	\$ -	18%	\$ -	\$ 753	\$ (753)
8 Front Desk Receptionist	\$ -	22%	\$ -	\$ 449	\$ (449)
9	0 \$	-	\$ -	\$ -	\$ -
10	0 \$	-	\$ -	\$ -	\$ -
Variance from tab I.	\$ -	Total	\$ -	\$ 6,981	\$ (6,981)

Narrative (Required for Each Budget Line Above):

- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 9
- 10



Sub-award Document Request				
Request Date: 04-18-2016		WC Staff: Faith Cannella		
Sub-recipient:	Nevada Partners, Inc. (NPI)			
Program Name:	One-Stop Affiliate Site North – ADW – <u>Adult Building Trade Pre-Apprenticeship Program</u>			
Funding:	Adult: <input checked="" type="checkbox"/>	DW: <input checked="" type="checkbox"/>	Youth: <input 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): N/A				
Amendment:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Amendment No. 1		
Sub-Award ID:	WC-15-NPI-ABTPA-ADW-01			
Board Approval Date: N/A				
Amount	New:	N/A		Total Sub-award \$400,000.00
	Additional:	N/A		
Term Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Start Date: N/A	End Date: N/A	
Budget Changed:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Set aside amount for training is modified from \$5,000 to none. The reimbursement amount is modified from \$395,000 to \$400,000		
SOW Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
Comments: This modification to the sub-award budget was originated by the sub-recipient in consultation with WC Fiscal and Program department. After review of factors involved sub-recipient's request for modification was approved.				
Approved By: 		Date: 4/20/16		

Jeannie Kuennen

From: Debra Collins
Sent: Monday, April 25, 2016 12:32 PM
To: Jeannie Kuennen
Cc: Ricardo Villalobos; Emilio Pias
Subject: Re: NPI Pre-App - Sub-Award Amendment #01

Jeannie,
I approve it.
Please sign for me or Ricardo.
Thanks.
Deb

Sent from my iPhone

On Apr 25, 2016, at 9:20 AM, Jeannie Kuennen <jkuennen@nvworkforceconnections.org> wrote:

Debra,

Please see the attachment you requested.

Sincerely,

Jeannie Kuennen

Sr. Program Manager – ADW/Youth

*6330 West Charleston Boulevard, Suite #150
Las Vegas, Nevada 89146
Phone (702) 636-2323 Fax (702) 638-8774*

<image001.png>

From: Debra Collins
Sent: Monday, April 25, 2016 9:14 AM
To: Jeannie Kuennen
Cc: Ricardo Villalobos; Emilio Pias
Subject: Re: NPI Pre-App - Sub-Award Amendment #01

Good morning Jeannie,
when do you need the amendment?
I will not be back into the office until May 3.
If you need it sooner, please email it to me and I will review and give my approval or not.
If I approve it, can someone else sign for me if you need it earlier than my return?
Thank you.
Debra

Sent from my iPhone

On Apr 25, 2016, at 9:10 AM, Jeannie Kuennen <jkuennen@nvworkforceconnections.org> wrote:

Debra,

I have let a copy of this sub-award amendment on your chair for your review and approval. After you have signed the cover sheet please deliver the document back to me so that I can mail this to NPI for their review and signature.

Sincerely,

Jeannie Kuennen

Sr. Program Manager – ADW/Youth

*6330 West Charleston Boulevard, Suite #150
Las Vegas, Nevada 89146
Phone (702) 636-2323 Fax (702) 638-8774*



<Picture (Device Independent Bitmap) 1.jpg>

<20160425091423.pdf>