



REQUEST FOR PROPOSAL

Boulder City and/or Laughlin Adult/Youth One-Stop Affiliate Site

Workforce Innovation and Opportunity Act

Published April 22, 2016

Submission Deadline

May 12, 2016 @ 2:00 PM

Late submissions will not be accepted.

Adult CFDA#: 17.258

Dislocated Worker CFDA#: 17.278

Youth CFDA#: 17.259

Workforce Connections is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities. Nevada
Relay 711 or (800) 326-6868

Workforce Connections' hours of operation are Monday - Friday, 8:00 AM to 5:00 PM.

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

(All times noted in this RFP are Pacific Time)

Request for Proposal (RFP) Release	April 22, 2016
Mandatory Bidders' Conference Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146	April 28, 2016 @ 2:00 PM
Statement of Qualifications (SOQ) Due	May 4, 2016 by 2:00 PM
Notification(s) of SOQ Approval	No later than May 6, 2016
Last day to submit RFP Questions	May 6, 2016 by 5:00 PM
Proposals Due	May 12, 2016 by 2:00 PM
Public Proposal Opening	May 12, 2016 @ 2:30 PM
Evaluation of Proposals and Panel Interviews	May 13, 2016 through May 27, 2016
Recommendation(s) Presented for Approval	June 15, 2016 – Programs June 28, 2016 – Board
Negotiations	June 28-30, 2016
Program Commences	July 1, 2016

SECTION 1 RFP INTRODUCTION

1.1 Solicitation

The purpose of this solicitation is to select a sub-awardee who will deliver career and training services to eligible adults, dislocated workers and youth under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The goal is to receive a wide variety of high quality innovative proposals that “connect employers to a ready workforce” and meet the needs of the Southern Nevada Workforce Development Area. Respondents are invited to submit a proposal for the following:

Target Population:	Adults, Dislocated Workers (and Youth (80% Out-of-School and 20% In-School)
Geographic Area:	Boulder City and/or Laughlin, Nevada and surrounding areas in the Southern Nevada Workforce Development Area.
Start Date:	July 1, 2016
End Date:	June 30, 2018
Type of Sub-Award:	Cost-Reimbursement Sub-Award
Option to Extend (if applicable):	Two-year initial term with the option to extend up to two additional one-year terms.
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Funding Available for this RFP:	An amount not to exceed \$360,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

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

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

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

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity serving as the fiscal agent.** The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that documents the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

Organizations that have not previously been awarded a Workforce Investment Act (WIA) or WIOA sub-award but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach are encouraged to apply.

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

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

1.2 Mandatory Bidders Conference

Organizations that intend to submit proposals must attend a mandatory bidder's conference in order for their proposals to be considered. The bidder's conference will convene at the following date, time and location:

Date:	April 28, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

The RFP process will be explained during this conference. Questions and answers from the bidder's conference will be posted on WC's website, www.nvworkforceconnections.org.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the mandatory bidder's conference must be submitted via e-mail.

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

Date:	May 6, 2016
Time:	5:00 PM
Email:	BCLaughlinRFP@snvwc.org

Questions that are received after the deadline will not be answered. The respondent must include the RFP title in the email subject line (e.g., "*Boulder City and/or Laughlin RFP*"). Written responses to questions received by WC will be posted on the website only. **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

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

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

No other sources of responses or clarification are considered valid.

1.4 Addenda to this RFP

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

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

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

1.5 Ex-Parte Communication

It is the policy of WC to prohibit ex-parte communication with any board member (Local Elected Officials, Programs Committee, Budget & Finance Committee, etc.), WC staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC's Executive Director for review and appropriate action. Respondents who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

NOTE: Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the "Conflict of Interest Certification for Request for Proposal" stating they have not communicated or collaborated with any respondent.

1.6 Right to Cancel

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

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

1.7 Termination due to Non-Availability of Funds

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

1.8 Protests

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC. Untimely protests will not be considered. The written protest must be submitted to:

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

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

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

1.9 Statement of Qualifications (SOQ)

WC will require a Statement of Qualifications (SOQ) to establish an organization's qualifications to bid for WIOA funds. The SOQ determines an organization's legal, administrative, and fiscal capacity to meet local, state, and federal government requirements. The SOQ allows the organization to be eligible to respond to this RFP and to be awarded a sub-award with WC. Organizations that have had an SOQ approved prior to January 1, 2016 must re-submit an updated SOQ in order to be eligible to compete. All respondents will be notified in writing regarding approval to the email address that submitted the SOQ. **One (1) electronic SOQ file in PDF format for each respondent must be submitted via email and is due no later than:**

Due Date:	May 4, 2016
Time:	2:00 PM
Location:	SOQ@snywc.org
Notification Date:	No later than May 6, 2016

If multiple SOQs are submitted from the same entity, only the last SOQ submission received prior to the deadline will be reviewed.

Detailed information and the necessary forms will be available for download from WC's website at www.nvworkforceconnections.org. Please email any questions regarding the SOQ template to: SOQ@snywc.org.

1.10 Submittal of Proposals

All proposals shall be time-stamped by WC upon receipt. Please provide **one (1) electronic PDF copy submitted on a USB flash drive with the name of the organization clearly labeled on the USB flash drive**. Each respondent's USB flash drive will be inspected at the technical review to ensure a PDF file is found on the device submitted. **Proposals will not be accepted via facsimile or email.**

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

Date:	May 12, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

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

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

Respondents who wish to amend a proposal previously submitted must re-submit the entire proposal prior to the deadline noted in this RFP. In the event that multiple proposals are submitted by the same entity, only the last RFP submission received prior to the deadline will be reviewed.

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

1.11 Proposal Preparation Costs

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

1.12 Assurances

Each application for financial assistance under Title I of WIOA, as defined in Title 29 of the Code of Federal Regulations Part 38, must include the following assurances:

As a condition to the award of financial assistance from DOL under Title I of WIOA, the grant respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
2. Title VI of the Civil Rights act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3. Section 504 of the rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6. The grant respondent also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant respondent's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant respondent makes to carry out the WIOA Title I financially assisted program or activity. The grant respondent understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, 29 CFR Subpart B §38.25 (a)(2).

SECTION 2 PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Public Proposal Opening

All proposals submitted will remain sealed until the public proposal opening which will be held on:

Date:	May 12, 2016
Time:	2:30 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

2.2 Technical Review

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

Notification Date: May 20, 2016

2.3 Selection Process

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

All proposals that pass the technical review will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals receiving an overall rating of at least 75% of the total available points will be considered as qualified to receive an award. Proposals determined to be most advantageous to the Local Area per the discretion of WC's Executive Director as well as overall costs and other factors may be considered in this assessment. Priority may be given to those proposals that offer the most promising approaches to meeting the needs of the target population identified in this RFP.

WC may select a proposal based on the initial information received; however, WC reserves the right to request additional data, conduct panel interviews, and conduct site visits. WC staff will schedule the time and location for panel interviews and site visits, if applicable. The objectives of the panel interviews and site visits are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at panel interviews.

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

- The successful submission, review and approval of a Statement of Qualifications (SOQ);
- The ability to meet the minimum eligibility requirements associated with the technical review process. Ineligible proposers will be informed in writing;
- Their participation in a panel interview if deemed applicable by WC. The results of the panel interview will be considered when determining final funding recommendations; and
- Their participation in pre-award interviews, site inspections, and/or telephone conferences if deemed appropriate by WC.

If the results of any review indicate, in the opinion of WC, that the proposed sub-awardee may not be able to fulfill sub-award expectations, WC reserves the right not to enter into a sub-award with the organization, regardless of the ranking and/or approval of the respondent's proposal.

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

2.4 Award Process

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

- Approval by the Programs Committee, WC Board and ratification by the Local Elected Officials (LEOs);
- Receipt of WIOA funds from federal and state administering agencies; and
- Continued availability of WIOA funds.

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

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

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

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

SECTION 3 OVERVIEW

3.1 Workforce Innovation and Opportunity Act

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

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

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

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

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

3.2 Roles and Responsibilities of WC

Roles and responsibilities of WC include:

- Oversee and evaluate the management and operations of all programs funded by WC;
- Allocate and award funds;

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

3.3 One-Stop Affiliate Site Responsibilities

In ensuing years the sub-awardee may be required to operate as a One-Stop Affiliate Site. Roles and responsibilities of the sub-awardee may include but are not limited to:

- Providing all required WIOA services to participants including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, foster youth, etc.);
- Utilizing of standardized forms provided by WC (e.g., initial assessment, objective assessment, individual employment plan, individual service strategy, individual training account (ITA), on-the-job training (OJT) contract, worksite agreement, budget, invoice, etc.);
- Being branded as a One-Stop Affiliate Site;
- Conducting all services at the One-Stop Affiliate Site as described in the proposal. Any requests to provide services outside of the One-Stop Affiliate Site location must be approved by WC;
- Accommodating WIOA mandated partners at the One-Stop Affiliate Site(s) with a cost sharing agreement, as needed and upon request by WC;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordinating services with mandatory partners in collaboration with the One-Stop Operator;
- Documenting participant services and activities in WC's Management Information System (MIS); and
- Managing fiscal responsibilities.

3.4 Responsibility Revisions

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

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

SECTION 4 REQUIRED PROPOSAL CONTENT

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

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

Title Page	Form 1 – RFP Title Page
Table of Contents	Form 2 – Table of Contents
Executive Summary	One (1) page summary that must include an organizational overview related to workforce development and qualifications.
Proposal Narrative	Demonstrated Ability, Program Narrative, and Fiscal Narrative. <u>The total cannot exceed twenty-five (25) pages (excluding the executive summary, required attachments, and budget forms). Tables and graphs are not allowed in this section.</u> Label each section and applicable subsection with the section number and title.
Budget Forms	Form 3a – Adult Budget Template Form 3b – Youth Budget Template
Memorandums of Understanding (MOU)	Include MOUs detailing partner roles, responsibilities, and resources provided. (This does not count toward the 25 page narrative limit.)

Resumes/Job Descriptions for Program Staff	Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. (This does not count toward the 25 page narrative limit.)
Signature Sheet	Form 4 – Proposal Affirmation, Certification, and Conflict of Interest

Proposal Format Requirements:

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

SECTION 5 PROGRAM DESCRIPTION

5.1 Statement of Need

Residents of Boulder City and/or Laughlin, Nevada are in need of career services to align their skills with those needed by today’s employers. To address this need WC is seeking programs that organize and deliver some or all of the following career services to meet the individual needs of customers in our Workforce system:

- Workforce Preparation Services;
- Occupational Training Opportunities, including full range of secondary and post-secondary options;
- Supportive Service Assistance;
- Career Counseling;
- Career Pathways grounded in Employer Partnerships;
- Ensure access to and participation in the Affiliate site by mandated partners;
- Actively participate in WC strategic initiatives for the system; and
- Maintain administrative and program obligations associated with receipt of WIOA funds.

One-Stop Affiliate Sites serving adult, dislocated workers, and youth in Boulder City and/or Laughlin are expected to focus their program delivery and serve those most in need of career services including those formerly involved with the justice system, adults and youth with disabilities, foster care youth, and veterans of our military forces. In addition, service providers operating a One-Stop Affiliate Site must ensure the facility and services are correspondingly branded representing the workforce system of southern Nevada.

In order to meet the needs of our workforce and the employers in our community, WC is soliciting proposals to fund Adult, Dislocated Worker and Youth One-Stop Affiliate site in Boulder City and/or Laughlin. The selected proposal responding to this RFP must demonstrate organizational capacity to design and execute an evidence-based program in the defined service area that addresses the needs of the system and meets all of the requirements outlined in the RFP.

5.2 Targeted Geographic Area

This project must provide WIOA services to eligible adults, dislocated workers, and youth residing in Boulder City and/or Laughlin, Nevada.

5.3 WIOA Programmatic Elements

The following details WIOA or local process requirements related to direct service delivery and operational oversight of WC funded programs. WC provides technical assistance and training on these elements to sub-awardees and their staff prior to sub-award execution and on an on-going basis.

Required Programmatic Elements: Refer to the policies on WC's website (www.nvworkforceconnections.org) regarding WIOA required programmatic elements.

Outreach and Communications: The sub-awardee must work to inform the greater community of services, resources and programs funded by WC. Activities will include:

- **Community Outreach:** The sub-awardee shall establish and maintain key community relationships to ensure that their funded programs are known by the general public. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations.
- **Specific Population Outreach:** The sub-awardee will be required to do outreach to the following special populations to ensure workforce development services are provided to individuals facing significant barriers to employment and training:
 - Veterans
 - Individuals with Disabilities – Youth & Adults
 - Re-Entry Populations – Youth & Adults
 - Foster Youth
- **Online Presence:** The sub-awardee shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by Workforce Connections” should appear on any and all communications for any WC funded programs.

- **Special Events:** The sub-awardee shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WC, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs.
- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans' Act," Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices. Respondents must be familiar with Veterans Benefits Title 38, US Code (U.S.C.), Section 101 (2).

WC provides technical assistance and training on the following elements to the sub-awardees and their staff prior to sub-award execution and on an on-going basis:

Youth Program Elements: The program must provide services to youth in accordance with the fourteen (14) WIOA youth program elements noted in **Attachment B – WIOA Youth Program Elements**.

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

Education/Experience Requirement: At a minimum, all staff funded by this project including program managers, career coaches, job developers, etc., must have at least an associate's degree in social work, psychology, education or a related field. Equivalent work experience and/or an industry recognized credential may be substituted for education. Any staff that lacks the necessary education/experience must have a plan on how they are working towards the required education/experience/credential.

Professional Development Requirements: WC is requiring that all One-Stop Affiliate Sites implement a WIOA Professional Development Training Plan for all direct staff. All direct staff must complete a minimum of thirty (30) hours each program year of facilitated learning opportunities including formal coursework, continuing education credit (CEUs), conferences,

modules, workshops, webinars, and online learning classes. All training and learning opportunities must align with the staff's current position, with an aim to increase effectiveness and improve results in WIOA programming. WC may also mandate professional development opportunities throughout the program year that may be counted towards the required number of hours.

5.4 Required Performance Measures

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

All required performance measures are subject to change at any time and WC may implement additional measures due to regulations or local need.

5.5 System Partnerships & Programs

WIOA lists several types of populations that are to be targeted for employment and training services. Accordingly, partnerships are an effective strategy for serving these required populations. These include, but are not limited to, the following populations facing barriers to employment: public assistance recipients; displaced homemakers; low-income individuals; individuals with disabilities, including youth; ex-offenders; homeless; long-term unemployed; older individuals; individuals who are English language learners; individuals who have low levels of literacy; foster youth; parenting or pregnant youth; and/or other populations facing barriers to employment and/or education. Specifically, sub-awardees will be required to do specific outreach to special populations facing significant barriers to employment and training. These include veterans, youth & adult re-entry populations, youth and adults with disabilities, and foster youth.

It is not expected that any single organization can provide effective and efficient services to all aforementioned populations. As such, system partnerships will be required for purposes of outreach, recruitment, leveraging resources, continuity of services, etc.

As a WIOA Title I Adult, Dislocated Worker and Youth Core Program, the One-Stop Affiliate Site sub-awardee will be **required** to be a party to any partnerships, formal or informal, that WC establishes with the following:

- The following WIOA Core One-Stop Partner Programs:
 - Title II Adult Education and Family Literacy;
 - Title III Employment Service (Wagner-Peyser); and/or

- Title IV Vocational Rehabilitation.
- Any of the following System Partners targeting respective populations:
 - Department of Veterans Affairs;
 - Department of Corrections;
 - Department of Juvenile Justice;
 - Department of Family Services; and/or
 - Department of Health & Human Services.
- Any of the WIOA Service Delivery Partners/Programs, such as:
 - Career & Technical Education;
 - Community Services Block Grant;
 - Indian & Native American Programs;
 - Housing & Urban Development Employment & Training Programs;
 - Job Corps;
 - Local Veterans' Employment Representatives (LVER)/ Disabled Veterans' Outreach Program (DVOP);
 - Senior Community Service Employment Program (SCSEP);
 - Second Chance Act;
 - TANF Employment & Training Programs;
 - Trade Adjustment Assistance;
 - Unemployment Insurance; and/or
 - YouthBuild.

5.6 Subject Matter Expertise

In order to ensure the utmost quality of services, One-Stop Affiliate Sites will be required to have staff with subject matter expertise in providing employment and training services to the following WIOA special populations:

- Veterans;
- Individuals with Disabilities – Youth & Adults;
- Re-Entry Populations – Youth & Adults; and
- Foster Youth.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with the required subject matter expertise:

- Specialization (i.e., with specific population);
- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

Staff with subject matter expertise at One-Stop Affiliate Site will:

- Promote the participation of respective populations in employment and training programs;
- Provide and coordinate the provision of services to respective populations, including career counseling, assessments, identifying training and employment opportunities, recognizing additional services;
- Monitor job listings opportunities for respective populations;
- Establish employer outreach-strategies and eventual working partnerships with employers that hire the respective populations;
- Monitor complaints from respective populations; and
- Cooperate with respective system partners to identify and aid in work-specific needs and services to improve employability of respective populations.

5.7 Career Coach

For the purposes of this RFP, a Career Coach is an individual that has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. Career Coaches were formerly known as Case Managers under WIA. Career Coaches must be able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including particular populations noted above.

Career Coaches at the One-Stop Affiliate Site will provide assistance to adults, dislocated workers and youth by, but not limited to, the following:

- Assisting with educational and occupational choices;
- Assessing interests, abilities, and aptitudes;
- Evaluating educational and occupational backgrounds;
- Addressing educational and/or occupational skills gaps;
- Advising about occupational training and/or educational programs needed for particular careers;
- Addressing barriers related to employability (e.g., soft skills, technical skills, social skills, behavioral skills, etc.);
- Locating resources and sources of career information;

- Identifying training and employment opportunities; and
- Recognizing any needs for additional services.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with Career Coaches:

- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

5.8 Job Developers

For the purposes of this RFP, a Job Developer is an individual that has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. Job Developers must be able to explain the process and practices for gainful employment as related to adults, dislocated workers, and youth including special populations noted in this RFP.

Respondents are required to budget for a minimum of one part-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants.

Job Developers at One-Stop Affiliate Site will provide assistance to adults, dislocated workers, and youth including but not limited to the following:

- Meet with career coaches to identify job-ready candidates and/or to provide status reports regarding participant's job search progress and follow up on employed participant for job retention;
- Assess the participant's current ability and skill level in order to properly determine job readiness;
- Provide direct job matching of current openings to participants;
- Offer qualified job candidates the opportunity to interview for posted jobs;
- Promote and develop employment and on-the-job training opportunities for participants;
- Engage with potential employers to secure internships, job shadow opportunities, apprenticeships, work experiences, and unsubsidized job placements for program participants while also explaining benefits and employment support services provided to employers including addressing each employer's special needs;
- Assist participants with job search skills, such as resume writing, interviewing, networking, etc.;
- Perform career counseling and help job seekers make appropriate career decisions;

- Contact participants via telephone, email and/or correspondence to follow-up on their job searching activities;
- Match participants with labor market demand;
- Plan, coordinate, conduct job fairs and on-site recruitment events;
- Provide One-Stop Affiliate Site participants with information on upcoming job fairs, job leads and other sources that will assist them in their search for employment; and
- Regularly interface with WC's Business Engagement Specialist Team (BEST) for job placement with BEST employers, participate in BEST job fairs and pre-screening days and/or other recruitment activities.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with a Job Developer:

- Educational background (e.g., degrees, certifications, credentials, etc.);
- Experiential background (e.g., work experience, history, sales experience, 2-5 years' experience dealing with individuals and facilitating groups of harder to employ clients facing multiple barriers to employment, etc.); and/or
- Familiarity with return-to-work strategies, life-skills, employment training and counseling.

SECTION 6 SCORING ELEMENTS: ORGANIZATIONAL CAPACITY AND PAST PERFORMANCE – 30% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

6.1 Demonstrated Ability

- Describe your organization's past experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Include the name of program, amount of funding, location, type, and scope of the programs and services, and the role of your agency as it relates to program operations. Demonstrate and provide examples of how you were performance-driven, flexible, innovative, and creative in the delivery of services.
- Describe your organization's experience in serving diverse participants including, but not necessarily limited to: economically disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with limited English ability, minorities, ex-offenders, dislocated workers or those who may have experience and skills but have not

worked for an extended period. Discuss with performance numbers your success with these or similar populations.

- Describe your organization's experience (numbers annually achieved) with job development and job placement. Discuss business services you have delivered and how these built relationships with employer partners. Describe your organization's strategy and achievements in retaining placements in their employment. Give the timeframe of these programs and percentage of successful retentions.
- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

6.2 Panel Interview

All respondents will be required to address questions from a panel consisting of subject matter experts in providing workforce development services, including serving at-risk populations (e.g., individuals with disabilities, ex-offenders, veterans and foster youth).

SECTION 7 SCORING ELEMENTS: PROGRAM NARRATIVE – 50% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

7.1 Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Describe your plan to access the services of the required core partners and other recommended partners. Please attach letters of support and/or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. (Letters of support and MOUs do not count as part of the 25 page narrative.)

7.2 Program Staffing and Case Management Strategy

- Discuss your program staffing structure from program manager to front line staff, including career coaches and job developers. Describe the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project.
- Discuss how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.
- Discuss the anticipated case load that career coaches funded by this project, in whole or in-part, will have.
- Discuss your strategy to reduce staff turnover.
- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
- Describe your strategy to ensure that staff will meet the professional development requirements specified in this RFP.

7.3 Outreach, Eligibility and Assessment

- Describe your outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex-offenders, veterans, and foster youth. Clearly specify how many adults, dislocated workers, and youth participants you plan to serve.

For each special population listed below, specify the percentage of the combined adult and dislocated worker enrollments that will be served:

- Adults with Disabilities;
- Re-Entry Adults; and
- Veterans.

For each special population listed below, specify the percentage of youth enrollments that will be served:

- Youth with Disabilities;
- Re-Entry Youth; and
- Foster Care Youth.

- Describe your intake process including eligibility determination and how WIOA required eligibility documents will be obtained.
- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs. Assessments for each program participant are mandatory, and necessary to construct a proper IES/ISS. At a minimum, each program participant must take the two-minute Woofound Career Mapping Assessment Tool provided to WIOA sub-awardees at no

cost by WC. Special exceptions will be allowed for participants with special circumstances (e.g. already has job offer, etc.). Respondents will be allowed to use any other supplementary assessments in addition to Woofound.

7.4 Adult and Dislocated Workers - Individual Employment Plan (IEP)

- Describe your strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
- Describe detailed strategies for training adult and dislocated worker participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.). Describe how these will be leveraged through other community resources or provided through this project.
- Describe how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.
- Describe how your program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs.
- Describe what tools or activities will you utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.

7.5 Youth - Individual Service Strategy (ISS)

- Describe your strategy for developing the ISS for all youth participants. Describe how you will address barriers to education and employment, set unique, specific, and realistic objectives, and prepare participants for post-secondary education, vocational training, and/or employment by developing and improving academic and/or work readiness skills.
- Describe how youth participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the ISS.
- Describe detailed strategies for training youth participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.,) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how your program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs.

- Describe what tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.

7.6 Training and Development Activities

- Describe your approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Describe how your proposed education/training programs will lead to jobs with livable wages.
- Describe your approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities.
- Describe how you plan to incorporate mentoring for program participants.
- Describe leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.
- Describe what evidence-based Science, Technology, Engineering and Math (STEM) activities, workshops and trainings you will implement into your program design that will:
 - Expose participants to the importance of STEM skills in the job market
 - Expose participants to STEM occupations/skill-sets in Nevada's Key Industry Sectors.
 - Achieve the training, education, employment goals listed in the IEP/ISS
 - Integrate STEM-related activities into a work experience, paid or unpaid internship, occupational skills training, on-the-job training
 - Identify the number and type of STEM-focused activities/resources to be implemented, as well as the expected outcomes.

Based on total enrollment, identify the percentage of participants that will receive STEM-focused employment and training services. The sub-awardee will be required to have demonstrable internal staff capacity to successfully integrate STEM-focus into their program design.

- Describe how you will determine the appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.

7.7 Performance Management

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describe how the job developer will engage industries that will hire special populations.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.

7.8 Follow-Up Strategies

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

SECTION 8 FISCAL ELEMENTS

8.1 Budget and Budget Narrative

Each respondent is required to submit **two** project budgets using **Form 3a – Adult Budget Template and Form 3b – Youth Budget Template**.

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

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

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

8.2 Budget Period and Amount

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

Initial Funding Start Date:	July 1, 2016
Initial Funding End Date:	June 30, 2017
Initial Funding Period:	Twelve (12) months
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$180,000 in incremental funding for the first twelve (12) month period.
Anticipated Total Funding Range per Sub-Award:	An amount not to exceed \$360,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

8.3 Budget Requirements

For the adult budget (**Form 3a**), training (budget tab A.) must comprise at least 40% of the Total Project Expenses.

For the youth budget (**Form 3b**), work experience, on-the-job training, and pre-apprenticeship activities must compromise at least 30% of the Total Project Expenses.

Respondents are required to budget for a minimum of one part-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants. The job developer may be shared between the adult and youth budgets as long as the total time dedicated to job development functions meets the minimum requirement.

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

8.4 Required Match

In lieu of a percentage match requirement, **WC will not reimburse for any rent, depreciation, or building usage expenditures.** Any expenditure projected for the project should be reported as matching resources.

8.5 Training Expenditures

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. The sub-awardee will be required to submit documentation to WC in order for payments to be processed. All liability will remain with the sub-awardee for any payments determined to be disallowed for any reason. Budgeted funds for the above training expenditures will be reserved by WC.

8.6 Allocated Direct Costs

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

8.7 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs billed must be supported by an indirect cost rate agreement with a federal cognizant agency, or the organization must negotiate an indirect rate with WC after the award of funds. Cost allocation plans are no longer allowable to substantiate the billing of indirect costs.

8.8 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Other Overhead budget tab and may not exceed 10% of the Total Contractor Paid section of the budget, less any direct participant expenditures such as supportive services.

8.9 Subcontracts

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

8.10 Fiscal Requirements

The funds awarded under this sub-award are federal WIOA funds. The sub-awardee of these funds will be subject to the Federal provisions contained in 2 CFR 200 (the Omni-Circular), as well as State and local policies and procedures. WC's fiscal policies are located at www.nvworkforceconnections.org.

8.11 Audit Requirements

Organizations expending at least \$750,000 in Federal funds during any fiscal year starting on or after December 26, 2014 are subject to a Single-Act audit per the provisions contained in 2 CFR 200 Subpart F. Audit expenses may only be billed to WC sub-awards when the audit work is performed, or accrued, regardless of the period being audited. Single-act audits must be submitted to WC within 30 days of the audit report date, or by nine months after the end of the auditee's fiscal year, whichever is sooner.

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

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

9.1 Fiscal Narrative

- Describe the organization's experience with managing federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
- Describe how your organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.

9.2 Budget

The respondent must complete two budgets using **Form 3a – Adult Budget Template and Form 3b – Youth Budget Template** and submit as part of the proposal.



Adult & Dislocated Worker Programs

Scope of Work
Program Year 2016

Program Name:	HELP of Southern Nevada
Location:	1640 E. Flamingo Rd. Suite 100, Las Vegas, Nevada 89119
Funding Stream(s):	WIOA ADW
Amount Awarded:	\$180,000
Target Population(s):	Adult and Dislocated Workers

Program Description

<p>Outreach and Communication: <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i></p>	<p>HELP has MOU's and Service/Partnership Agreements with numerous organizations who commit their support & resources to provide support services and referrals. HELP will recruit and engage 40 participants throughout the contract; 55% through aggressive community outreach activities, social media and other methods of outreach/recruitment through networking, sharing/distributing program information at community events, working with partners, 45% local business, educational/training institutions and human services providers such as Clark County Social Services, Division of Welfare/Supportive Services, Casa Grande, LVMP, UNLV/GAP programs, JobConnect, WC One-Stop, VA, Voc.Reh, ShadeTree and local Business Chambers.</p> <p>Woofound, CASAS, Workkeys and Career Cluster assessments are administered to help develop the IEP, provide career pathway counseling and employment assistance, support 70% attainment of certifications or degrees, 75% employed at average wage of \$10.25/hr. HELP will conduct ongoing outreach, recruitment and services throughout the contract. Job Developer provides local business/our partners and clients needs assessments and basic gap analysis to identify and develop relationships that result client referrals for services, education/training and employment opportunities. The Quality Control staff monitor files and data entry. Tracking forms and OSOS serve as a platform to monitor/track data. Services to Adults with disabilities, Re-Entry adults and priority will be given to Veterans and spouse.</p>
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<p>Basic Career Services: <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i></p>	<p>We are projecting to make Basic Career Services available to <u>40</u> unique individuals in PY16.</p> <p>Getting people good jobs and acquiring needed skills and support will accomplished through direct services and our partners clients will receive a comprehensive service delivery of training and career services that align and combines resources responsive to the adult's needs. Space dedicated for services include the large Community/Classroom, Resource Room and Computer Lab. Program orientations and workshops take place in the Community/Classroom. The Resource room is for smaller group training, testing and assessments. The Computer Lab is available during business hours for use by participants with the support of staff. HOSN will continue to use the designated OSOS or other WC assigned data tracking coupled with internal systems to track services and referrals.</p>
<p>Individualized Career Services: <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>40</u> unique individuals in PY16 that are determined to be in need of individualized career services.</p> <p>Through direct services and partnerships clients receive a comprehensive service delivery of training and career services that align and combines resources responsive to client's needs. Space dedicated for specialized service providers such as Easter Seals, Voc.Reh, Goodwill and Easter Seals. Space includes a large Community/Classroom, Resource Room and Computer Lab. Program orientations and workshops take place in the Community/Classroom. Services are IEP client career centered and based on assessments used such as Woofound, CASAS, Workkeys and NCIS to identify various vocational interest, aptitudes, vocational and basic skill levels to ensure career/talent development services match the client's need.</p> <p>Upon completion of enrollment and skills assessments clients are scheduled a 1x1 session to be introduced and begin working with their Career Coach to complete needed documentation, develop their IEP and move forward with individualized service plan to attain certification or degree and employment. IEP/Client-Centered driven services are monitored, tracked and reported at point of enrollment to program completion.</p> <ul style="list-style-type: none">-Orientation-Enrollment



	<ul style="list-style-type: none">-Assessment-Career Coach assignment-IEP development-Career pathways and Employment Coaching-Referral for Occupational Skills Training or Degree program-Employment referral and placement assistance-Exit to follow-up-Program Completion
<p>Training Services: <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>40</u> individuals enrolled in our PY16 program.</p> <p>Training Offerings: Education/Training assessments (Woofound, WorkKeys, CASAS, NCIS) to identify skills, barriers, vocational goals, aptitude and interests. Computer based Job Search and Online application services, Emergency, Human & Social Services, Resource Center with space for agencies to provide on-site services. Career/Work Readiness Workshops and Employment services to support clients through the education/training to employment. Training/Education services include career assessments, vocational and entrepreneurship training, degree programs and employment opportunities that align with the Labor Market & In Demand occupations. HELP works with local and state agencies to acquire labor market informational data that support client career choices and employment. Utilizing the approved ETPL clients are assisted in selection and attaining In-demand industry occupational career certification based training, credentials and degrees. The HELP WORC Program and the One Stop Career Center provides workshops, one to one counseling, supportive/referral services, entrepreneurship, job acquisition and retention trainings and job placement assistance.</p>



Program Management	
<p>Staffing Structure: <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches & Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>40</u> to 1 participant to direct staff ratio.</p> <p>*Chief Employment Officer-Overall Program/Grant/Contract/P&P. *Program Manager- Overall supervision and management of Adult program staff, facility, the day to day services and activities in the Center. Provide tactical support to the Chief Workforce Operations Officer in the management and administrative needs of the program and Career Center projects. *Career Coach-assist participants' Identification of skills, barriers, vocational goals, aptitude and interests. Develop vocational goals reflective of their skills, capabilities, interest and Labor Market Trends. Facilitates participant progress towards achieving goals by creating and updating plans moving them from program enrollment, support services, education/training to employment *Job Developer-Conduct Employer assessments to obtain current employment trends and employment opportunities. Responsible for initiating and maintaining ongoing relationships with employers, job development and employer support. Refers well-matched clients to various employers within the community. Coordinates "Job Club" and related activities. Provides presentation to employers and Job Seeking skills workshops. *Quality Control Team-Monitors enrollments, information/data quality and data validation.</p>
<p>Quality Control: <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016. Program Manager supervises the program staff, facility, the day to day services and activities in the Center. Provide tactical support, updates/reports and attend mandatory weekly managers meetings with the Chief Workforce Officer to evaluate the performance and impact of the organization and staff in meeting objectives and deliverables, programming, systems, management and administrative needs. Staff and clients receive orientations that present an overview of WIOA and the various support services provided to all clients ADW and unregistered by HELP. The service flow has a daily review process in place that tracks program enrollment, training, employment placement and follow up; being internally monitored as an additional level of documentation and data validated by Program Manager and the Quality Control data review team. Mandatory agency monthly Staff and Professional development workshops, opportunities to attend outside trainings to enhance skills as well as attending specialized trainings provided by Workforce Connections. *Program presentations, materials and signage include Workforce Connections and HELP of Southern Nevada branding.</p>
<p>Subject Matter Experts <i>Describe how you will ensure</i></p>	<p>HELP will continue a holistic approach, Client-Centered approach</p>



<p><i>content-expert services are provided to special populations (e.g., Veterans, Youth & Adult with Disabilities, Re-Entry Youth & Adult, & Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>to services that engages and sustains ongoing interaction and interconnectedness between client and the HELP staff. Clients will receive ADW programming and specialized inter-agency services and outside referrals through strong partnerships with local training/educational institutions, employers, businesses, Chambers that have expertise in the field of current industry market trends, economic development, skills needed in the various fields, insight and resources. *Priority is given to veterans and eligible spouse. HELP has various on site programs that provide specialized direct and referral services to adults and youth, Ex-Offenders, Re-Entry, Persons with Disabilities, homeless, unemployed, under-employed, disenfranchised and displaced.</p>
<p>System Partnerships and Programs <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>HOSN has on-site certified SNAP staff to provide assistance with the Food Stamp application, and will provide free office space, internet, copying, fax/scanning equipment use and receptionist services to local service providers such as the Bureau of Vocational Rehabilitation, Clark County Social Services. In addition to the office space, office equipment use and receptionist services providers of social and those business/training organizations STEM industry sectors that have strong local market trends will be a part of the Work Readiness Workshops training team to present their sector specific industry career information and employment requirements. HOSN will provide cross sector information and presenters with our Sector Specific emphasis being the various medical skills training fields and employment opportunities with UNLV/GAP and nursing program. HOSN expand its local service and training provider partnership and career training relations to help ensure more individuals from diverse social-economic back grounds, persons with disabilities, veterans and their spouse and re-entry individuals general STEM related market industry trends career exploration, training and employment</p>
<p>Performance Management: <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure</i></p>	<p>HOSN will work closely with One-Stop Partners and provide required program services to meet the skills requirements of the employers, increase ADW skills attainment with employer focus, increase ADW self-sufficiency and decrease dependency on welfare programs. HOSN will follow WIOA outcome measures and will internally measure the overall effectiveness of the program by how soon participants gained employment, how well we matched participants with compatible long term employment,</p>



incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.

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

Projected PY15 Carry In/Transfer Participants: 0

Quarter	1	2	3	4
New Enrollments		40		
Exiters (Est. combined total including both Carry In and New enrollments)				40

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

Denise Gee, Chief Workforce Officer
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WIOA Youth Programs
Scope of Work
Program Year 2016

Program Name:	HELP of Southern Nevada
Location:	1640 E. Flamingo Rd. Suite 100, Las Vegas, NV 89119
Funding Stream(s):	WIOA Youth
Amount Awarded:	\$180,000
Target Population(s):	At-Risk Youth ages 16-24

Youth Service Delivery

<p>Outreach and Communications: <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i></p>	<p>We are projecting to enroll <u>35</u> youth participants in our PY16 Youth WIOA program.</p> <p>Recruitment and Engagement: HOSN will continue outreach efforts at locations youth congregate (sports centers, game stores, tattoo parlors, skate parks, etc.). In addition, outreach, recruitment and referrals will continue with community partners such as Clark County School District, Clark County Family Services and Welfare, State of Nevada Child Support Enforcement, Las Vegas Metropolitan Police Department, Southern Nevada Center for Independent Living and various other community resource offices.</p> <p>HOSN anticipates that a majority of our referrals will come from CCSD’s Adult Education Department where a referral process is already in place with counselors who offer the program and then contact our Career Coaches directly to schedule appointments. We will increase the use of outreach efforts using social media like Facebook, Instagram, Snapchat and other technology that youth use on a daily basis to increase publicity of our WIOA program and reach more potential participants.</p> <p>We have streamlined our eligibility and intake process to engage those who are alienated, disconnected and disaffected. Using primarily a one-on-one approach and focusing on work, life circumstances and gaining financial stability; these are the key motivators to keeping youth engaged. Career Coaches will have a minimum of two monthly contacts with active youth as to ensure program and outcome compliance.</p> <p>HOSN will have 35 youth participants enrolled by November 31, 2016.</p> <p>HOSN is committed to providing services to individuals with disabilities. A minimum of 15% of all enrollments and provided services will be to youth with disabilities with an emphasis on supporting career pathways to enter and retain employment.</p>
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<p>Educational Services:</p> <ul style="list-style-type: none"> • Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies. • Alternative secondary school services, or dropout recovery services. • Activities that help youth prepare for and transition to post-secondary education and training. 	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>HOSN's One-Stop Center will provide an array of employment services and connect youth to work-related training and education.</p> <p>Tutoring, Study Skills Training, and Evidence Based Dropout Prevention: The Comprehensive Adult Student Assessment System (CASAS) instrument will be used to assess youth's Basic skills and English language proficiency. Youth who are identified as Basic Skills Deficient will be provided with on-going tutoring and will be re-tested as needed to increase their overall basic skills scores. Youth who require a more advance tutoring model or are in need of a more structured environment may be referred to other providers as needed.</p> <p>Alternative Secondary School Services, or Dropout Recovery Services: HOSN works closely with the College of Southern Nevada, (CSN), who provides on-site HiSet & WorkKeys (Tutorial Key Train-Interactive Training Systems) assessments, and tutoring for WIOA Youth by a licensed teacher. In addition, we will refer to Desert Rose, St. Louis adult education programs, and Academy for Individualized study High School (AIS) for these services.</p> <p>Students needing assistance for degrees/certificates, proficiencies, & literacy/numeracy gains work with our on-site tutor & career coach to get the individual attention needed. Participants are encouraged to explore advanced learning & training opportunities. We offer group workshops on a bi-monthly basis on Job Seeking & Keeping skills, Budgeting, & other work & life skills. On a quarterly basis we offer HELP UP opportunities with engagement activities, specialized tutoring, & guest speakers to encourage & provide additional training.</p> <p>Activities that Help Youth Prepare for and Transition to Post-Secondary Education and Training: Summer Employment Opportunities Linked to Academic & Occupational Learning: Work and career exploration is done at a location of business with structured participation & measurable outcome. HOSN's Job Developer recruits employers and oversee work experience.</p> <p>Youth Development Opportunities: Some of the valuable skills the youth will receive are public speaking, decision making, consensus building, creative problem solving, delegation, organizing, planning and morale building. Youth will serve as Peer Advisors and will assist in program enrollment, design & modification.</p>
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<p>Occupational Services:</p> <ul style="list-style-type: none"> • Occupational Skills Training • Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. • Entrepreneurial Skills Training • Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area. 	<p><i>We are projecting to provide training to <u>23</u> individuals enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>Occupation Skill Training-Leading to Recognized Postsecondary Credentials, In-Demand industries & Occupations): HELP staff assist youth in selecting an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by Science, Technology, Engineering and Math (STEM) fields at entry, intermediate, or advanced levels. Youth will have the opportunity to select training, as approved on the ETPL list that is outcome-oriented and focused on a long-term goal as specified in the youth’s ISS, and result in attainment of a certificate.</p> <p>Education Concurrent with Workforce Activities & Training-Specific Occupation: HOSN will provide career centered/science based assessments to give youth work based training and the chance to earn income while also receiving training and developing essential skills that are best learned on the job. HOSN’s WORC Department provides pre-employment services that empower participants to enter or re-enter the labor market. Workshops, support groups and net-working, one-to-one personal/vocational counseling, job-seeking/keeping methods, leadership & decision-making skills development, & assistance with developing an action plan are among the resources used to help participants build confidence, identify skills, & seek training/employment.</p> <p>Entrepreneurial Skills Training: HOSN will align with entrepreneurs and small business owners to help interested youth receive comprehensive business organization and development strategies through webinars and other supportive services.</p> <p>Services-Provide Labor Market/Employment Information-In Demand Occupations: HELP will continue to work closely with Nevada JobConnect for Labor Market Information on a local, state and national level to provide Labor Market Information (LMI) to help youth understand the workplace and the dynamics which influence job search and career choices. Youth will receive a list of key sites to include the Nevada Workforce Informer interactive site which provides the labor and economic information needed to make informed career path decisions. Having chosen a goal, youth can use the workshops, resource library materials, or counseling assistance available at the WORC Center to develop such a plan.</p>
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<p>Work-based Learning Services (30% expenditure requirement for PY 16):</p> <ul style="list-style-type: none"> • Paid or unpaid Work Experiences • On-the-Job Training • Internships and Job Shadowing • Pre-Apprenticeship programs 	<p><i>We are projecting the following number if youth enrolled in our PY 16 Program to participant in the following:</i></p> <p><u>3</u> <i>WEXs</i> <u>4</u> <i>OJTs</i> _____ <i>Internships</i> <u>5</u> <i>Job Shadowing</i> <u>4</u> <i>Pre-Apprenticeships</i></p> <p>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</p> <p>Paid/Unpaid Work Experiences-Incorporate Academic & Occupational Education: The Employment Specialist assesses each participant to give an opportunity to learn & gain knowledge at a pace & style that is comfortable to the individual. Each participant is given a pre-test & scored on their knowledge of Making Career Decisions, Labor Market Information, Preparing Resumes, Filling out Applications, Interviewing Skills, Being Consistently Punctual, Maintaining Regular Attendance, Demonstrating Positive Attitudes/Behavior, Presenting Appropriate Appearance, Exhibiting Good Interpersonal Relations & Completing Tasks Effectively. The employment skill areas will then be gone over & taught in detail individually using integrated technology, or in a group workshop. Paid work experiences will be offered by partner employers to provide the youth with needed on the job skill based training.</p> <p>On-the-Job Training: HOSN has two-hundred (200) employer partners, who provide current job postings, professional instruction, work experience opportunities and/or connection to on the job training. These partnerships have resulted in building a pool of skilled workers to be competitive in the Workforce.</p> <p>Summer Employment Opportunities Linked to Academic & Occupational Learning: Work and career exploration is done at a location of business with structured participation & measurable outcome. HOSN’s Job Developer recruits employers and oversee work experiences.</p> <p>HOSN will offer Job shadowing through career exploration activities that offer the opportunity to spend time with a professional currently working in the youth's career field of interest. Youth will see what it's actually like working in a specific job. In addition, short term internships will be offered at education or training sites to offer youth the opportunity to learn more about career options.</p> <p>HOSN will seek an Apprentice Program that would offer numerous and varied technical trainings like Welding Technology, Culinary Arts, Auto Technology, Construction Technology and Hospitality Management.</p>



<p>Youth Development Services:</p> <ul style="list-style-type: none"> • Leadership Development • Supportive Services • Adult Mentoring • Comprehensive Guidance and Counseling • Financial Literacy 	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Leadership Development Opportunities: Some of the valuable skills the youth will receive are public speaking, decision making, consensus building, creative problem solving, delegation, organizing, planning and morale building. Youth will serve as Peer Advisors and will assist in program design & modification.</p> <p>Supportive Services: May include work cards, emergency/residential housing, appropriate clothing for interviews and/or work, transportation assistance, etc.</p> <p>Adult Mentoring: HOSN will utilize local business professionals to teach segments of workshops that would support basic skills, 101 employment opportunities and will align youth with an adult mentor along career paths.</p> <p>Comprehensive Guidance/Counseling/Drug & Alcohol Abuse Counseling/Referral: Youth will be offered drug and alcohol abuse awareness and counseling, mental health services and support. The Counselor is present to guide the client through obstacles that are hard to negotiate at the present time. The Counselor is able to lead group therapy sessions and small workshops to include any topic that impede youth's success. In addition, youth are provided the opportunity and tools needed to ensure personal safety and stability.</p> <p>Financial Literacy: Youth will receive the necessary set of skills & knowledge that allows them to make informed & effective decisions with all of their financial resources.</p>
<p>Employment Services:</p> <ul style="list-style-type: none"> • Career Exploration Activities • Job Readiness Activities • Job Search/Job Placement • Follow-up Services 	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>HOSN will continue to align with the Southern Nevada Workforce Connections One-Stop Career Center model with a commitment to a comprehensive service delivery of training and career services that aligns and combines resources responsive to the participants needs. Getting people good jobs and acquiring needed skills and support will be accomplished through a network of committed individuals within partnering organizations with "point of access" all under one roof. HOSN will bring together many community partners to seamlessly provide an array of services, from resume preparation, to job search to placement to job coaching to supportive services, and follow up. HOSN will continue to establish dynamic</p>



	<p>partnerships with employers, connecting employment, education and job training opportunities for all participants.</p> <p>Career Exploration Activities: HOSN will provide Education, Tutoring, Work Experience, Mentoring, Training and Work Experience opportunities, which develop skills sets in the emerging market of STEM based industry sectors, such as Tourism, Entertainment, Hospitality Services, Healthcare, Business and Eco IT systems, Clean Energy, Agriculture, Manufacturing, and Mining. Utilizing the youth's ISS and education and employment goals, staff will help youth explore STEM employment opportunities and determine the appropriate certification path.</p> <p>Job Readiness Activities: HOSN will provide Work Readiness Workshops, Career and Skill Assessments through Woofound and NVCIS, one-on-one resume building, interview skills, work focused career exploration and effective job seeking training, and life skills coaching.</p> <p>Job Search Activities: HOSN has a Career Center that includes computers, printers, a fax machine, job listings and a staff person that is able to assist participants in their job search. Assistance with sending resumes to employers and completing online applications is also available. HOSN will continue to offer on-going training to individuals seeking employment, as well as access to the job developer to assist them in their search, as well as with referrals to matched interests.</p> <p>Job Development: The HOSN Job Developer will work in tandem with our Career Coaches to find employment that is both suitable and appropriate. Youth will be assessed, trained and guided throughout the employment process in order to meet the established goals on their Individual Service Strategy plan.</p>
Program Management	
<p>Staffing Structure: <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches & Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>35</u> to 1 participant to direct staff ratio.</p> <ul style="list-style-type: none"> -Chief Employment Officer: Overall Program/Grant/Contract/P&P. -Program Manager: Overall supervision and management of Youth program and staff. -Career Coach/Talent Development Specialist: Assist participants' Identification of skills, barriers, vocational goals, aptitude and interests. Develop vocational goals reflective of their skills, capabilities, interest and Labor Market Trends. Facilitates participant progress towards achieving goals by creating and updating plans, moving them from program enrollment, support services, education/training to employment. Helps clients with interviewing skills, resume building and developing the skills needed to secure employment. -Job Developer: Responsible for initiating and maintaining ongoing relationships with employers, job development and employer support. Refers well-matched clients to various employers within the community. Coordinates "Job Club" and related activities.



<p>Quality Control: <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016.</p> <p>Program Manager supervises the program staff, facility, the day to day services and activities in the Center. Provide tactical support, updates/reports and attend mandatory weekly managers meetings with the Chief Workforce Officer to evaluate the performance and impact of the organization and staff in meeting objectives and deliverable, programming, systems, management and administrative needs. Staff and clients receive orientations that present an overview of WIOA and the various support services provided to all clients Youth and unregistered by HOSN. The service flow has a daily review process in place that tracks program enrollment, training, employment placement and follow up; being internally monitored as an addition level of documentation and data validated by Program Manager and the Data Quality Control review team. HOSN provided mandatory monthly Staff and Professional development workshops coupled with opportunities to attend outside trainings to enhance their skills as well as attending specialized trainings provided by Workforce Connections. Program presentations, materials and signage include Workforce Connections and HELP of Southern Nevada branding.</p>
<p>Subject Matter Experts <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth & Adult with Disabilities, Re-Entry Youth & Adult, & Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>HOSN’s holistic approach provides regular, sustained interaction by a career coach or a support team so youth are “wrapped around by people” who got to know them and who challenged them. HELP’s career coaching team provides a youth-centered, goal-oriented process for assessing needs of youth for particular services to meet educational & employment goals & assisting youth in obtaining those services. Personalized activities are scheduled to keep the youth engaged and staff support the progress of the youth. HOSN’s Shannon West Homeless Youth Center is located in the “homeless corridor” area (89101) and open 24/7, to receive homeless youth in need of services. SWHYC is certified by the State of Nevada’s Substance Abuse Prevention & Treatment Agency (SAPTA), allowing us to provide substance abuse treatment & counseling right on our campus. In addition, SWHYC provides shelter, food, clothing, substance abuse counseling, life skills training, & intensive case management to homeless youth. HOSN provides residential support services to youth, who are homeless, disabled, adjudicated, &/or aged out of foster care. For the past nine (9) years, HELP of Southern Nevada (HOSN) has provided employment & training activities for approximately 2,025 at risk youth through Workforce Investment Act funding as overseen by Workforce Connections, and has met or exceeded required outcomes while contributing to Nevada’s High School Graduation Rates & helping at-risk you become active, viable workforce members.</p>



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

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

HOSN will establish a plan to manage and accomplish WIOA performance measures once those are determined.

Quarter	1	2	3	4
New Enrollments		35		
Exiters				35

PY15 Carry In Participants: 0

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

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Adult & Dislocated Worker Programs

Scope of Work
Program Year 2016

Program Name:	ResCare Workforce Services
Location:	Las Vegas-Clark County Library, 701 Adams Blvd, Boulder City, NV 89005 Nevada-Laughlin 2840 Needles Hwy, Laughlin, NV 89029
Funding Stream(s):	WIOA Adult & Dislocated Worker
Amount Awarded:	\$180,000
Target Population(s):	Adult and Dislocated Workers living in Boulder City/Laughlin
Program Description	
Outreach and Communication: <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestones for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner) Describe detailed efforts to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i>	<p>RWS will engage with 300 and enroll 75 individuals during PY16 (Q1–50/10;Q2–75/25;Q3–75/25;Q4–100/15) through partnerships already established with core & required partners, One-Stop Affiliates, Chambers of Commerce, U.S.Vets, Goodwill Southern Nevada, Easter Seals, Opportunity Village, Las Vegas Metro Police Department, Library Districts, Southern Nevada Regional Housing Authority, Urban League, St. Jude’s Ranch, Sierra Nevada Job Corps Center, Department of Health and Human Services, Vegas PBS, Help of Southern Nevada, Foundation for an Independent Tomorrow, local elected officials, community and faith-based organizations, & organizations that support Veterans, individuals with disabilities, and offenders. Through outreach and networking new alliances will be established with Nellis Air Force Base transition office, U.S. Department of Veteran Affairs, Yellow Ribbon Program, Clark County Detention Center & Department of Corrections, Clark County School District, Department of Health and Human Services, Bureau of Vocational Rehabilitation, local employers & other organizations that serve job seekers of Southern Nevada.</p> <p>Outreach methods include Navigator presentations, email, social media, flyers, on /off site Job Fairs and brochures detailing our services & how they benefits employers & candidates. Mobile One-Stop events will benefit disabled workers, Vets and offenders.</p> <p>Job seeker referral process includes distribution & completion of Interest Forms that include the referring agencies' name. Registration Desk Sign in Sheets include “How did you hear about us?” to track referrals. Referrals will be logged and reported to WC on a quarterly basis.</p>



<p>Basic Career Services: <i>Insert service offering commitment in space provided. Describe which Basic Career services will be offered in your program design and how they will be delivered. Please also describe your plan to track participants that do not become registered.</i></p>	<p>We are projecting to make Basic Career Services available to <u>300</u> unique individuals in PY16.</p> <p>Outreach and intake, eligibility and worker profiling as well as initial skill, aptitude, and ability assessments will be provided as a part of the Basic Career Services. Labor exchange services may be self-directed or facilitated using STEP to guide job seekers to Woofound career exploration assessments, ResumePro™ and Job Search workshops and Job Clubs. Recruitment services on behalf of employers including job fairs and BEST prescreening events will be provided based on employability at the time of assessment or need. Supply & Demand portal and O*Net provides labor market information including salary, requirements, and top local employers. Information and assistance regarding filing claims for unemployment compensation will also be available. WIOA Navigation Sessions will be held 3 days per week and will provide additional information regarding our services as well as program information to those who are unsure of the services we offer or what they need to be competitive in the job market. All Job Seekers are registered in OSOS, and based on daily attendance records, sign in sheets, and OSOS, basic services are tracked monthly, and included in performance and fiscal reports. Participants who are not registered will be referred to other community resources. Referrals and activities will be tracked in a spreadsheet and provided as a monthly report to WC by the Talent Engagement Manager so if WIOA services are requested or appropriate in the future, there will be a record of our engagement with the individual.</p>
<p>Individualized Career Services: <i>Insert enrollment commitment in space provided. Describe which Individualized Career services will be offered in your program design and how they will be delivered. Describe how participants will flow from Basic Career to Individualized Career services in your program.</i></p>	<p>We are projecting to enroll <u>75</u> unique individuals in PY16 that are determined to be in need of individualized career services. Individualized career services are available as appropriate to assist individuals to obtain or retain employment. Services include comprehensive and specialized assessments of skill level and in-depth interviewing and evaluation to identify employment barriers and goals. An IEP will be developed to identify employment goals, objectives and the best combination of services to meet them as well as a list of eligible training providers. Services will include: Group and individual counseling, career planning, short-term prevocational services such as Job Preparation/Soft Skills and Interviewing /Communication and Basic Computer workshops. MoneySKILL provides financial literacy content that includes a Pre-Test and Post Test taken after Modules that cover financial planning, earned income and skill demand, federal income taxes, deductions and tracking expenses and budgeting are completed. ResCare Academy will provide workforce preparation activities through industry overviews and courses that help participants gain industry-specific experience</p>



	<p>and certificates. ResCare Academy allows the Career Coach to track usage, participation and credentials and helps determine level commitment to participating and completing the program. Adult education and family literacy and English language acquisition will be integrated through the Library’s CALL program. Work experience linked to career pathways and in-demand occupations will be available through local employer worksites if appropriate to help an individual enter into a career path and/or achieve their employment goals.</p>
<p>Training Services: <i>Insert training offering commitment in space provided. Describe which Training services will be offered in your program design and how they will be delivered.</i></p>	<p>We are projecting to provide training to <u>30</u> individuals enrolled in our PY16 program. Training Services including Occupational Skills Training, On-the-Job Training, and Transitional Jobs will be provided based on need in order to equip individuals to enter the workforce and retain employment. Job readiness training outlined under Individualized Career Services will be provided in conjunction with Training services. ResCare Academy courses will be available for life-long learning as participants become employed to provide occupation and/or industry related content for career advancement that may lead to increased earnings. Incumbent worker and Customized training services will be provided based on the need of the employer in collaboration with WC and BEST. The Eligible Training Providers List will be referenced during the process to determine and ensure appropriate training resources are available to maximize customer choice, linkage to in-demand occupations in coordination with other sources of assistance.</p>
<p>Program Management</p>	
<p>Staffing Structure: <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches & Job Developers. Describe how you will ensure Job Developers are interfacing with WC’s Business Engagement Specialist Team</i></p>	<p>We are projecting a <u>30</u> to 1 participant to direct staff ratio. Shared with OSCC:</p> <ul style="list-style-type: none"> • Project Director – program oversight • Project Accountant – fiscal oversight • Human Resource Specialist – staffing, payroll, HR • Quality Assurance and Performance Specialist – quality and performance <p>Shared with Boulder City ADW:</p> <ul style="list-style-type: none"> • Career Coach - Career Coach has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. and is able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including special populations. Career Coach will outreach youth and lead group orientations and workshops and provide one-on-one career coaching. • Job Developer - Job Developer has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. They explain the process and practices for gainful employment related to adults, dislocated workers, and



	<p>youth including special populations. Their activities are dedicated exclusively to engaging industry and coordinating work related activities for program participants. Job Developers collaborate with BEST through prescreening event referrals, job fairs, employer engagement through Chambers of Commerce, On the Job Training, Work Experience, ResCare National Employers, and by providing Supply & Demand and ResCare Talent Market job posting information for new employer engagement. Job Developers have a monthly enrollment and placement goals which will ensure they interface with BEST. Job Developers will have a shared outreach role with the Career Coach.</p>
<p>Quality Control: <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016. Quality Assurance Specialist reviews paper and OSOS file at the time Supportive Service or Training requests are submitted for approval by management for eligibility, documentation and data validation and consistency on a daily basis. Files and system records are reviewed a second time before they are submitted to WC each week. On a weekly basis, Quality Assurance & Performance Specialist reviews paper and OSOS files for compliance including timely data entry, contacts and follow up and to capture performance outcomes. Career Coaches use standardized report templates to track transfer files and new enrollments. Weekly reports are reviewed by QAS for compliance and including status, last contact, and next steps ensure activities are documented accurately and timely. RWS conducts a 3-level monthly file review and ResCare’s Best In Class© (BIC) quality improvement and measurement system assesses operational conformance federal, state, local, WC and RWS policies and procedures on a quarterly and annual basis. As the One-Stop Operator, RWS has fully implemented a cobranding strategy and ensures communications originating from RWS staff follow WC branding guidelines and branding and communication is centralized through the HR/Office Manager. ResCare provides over 4,000 courses for staff development. Staff participates in policy and procedure training and receives individual technical assistance as needed. Managers mentor to develop key competencies for future leaders.</p>
<p>Subject Matter Experts <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth & Adult with Disabilities, Re-Entry Youth & Adult, & Foster Youth). Describe the expected educational and/or experiential</i></p>	<p>RWS ensures content-expert services are provided to special populations by identifying staff members who have previous related experience providing workforce development services to special populations. RWS resources, expertise and best practices provide a foundation that ensures services are well-thought out and delivered appropriately. Knowledge and experience is gained through community involvement, partnerships with specialized agencies and organizations, and participation in volunteer opportunities directed toward special populations. Educational</p>



<p><i>backgrounds of staff providing subject matter expertise.</i></p>	<p>Background: 4 year related degree or 2 year degree and 2 years of related experience or High School equivalency and 5 years of related experience; Specialization: Credentials and related training certificates from recognized workforce development institutes such as Dynamic Work Institute and Workforce180; Experiential Background: Resume and Letter of recommendation and/or testimonial demonstrating passion to serve and first-hand experience providing services to and working for an agency, organization or employer in a related field and/or position. Ongoing staff development is provided through RWS national SME projects and leaders as well as industry-recognized training resources.</p>
<p>System Partnerships and Programs <i>Describe your plan to integrate at least one required WIOA Core Partner and additional System Partners/Programs.</i></p>	<p>RWS will coordinate activities and services with DETR – JobConnect and other local partners. Adult Education and Family Literacy staff will offer high school equivalency and/or other adult education courses onsite. Temporary Assistance for Needy Families NEON program will provide services to co-enrolled participants. Mobile One-Stop is deployed upon request through identified community partnerships and activities. At times, referrals to partner agencies are the most effective ways to serve Job Seekers. Staff is trained on the resources and services available through our center, local community and system partners. RWS has developed a community resource guide and is familiar with 211 network services. When a referral is made, staff contacts the appropriate partner to ensure there is a warm hand-off then provides referral information in writing to the Job seeker using a standard referral form (contact name, appointment time and other pertinent information). Staff follows up with partners to ensure services were provided and tracked with attendance and case notes.</p>
<p>Performance Management: <i>Describe your specific plan to manage and obtain successful performance outcomes, including program services and design features, specific partnerships that will facilitate outcomes and internal mechanisms to measure incremental benchmarks. Please also complete the table included in this section to communicate your plans by Quarter.</i></p>	<p>RWS’ program services and design features ensure that Job Seekers are registered in OSOS at the time they enter the One-Stop. With each encounter, RWS staff case notes the interaction and results building an individual story. Internal mechanisms that ensure RWS meets contracted performance goals and common measures include OSOS registration records and reports, sign-in sheets, and tracking logs to develop performance reports maintained by the Project Director and Quality Assurance & Performance Specialist. Individual staff performance goals reflect contract and common measures are reviewed every 6 months. As needed, Quality Improvement and Corrective Action Plans are developed at local and corporate levels. We provide staff with performance feedback on an individual and project basis through weekly score cards. Specific goals are established for all performance measures as outlined in the contract and Scope of Work. RWS tracks actual performance by quarter and will influence outcomes by setting weekly goals and reviewing reports</p>



	<p>from Career Coaches and Job Developers with verification of date entry and outcomes documented in OSOS by TDM and Quality Assurance and Performance Specialist.</p> <p>Projected PY15 Carry In/Transfer Participants: <u> 0 </u></p>
<p>Contact Person & Information: <i>Include the name, title, address, phone number and email of the person who will be the main point of contact for this program.</i></p>	<p>Lynn Hoffman, Project Director, One-Stop Operator ResCare Workforce Services lynnhoffman@rescare.com Office: 702-822-4202 Mobile: 214-802-5889</p>

Quarter	1	2	3	4
New Enrollments	10	25	25	15
Exiters (Est. combined total including both Carry In and New enrollments)	0	5	20	27



WIOA Youth Programs
Scope of Work
Program Year 2016

Program Name:	ResCare Workforce Services
Location:	Las Vegas-Clark County Library, 701 Adams Blvd, Boulder City, NV 89005, 2840 Needles Hwy, Laughlin, NV 89029
Funding Stream(s):	WIOA Youth
Amount Awarded:	\$180,000
Target Population(s):	In-School and Out-of-School Youth
Youth Service Delivery	
<p>Outreach and Communications: <i>Describe how you will recruit and engage participants. You must include your targeted number to serve and milestone for enrollment in your program design (number to enroll and by when, per milestone). You must also include details about partnerships that you have that will result in referrals to your program (include details about how referrals will happen and how many you expect from each partner. Describe detailed effort to include and engage special populations (Veterans, disabled workers, offenders, etc.).</i></p>	<p>RWS will engage with 250 and enroll 27 individuals during PY16 (Q1–50/5;Q2–75/10;Q3–75/7;Q4–50/5)</p> <p>Outreach and recruitment activities will be conducted 2 times a week until enrollment is confirmed. Career coaches will connect with youth where they live through the Mobile One-Stop and face-to-face interaction in neighborhoods and areas where youth congregate. Community partners will assist with recruitment, programming locations and activities and referrals of youth including Veterans, Disabled, Foster and Re-entry youth. Partners, the Career Coach and Job Developer will refer youth to weekly orientations where staff will go over the program, benefits, and eligibility requirements with a sense of urgency to enroll now by helping them immediately take the first steps. Orientation is designed to be standard, portable, and available on demand. It can be conducted in small groups or in one-on-one sessions.</p> <p>Outreach venues: Local fast food restaurants, Recreation center, High Schools, Local churches, YMCA centers, Community Centers, Libraries and partner locations.</p> <p>Referral partners: Nevada Partnership for Homeless Youth, Boulder City Hospital, Boulder City Homeless Shelter, Job Connect, St. Jude’s Ranch for Children, Sierra Nevada Job Corps, Department of Social Services, Chamber of Commerce, U.S. Vets , Nevada PEP, Easter Seals of Nevada, Southern Nevada Regional Housing Authority / Section 8 Housing, Olive Crest, Opportunity Village, Local Police Department, Urban League of Southern Nevada, Academy of Human Development, College of Southern Nevada, Department of Health and Human Services, Bureau of Vocational Rehabilitation, Department of Juvenile Justice, Youth Probation and Parole Clark County Child and Family Services, Nevada- Aging out Institute, Independent Living Program – Division of Child and Family Services, HUD, and Specialized Alternatives for Families and Youth (SAFY). Laughlin Outreach: Mohave High School, Bullhead City and Laughlin Libraries, Nevada 4H, Laughlin Rotary Club youth program, St. John the Baptist Catholic Church, Laughlin Sr. High School, Mohave Community College, and Laughlin Chamber of Commerce.</p>
<p>Educational Services:</p> <ul style="list-style-type: none"> • Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies. • Alternative secondary 	<p><i>Identify which educational services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>RWS will provide tutoring and study skills training for all youth who are A: failing to pass state exams and or required classes, B: have asked for</p>



<p>school services, or dropout recovery services.</p> <ul style="list-style-type: none"> • Activities that help youth prepare for and transition to post-secondary education and training. 	<p>tutoring services to better their grades or C: have dropped out of school and are working their diploma/GED. On site tutoring will be offered Monday – Friday via a classroom setting with a contracted tutor. Additionally, in school youth will be offered on site study hall with peer tutoring and assistance m-f 8 to 5. RWS staff will also provide information regarding tutoring services located at their schools. RWs will utilize telecommunications and video services including Zoom Meeting for more rural and remote students on an as needed basis.</p> <p>RWS works with local high school administration offices as the ambassador for our program that benefits them from our assistance with their drop-outs or potential drop-out population through reenrollment in an alternative school or HiSET attainment. High school graduates can move into post-secondary education immediately and there are multiple pathways after training is completed. Follow up will help balance short term and long term goals. The path may include employment and/or post-secondary education. There are other alternatives to HiSET through partnerships with Adult education and family literacy classes. Partnerships with LVCCLD will assist in referrals and programmatic support by offering on-site services through Adult Basic Ed, ELL and Online High School when the youth did not have enough hours or didn't pass the test therefore did not receive a diploma. RWS will provide linkage to alternative secondary schools to youth who enroll as dropouts, 5th year seniors, students who lack transportation and those who are involved with juvenile justice or disciplinary actions. Career Coaches will provide guidance on how to enroll, discuss expectations and set goals to attain while in the program. RWS will establish a relationship with the alternative education principal, which allows for immediate feedback on students' progress, grades and attendance. All enrolled students will be monitored for attendance and participation.</p> <p>Youth programming will be comprehensive to ensure youth receive services from various points of contact within RWS and from partner organizations. Youth with one or more of the following barriers will receive direct client services: Homeless, youth with disabilities, current/former foster youth, pregnant or parenting, juvenile justice system.</p> <p>We will target out of school youth who are defined as at-risk and academically fragile by providing resources and mentoring related to intensive case management (RWS Career Coach), academic advisement, college and career counseling/readiness (Local Colleges, counselors), service learning projects (Local City Government), health and well-being, substance abuse prevention and education (Substance Abuse and Mental Health Services Administration), life skills training (RWS Career Coach), financial literacy and entrepreneurship education (MoneySKILL).</p> <p>*Participant Flow: Participants will flow through ResCare's Three Track Model. Following initial engagement, assessment, and individual planning, each young adult will connect to the program and their future through participation in our recently updated, proprietary five day work readiness</p>
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	<p>class, Project CEO. Conducted in an engaging and simulated work environment, young adults develop a commitment to their future and begin building their individual portfolio of career resources. Young adults complete the program’s objectives, moving onto their career pathway track. This model places young adults on one of three pathways to employment, Industry Specific Pathway, Career Readiness Pathway, or Education Pathway. Through the Individual Service Strategy (ISS) development process, we work with young adults to identify very specific activities and timelines for completion that clearly tie to their overall career goals. The Career Coach uses their Life Coach skills to assist young adults in the persistent pursuit of those activities and objectives leading to career success; we do not focus on young adults’ failures to participate but promote the understanding that participation addresses barriers and leads to success. We foster meaningful relationships with the young adults we serve, in order to consistently support them following program exit to sustain the progress they have achieved and retain employment and/or postsecondary status.</p> <p>Youth may encounter set-backs so Career Coaches will use a coaching model that anticipates and prepares to address then move on. This model would incorporate redirection sessions that may remove them from a worksite for a short time then place them at a different worksite so as not to perpetuate the cycle but to give them a chance to succeed and a learning opportunity.</p>
<p>Occupational Services:</p> <ul style="list-style-type: none"> • Occupational Skills Training • Education Offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. • Entrepreneurial Skills Training • Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area. 	<p><i>We are projecting to provide training to <u>6</u> individuals enrolled in our PY 16 program.</i></p> <p><i>Identify which occupational services will be offered in your program design and how they will be delivered. Describe the flow or approval process for youth receiving these services.</i></p> <p>Job Preparation, Readiness and Search workshops will be provided on a monthly basis and youth will participate in the above activities prior to OCC, WEX, OJT or Job Shadowing.</p> <p>RWS youth program and services will include the following elements; Intensive case management, educational advising and tutoring, work readiness, leadership development, mentoring and counseling, life skills, health and wellness, civic service and volunteering, entrepreneurial and financial literacy, as well as occupational skills training and work-based learning in the form of On-the-Job Training, Pre-apprenticeships, internships, job shadowing and paid work-experience.</p> <p>Education offered concurrent with workforce preparation and training for a specific occupation are provided through ResCare Academy for industry overviews and courses that help youth gain industry-specific experience and certificates. Workplace preparation courses are also available to provide learning opportunities related to soft skills such as Business Etiquette, Interpersonal Communication, From Campus to Corporate and Doing Business Professionally.</p> <p>Entrepreneurial Skills are coupled with Financial Literacy through MoneySKILLS.</p> <p>RWS offers career exploration through Woofound assessments and My Next Move to identify youth’s interests, aptitudes and skills and how they</p>



	<p>fit into the local market. We couple training services with ResCare Academy for industry overviews and courses that help youth gain industry-specific experience and certificates.</p> <p>RWS provides resume templates through ResumePro and ensures certificates and accomplishments made through the program are included in their resume and we follow up with the youth and work with the employer to create a career pathway. Supply & Demand Portal, O*Net, Occupational Outlook Handbook and My Next Move educate youth on job opportunities to set expectations regarding the requirements and path to employment.</p> <p>Flow process: See *Participant Flow outlined above.</p>
<p>Work-based Learning Services (30% expenditure requirement for PY 16):</p> <ul style="list-style-type: none"> • Paid or unpaid Work Experiences • On-the-Job Training • Internships and Job Shadowing • Pre-Apprenticeship programs 	<p><i>We are projecting the following number if youth enrolled in our PY 16 Program to participant in the following:</i></p> <p><u> 15 </u> WEXs <u> 2 </u> OJTs <u> 1 </u> Internships <u> 1 </u> Job Shadowing <u> 2 </u> Pre-Apprenticeships</p> <p><i>Identify which work-based learning services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>RWS conducts group and one-on-one sessions to complete a needs assessment that helps determine suitability and identify barriers and establishes milestones that must be reached before placement in work-based learning. These include ResCare Academy as a career exploration tool through the assignment and completion of relevant courses. ResCare Academy allows the Career Coach to track usage, participation and credentials and helps determine the youth’s level commitment to participating and completing the program.</p> <p>RWS will establish placement goals for Career Coach and Job Developer tracked weekly to yield the best results. We couple training services with ResCare Academy for industry overviews and courses that help youth gain industry-specific experience and certificates. RWS provides resume templates through ResumePro and ensures certificates and accomplishments made through the program are included in their resume and we follow up with the youth and work with the employer to create a career pathway.</p> <p>Partners: Employers - work site supervisors, Workforce Connections - Business Engagement Specialist Team – Internship fairs, employer relationships, Pre-screening events and Trades – Pre-apprenticeships like Electrical JATC (http://www.earnwhileyoulearn.org/progreq.asp).</p> <p>Flow process: See *Participant Flow outlined above.</p>
<p>Youth Development Services:</p> <ul style="list-style-type: none"> • Leadership Development • Supportive Services • Adult Mentoring 	<p><i>Identify which youth development services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>Employer partners will be called upon to assist with development services</p>



<ul style="list-style-type: none"> • Comprehensive Guidance and Counseling • Financial Literacy 	<p>including:</p> <ul style="list-style-type: none"> • Leadership Development: Project CEO, Youth Focus Group, Youth Forums, and “Boss” Shadowing • Supportive Services include Gas cards, Childcare, Eye exams and eyeglass vouchers, Employment clothing, and other services, as appropriate • Adult mentoring is provided by career mentors, employers, faith-based organizations, and CSN Interns and are developed as needed and placed in the ISS as Interim goals. • RWS utilizes Project CEO, Career Pathway Coaching to identify risks and develop strategies to overcome them. Volunteer at faith-based organizations and participate in a youth advisory council, and youth forums. Youth will assist with group orientations and mentoring to share success stories and offer support. Career Coaches will guide young adults from intake to post-exit follow-up • Financial Literacy – MoneySKILL provides financial literacy content that includes a Pre-Test and Post Test taken after Modules 1-6 are completed. <ul style="list-style-type: none"> ○ Module 1: The Plans We Have for Our Lives ○ Module 2: Andrew's Simulation ○ Module 3: Earned Income and Skill Demand ○ Module 4: Federal Income Taxes ○ Module 5: Other Deductions from Pay ○ Module 6: Tracking Expenses & Budgeting ○ Post-Test <p>Flow process: See *Participant Flow outlined above.</p>
<p>Employment Services:</p> <ul style="list-style-type: none"> • Career Exploration Activities • Job Readiness Activities • Job Search/Job Placement • Follow-up Services 	<p><i>Identify which employment services will be offered in your program design and how they will be delivered. Please identify all partnerships and the role they play in delivering these services. Describe the participant flow for youth receiving these services.</i></p> <p>A milestone-based program with specific steps outlines where successful completions are rewarded. RWS will schedule a Career Exploration field trip for those that complete a training milestone. The field trip will include a tour of a business with in-demand jobs coupled with a visit to a local community college or training facility that provides training required for the job so they can see what they can achieve and how we can help them get there. RWS utilizes Project CEO which provides a structured Career Pathway coaching plan that includes:</p> <p>Career Exploration Activities include exploration in specific areas:</p> <ul style="list-style-type: none"> • Interest: What job activities interest you? ResCare Career Pathways Explorer (Woofound), Interactive Career Exploration • Values: What is most important to you in a career? Virginia Education Wizard • Vision: What kind of lifestyle do you desire for your future? Texas Reality Check • Skills: What skills do you have or are willing to develop? O*Net Skills Search



- Training: How long are you willing train for the skills? [Training that best fits your needs](#)

Job Market Research tools help answer questions like:

- What does the job market look like? Woofound, [My Next Move](#), [Occupational Outlook Handbook](#), [O*NET OnLine](#)
- High Demand Careers: What careers have a bright outlook? [Declining Employment](#), [Fastest Growing](#), [Largest Employment](#), [Most New Jobs](#), [Most Openings](#), [Demand Occupations](#)
- High Demand Careers: What careers pay well? [Highest Paying](#)
- Career Decision: What career pathway will you chose?

Job Readiness Activities: Job Developers will work with youth to enhance their job readiness through role-play in work-related scenarios, “Personal Shopper” assistance for professional attire from Dress for Success, and through various workshops. Facilitators can range from community partners, employers, and staff. Workshop and ResCare Academy courses include workplace basics, employer expectations, communication, resume development, addressing cultural differences, teamwork, conflict resolution and other soft skills. Incentives are provided to those who participate and complete prescribed activities.

Job Search / Job Placement resources include:

- ResCare Academy: [Get Ready Get Hired - Effective Interviewing](#)
- ResCare Academy: [Get Ready Get Hired - Building an Effective Resume](#)
- ResCare Academy: [Get Ready Get Hired - Developing an Effective LinkedIn Profile](#)
- Resume Development: [Resume Hero](#) and [Career Builder](#)
- Online Job Boards: [Nevada Job Bank](#), [ResCare Talent Market](#), the talent portal developed to match local job seekers to employers and job listings.
- LinkedIn Profile: [LinkedIn](#)

Follow up Services: Under WIOA, the quality and quantity of follow-up has been enhanced to ensure young adults who have exited the program are continuing with employment, postsecondary education, and the pursuit of their chosen career pathway. We have adopted an “alumni” mentality. As young adults exit services they are provided with a toolkit/portfolio that includes all of our contact information, a schedule of program activities they can attend (including the hours of the day team members are available for drop-in services), a list of community resources, and copies of their resume and credentials/certificates gained. We collect from young adults all of their contact information, including information for at least two other people who will always know how to reach them. We also request signed releases to maintain contact with their employer or the postsecondary institution they are attending. Throughout the follow-up period of at least 12 months, young adults are invited and encouraged to attend program activities that will continue to enhance their success. Additionally, we engage successful past participants as role models for young adults who are still in the program. Additional follow up services will include Monthly contact, Boulder City Youth Hall of Fame, Alumni Program and Incentives.

Flow process: See *Participant Flow outlined above.

Program Management



<p>Staffing Structure: <i>Insert staffing ratio commitment in space provided. Describe role and expectations of each program staff member, particularly Career Coaches & Job Developers. Describe how you will ensure Job Developers are interfacing with WC's Business Engagement Specialist Team</i></p>	<p>We are projecting a 27 to 1 participant to direct staff ratio. Career Coaches and Job Developers will be Life Coach certified within 6 months of program implementation. Shared with OSCC:</p> <ul style="list-style-type: none"> • Project Director – program oversight • Project Accountant – fiscal oversight • Human Resource Specialist – staffing, payroll, HR • Quality Assurance and Performance Specialist – quality and performance <p>Shared with Boulder City ADW:</p> <ul style="list-style-type: none"> • Career Coach - Career Coach has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. and is able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including special populations. Career Coach will outreach youth and lead group orientations and workshops and provide one-on-one career coaching. • Job Developer - Job Developer has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. They explain the process and practices for gainful employment related to adults, dislocated workers, and youth including special populations. Their activities are dedicated exclusively to engaging industry and coordinating work related activities for program participants. Job Developers collaborate with BEST through prescreening event referrals, job fairs, employer engagement through Chambers of Commerce, On the Job Training, Work Experience, ResCare National Employers, and by providing Supply & Demand and ResCare Talent Market job posting information for new employer engagement. Job Developers have a monthly enrollment and placement goals which will ensure they interface with BEST. Job Developers will have a shared outreach role with the Career Coach.
<p>Quality Control: <i>Describe how your program will be managed and what steps will be taken to control the quality and integrity of program components (regulatory compliance, quality of service delivery, One-Stop Delivery system co-branding, etc.). Describe your professional development plans for program staff.</i></p>	<p>Standard Operating Procedures and WC mandated policies will be provided to WC by September 30, 2016. Talent Development Manager and/or Quality Assurance Specialist reviews paper and OSOS file at the time Supportive Service or Training requests are submitted for approval by management for eligibility, documentation and data validation and consistency on a daily basis. Files and system records are reviewed a second time before they are submitted to WC each week. On a daily basis, Quality Assurance & Performance Specialist reviews paper and OSOS files for compliance including timely data entry, contacts and follow up and to capture performance outcomes. Career Coaches use standardized report templates to track transfer files and new enrollments. Weekly reports are reviewed by TDM and QAS for compliance and including status, last contact, and next steps ensure activities are documented accurately and timely. RWS conducts a 3-level monthly file review and ResCare's Best In Class® (BIC) quality improvement and measurement system assesses operational conformance federal, state, local, WC and RWS policies and procedures on a quarterly and annual basis.</p>



	<p>As the One-Stop Operator, RWS has fully implemented a cobranding strategy and ensures communications originating from RWS staff follow WC branding guidelines and branding and communication is centralized through the HR/Office Manager.</p> <p>ResCare provides over 4,000 courses for staff development. Staff will become Life Coach certified through Coach U within the first 6 months of program implementation and will benefit from knowledge and resources gathered from WIOA Youth-related forums and conferences. Staff participates in policy and procedure training and receives individual technical assistance as needed. Managers mentor to develop key competencies for future leaders.</p>
<p>Subject Matter Experts <i>Describe how you will ensure content-expert services are provided to special populations (e.g., Veterans, Youth & Adult with Disabilities, Re-Entry Youth & Adult, & Foster Youth). Describe the expected educational and/or experiential backgrounds of staff providing subject matter expertise.</i></p>	<p>RWS ensures content-expert services are provided to special populations by identifying staff members who have previous related experience providing workforce development services to special populations. RWS resources, expertise and best practices provide a foundation that ensures services are well-thought out and delivered appropriately. Knowledge and experience is gained through community involvement, partnerships with specialized agencies and organizations, and participation in volunteer opportunities directed toward special populations. Educational Background: 4 year related degree or 2 year degree and 2 years of related experience or High School equivalency and 5 years of related experience; Specialization: Credentials and related training certificates from recognized workforce development institutes such as Dynamic Work Institute and Workforce180; Experiential Background: Resume and Letter of recommendation and/or testimonial demonstrating passion to serve and first-hand experience providing services to and working for an agency, organization or employer in a related field and/or position. Ongoing staff development is provided through RWS national SME projects and leaders as well as industry-recognized training resources. Staff will become Life Coach certified through Coach U within the first 6 months of program implementation.</p>



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

RWS' program services and design features ensure that Job Seekers are registered in OSOS at the time they enter the One-Stop. With each encounter, RWS staff case notes the interaction and results building an individual story. Internal mechanisms that ensure RWS meets contracted performance goals and common measures include OSOS registration records and reports, sign-in sheets, and tracking logs to develop performance reports maintained by the Project Director and Quality Assurance & Performance Specialist. Individual staff performance goals reflect contract and common measures are reviewed every 6 months. As needed, Quality Improvement and Corrective Action Plans are developed at local and corporate levels. We provide staff with performance feedback on an individual and project basis through weekly score cards. Specific goals are established for all performance measures as outlined in the contract and Scope of Work. RWS tracks actual performance by quarter and will influence outcomes by setting weekly goals and reviewing reports from Career Coaches and Job Developers with verification of date entry and outcomes documented in OSOS by TDM and Quality Assurance and Performance Specialist. To ensure positive outcomes, RWS requires frequent communication with youth at least every two weeks through any means necessary including texting and calls, and off-site engagements at school or training providers or employers. The key is to go to them rather than requiring them to come to us. If we delay, they will disappear. Because their overall goal in the ISS is their career goal, when they meet their ISS goals or are on their career pathway, we will exit them and follow-up.

PY15 Carry In Participants: __0__

Quarter	1	2	3	4
New Enrollments	5	10	7	5
Exiters	0	5	5	10

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

Lynn Hoffman, Project Director, One-Stop Operator
ResCare Workforce Services
lynnhoffman@rescare.com
Office: 702-822-4202
Mobile: 214-802-5889

Agenda item 16. DISCUSSION AND POSSIBLE ACTION:

Accept Board's 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. The current contract period is October 1, 2015 through September 30, 2016. Upon approval, the contract will be extended 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

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 Bank of Nevada

ZACHARY LARSON
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 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



	<p>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.</p>
<p>WIOA Performance Measures</p>	<p>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%</p>
<p>Additional Performance Measures</p>	
<p>Contact Person & Information:</p>	<p>Tiffany Tyler Chief Operating Officer 710 West Lake Mead North Las Vegas, Nevada 89030 (702)924-2100 (702)924-1602 ttyler@nevadapartners.org</p>

Attachment C

Fiscal General Provisions

Budget

Fiscal Provisions

1. **Financial Management Requirements**

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

- a) Pursuant thereto, the sub-recipient shall establish and maintain a financial management system in accordance with 2 CFR part 200, 20 CFR §667.200, and 29CFR Parts 95 and 97 (as applicable) providing: 1) accurate, current and complete disclosure of financial information, on a cash or accrual basis, pertaining to this sub-award in accordance with State and Federal reporting requirements, and 2) effective control and accountability for all 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 *JoAnn Arguello* 10/22/2015
Print Name Sign Name Date

jarquello@nevadapartners.org 702-924-2183
Email Address Phone Number

Approved By (Provider):

Jeffrey McMahon Director of Finance *Jeffrey McMahon* 10/22/2015
Print Name Sign Name Date

Approved By (WC Program):

TRC 10/26/15
Print Name Sign Name Date

Approved By (WC Fiscal):

Faith Cannella *Faith Cannella* 10/23/15
Print Name Sign Name 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
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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	Total \$ 93,288	
# of Dedicated Case Manager FTE's				1		

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,
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D. Fringe Benefits for Direct Personnel

Position-Name	Computation		Total Contract Cost
	Contract Salary	Fringe %	
Sample: Jane Doe, Case Mgr.	\$ 25,000	15%	\$ 3,750
Sample: Jane Doe, Intake	\$ 25,000	15%	\$ 3,750
1 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

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
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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
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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
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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
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H. Other Overhead Costs

Note:

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

Item Description	Direct or Allocated	Computation			Allocation Base	Total Contract Cost
		Unit Cost	No. of Units	% Allocated to This Contract		
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

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12
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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.

Sub-Award No. WC-15-NPI-ABTPA-ADW-00
 CFDA No. 17.258
 CFDS No. 17.278

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		Approval Date:	
	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	\$0.00	0	\$400,000.00	80
Sub - Totals:			\$316,000.00	\$4,000.00	64	\$79,000.00	\$1,000.00	16	\$0.00	\$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

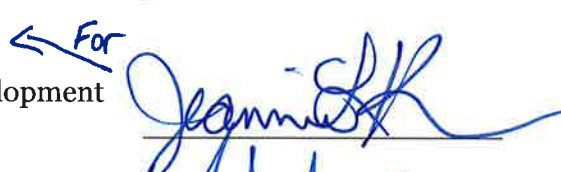
Program/Project Name: Adult Building Trades Pre-Apprenticeship Program (ABTPA)

Authorized Signatures

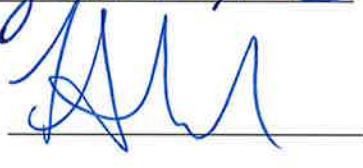
Debra Collins
Workforce Connections
Program Manager

← 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

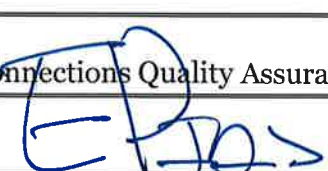
 _____ 4/25/16
Date:

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

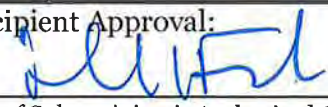

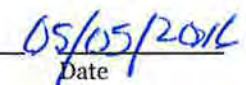
Parties to the sub-award agreement:	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774	Sub-award No. WC-15-NPI-ABTPA-ADW-01
		Modification No. 1
	Sub-Recipient: Nevada Partners, Inc. 710 West Lake Mead Blvd. North Las Vegas, 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:	Workforce Connections Approval:	
		
Signature of Sub-recipient's Authorized Officer	Signature of WC Authorized Officer	Date
<u>Monica Ford</u>	<u>Ardell Galbreath</u>	<u>05/05/2016</u>
Printed or Typed Name and Title	Printed or Typed Name and Title	
	<u>EXECUTIVE DIRECTOR</u>	



workforce CONNECTIONS

PEOPLE PARTNERSHIPS POSSIBILITIES

Connecting Employers to a Ready Workforce

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.



workforce CONNECTIONS
PEOPLE PARTNERSHIPS POSSIBILITIES

Connecting Employers to a Ready Workforce

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

Sub-Award No. WC-15-NPI-ABTPA-ADW-01
 CFDA No. 17.258
 CFDS No. 17.278

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	Start Date	End Date	Program	Funding Adult		Participants	Program	Funding Dislocated Workers		Participants	Program	Funding Dislocated Workers / NEG		Participants	Sub-Total	Participants
				CFDA 17-258				CFDA 17-278				CFDA 17-277				
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	\$0.00	0	\$400,000.00	80			
Amendment No. 1	10/1/15	9/30/16	\$4,000.00	(\$4,000.00)	0	\$1,000.00	(\$1,000.00)	0			0	\$0.00	0			
Sub - Totals:			\$320,000.00	\$0.00	64	\$80,000.00	\$0.00	16	\$0.00	\$0.00	0	\$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	19.9%	
	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):

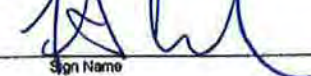
JoAnn Arguello  4/13/2016
Print Name Sign Name Date

jarquello@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		\$ -	\$ -	\$ -
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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.

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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

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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.

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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
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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.

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 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.

5 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.

6 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.

7 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.

9 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.

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

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- 12
- 13
- 14
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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

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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

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