




**workforce CONNECTIONS**

Connecting Employers to a Ready Workforce

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

**Jeannie Kuennen**

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

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

Sent from my iPhone

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

Debra,

Please see the attachment you requested.

Sincerely,

***Jeannie Kuennen***

*Sr. Program Manager – ADW/Youth*

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

<image001.png>

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

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

Sent from my iPhone

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

Debra,

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

Sincerely,

***Jeannie Kuennen***

*Sr. Program Manager – ADW/Youth*

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



<Picture (Device Independent Bitmap) 1.jpg>

<20160425091423.pdf>

**Agenda item 17. 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-entry youth services at Department of Juvenile Justice System's Spring Mountain Youth Camp. The current contract period is October 1, 2015 through September 30, 2016. Upon approval, the contract will be extended through December 31, 2016.

## **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](mailto: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 ~ [ttyler@nevadapartners.org](mailto:ttyler@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 **\$650,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$525,000.00**, and the maximum amount paid by WC for training activities shall not exceed **\$125,000.00**. 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:  for Monica Ford 10/27/15  
Date  
**Monica Ford**  
**President/Chief Executive Officer**  
**Nevada Partners, Inc.**

By:  10/29/2015  
Date  
**Ardell Galbreth**  
**Workforce Connections, Executive Director**

## **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



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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 Educational, Employment and Training services:

Program/Project Name:	Youth Pre-Entry Workforce Development Program	
Period of Performance:	Program/Project Start Date	Program/Project End Date
	10-01-2015	09-30-2016
Target Population:	WIOA eligible youth who have been adjudicated and are between the ages of 16-19	
Sub-population:	None	
Minimum No. of New Program Participants to be Served:	100	
<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:	Marlon Dumont	
Phone: (702) 924-2175	e-mail:	<a href="mailto:mdumont@nevadapartners.org">mdumont@nevadapartners.org</a>
The sub-recipient will notify WC in writing of any change that might occur regarding agreement information during the life of the sub-award.		

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

Program Year 2015 Levels of Performance WIOA Title I –Youth	
Performance Measures	Levels of Performance <i>(are subject to change)</i>
Placement in Employment or Education	75%
Attainment of a Degree or Certificate	65%
Literacy and Numeracy Gains	50%
Average Wage	\$9.25 per hour

5. **Selection Criteria:** All program participants will be WIOA Title I-Eligible participants. The sub-recipient agrees to fully comply with the following established guidelines concerning eligibility determination: eligibility requirements; record retention requirements; timely data recording; confidentiality; nepotism; enforcement of military Selective Service Act, veterans' priority of service, serving individuals with disabilities.
6. **Transferred program participants:** Sub-recipients must continue to serve participants transferred from a prior WIA program with funds awarded under this agreement. All WIA Title I youth participants who were enrolled in a WIA Title I program prior to July 1, 2015, must be transitioned or grandfathered into WIOA Title I programs, even if the participant would not otherwise be eligible for WIOA. Sub-recipient must not complete an eligibility re-determination for participants already determined eligible and enrolled under WIA. These participants must be allowed to complete the WIA services, or grandfathered services, specified in their ISS, regardless of whether the services are allowable under WIOA or not, as long as the WIA services were specified in participant's ISS as of June 30, 2015. Sub-recipient is responsible for continuing services to ISY enrolled prior to July 1, 2015, even though this sub-award is to serve new OSY.
7. **Proposal:** The sub-recipient must comply with the scope of work submitted within the proposal. Sub-recipient's scope of work is included.
8. **Strategic Projects:** The sub-recipient agrees to, and assures its willingness to, participate in any additional strategic project initiated by WC and/or Nevada's Department of Employment Training and Rehabilitation (DETR).
9. **Workforce Development Academy (WDA):** The sub-recipient, its relevant staff and employees, must participate in and complete the WDA if required by WC.
10. **Required Training Expenditures:** Pursuant to WIOA, the sub-recipient will comply with the established training expenditure requirements, where training expenditure for the purpose of this sub-award includes the following: a) Summer employment opportunities and other employment opportunities (including work experience) available throughout the school year as well as internships and job shadowing; b) pre-apprenticeship programs; and c) on-the-job training opportunities. To meet this requirement see below matrix:

WC Required Training Expenditure	
	Nevada Partners, Inc. Pre-entry Youth Program
WIOA Title I Out-of-School Youth	20%
<i>(Left Blank Intentionally)</i>	

11. **Conflict of Interest:** The sub-recipient shall take every reasonable course of action in order to maintain the integrity of its program and will avoid any favoritism and questionable or improper conduct. The sub-recipient shall administer its program in an impartial manner, free from efforts to gain personal, financial, or political gain. The sub-recipient, its executive staff and employees, will avoid all situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.



12. **Technical Assistance:** The sub-recipient shall participate in required technical assistance and/or training activities provided by WC or its designated partner. WC will require participation by appropriate staff in technical assistance activities. The sub-recipient shall have the administrative responsibility for training its entire staff on program requirements and services authorized under WIOA Title I.
13. **Program Management Requirements:** The sub-recipient shall establish and maintain internal program management procedures for the effective administration of its program, including, at a minimum, provisions to: a) monitor day-to day operations; b) periodically review the performance of the program in relation to program goals and objectives; and c) measure and evaluate the effectiveness and impact of program results in terms of participant and program activities. When found that program operations do not equal planned performance, it shall develop and implement appropriate corrective actions to improve its overall program management and effectiveness.
14. **Prohibition Against Solicitation of Gratuities:** The sub-recipient agrees and understands that no officer or employee of the sub-recipient shall solicit gratuities, favors or anything of monetary value from any actual or potential sub-contractor, employer, participant, staff, or any person directly or indirectly connected to a WIOA funded program or activity.
15. The sub-recipient agrees and understands that no funds available under WIOA Title I may be used for public service employment except as specifically authorized under WIOA.
16. The sub-recipient agrees and understands that no person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under WIOA.
17. The sub-recipient agrees and understands that funds provided under WIOA shall only be used for activities and services that are in addition to those that would otherwise be available in the local area in the absence of such funds.
18. The sub-recipient agrees and understands that no funds provided under WIOA shall be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States.
19. The sub-recipient agrees and understands that no funds under WIOA Title I shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of business, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible participants under WIOA.
20. The sub-recipient agrees and understands that no person under 18 years of age shall be employed by the sub-recipient in any occupation which the U.S. Secretary of Labor has found to be hazardous for persons between 16 and 18 years of age.
21. The sub-recipient shall comply with the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C 206 (a) (1)).

22. All programs must comply with all applicable Federal, State and local eligibility requirements. WC may impose restrictions upon the sub-recipient at any time if WC has determines that these restrictions will prevent the occurrence of disallowed costs or failed performance measures. WC will notify the sub-recipient of required restrictions in writing and will indicate a timeline and a corrective action as a resolution to the restrictions.
23. The sub-recipient shall not charge any program participant a fee as a condition of enrollment, employment or the provision of any services under this agreement.
24. No program participant shall be required to join a union as a condition for enrollment in a program in which only institutional training is provided, unless such training involves individuals employed under a collective bargaining agreement.
25. No program participant may be placed in, or remain working in, any position made vacant because of a labor dispute.
26. The sub-recipient shall not use sub-award funds to provide financial assistance for any program or utilize any subsidized work or training site that involves political activities or that requires participation in religious activities.
27. Program participants under this agreement shall not be placed in training or into subsidized work involving the construction, operation, or maintenance of any facility which is used, or is to be used, for sectarian instruction or as a place for religious worship.
28. The sub-recipient and/or its employees shall not reproduce, provide, disclose, or give access to confidential information to any third party, or to any other employee of the sub-recipient not having a legitimate need to know any such information and data and shall not use the confidential information for any purpose other than performing its services under this agreement. Notwithstanding the foregoing, the sub-recipient may disclose the confidential information if required by law, statute, or other legal process provided that the sub-recipient: a) gives WC prompt written notice of an impending disclosure, b) provides reasonable assistance to WC in opposing or limiting the disclosure, and c) makes only such disclosure as is compelled or required.
29. This agreement imposes no obligation upon the sub-recipient with respect to any confidential information that the sub-recipient can establish by legally sufficient evidence: a) was in possession of, or was known by the sub-recipient, prior to its receipt from WC, without an obligation to maintain its confidentiality; or b) is obtained by the sub-recipient from a third party having the right to disclose it, without an obligation to keep such information confidential.
30. The sub-recipient or its subcontractors if any may not accept a person into the program if a member of that person's immediate family is engaged in an administrative capacity for the sub-recipient or its subcontractor.
31. The term "immediate family" means wife, husband, life partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, and stepchild. This includes aunts, uncles, nieces and nephews by blood or formal adoption only, but not such relationships by marriage.



- 32.** The term “administrative capacity” includes persons who have overall administrative responsibility for a program, including, but not limited to, those who have any responsibility for the obtaining and/or the authorization of any payments under this agreement, as well as other persons who have influence or control over administration of the program and its funding and persons who have the selection, hiring, placement or supervisory responsibilities for customers and participants. The term “persons who have overall administrative responsibility” as used in this paragraph shall include anyone in a position to influence the independent decision making authority of an employee or agent on behalf of an immediate family member of the sub-recipient, subcontractor or WC, including WC employees, agents or WC board members.
- 33.** The sub-recipient shall adequately evaluate and monitor its own program, training sites, and worksites on a regular basis and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud and abuse.
- 34.** The sub-recipient shall employ or contract with qualified persons or entities as necessary and appropriate to provide services under this agreement. The sub-recipient shall use its best efforts to hire or contract with persons or entities that have the knowledge, skill and qualifications necessary to perform the required services and possess any licenses, permits, certificates and governmental authorizations as may be required by law.
- 35.** The sub-recipient agrees and understands that Federal law, OMB guidance, and Departmental and Employment and Training Administration (ETA) policies require that Personal Identifiable Information (PII) and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of Federal funds, handle PII and sensitive information and has determined that to ensure ETA compliance with Federal law and regulations, grantees/sub-grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants. The sub-recipient must take the steps necessary to ensure the privacy of all PII obtained from program participants and/or other individuals and to protect such information from unauthorized disclosure. The sub-recipient must maintain such PII in accordance with the established Federal standards for information security, and shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal, State, and local laws governing the confidentiality of information.
- 36.** The sub-recipient agrees and understands that it must comply with WC policies and procedures. WC established policies can be found at:  
[www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)
- 37.** One-Stop affiliated site(s) are correspondingly branded as part of the WC One-Stop Career Center (OSCC).
- 38.** For participant records transferred to the sub-recipient, sub-recipient agrees to make reasonable efforts to correct any identified file or documentation deficiencies made by the previous provider. Reasonable efforts may include a sample case file review, request for documentation or clarification from the client and/or prior case manager (if still working in the system), and preparation of requests for changes in WC’s MIS. The sub-recipient shall not be held responsible or liable for any work conducted prior to the transfer date for participant record. For those participants already enrolled (prior to the transfer date) in a pre-vocational or training activity, the sub-recipient may continue to authorize the training activity, provided satisfactory progress per local policy, but will not be liable for past, present or future expenses related to an activity authorized and initiated prior to the transfer date.

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



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**Youth Program**  
**Scope of Work**  
**Pre-Entry youth Program**

<b>Program Year:</b>	PY 2015
<b>Program/Agency Name:</b>	Nevada Partners, Inc.
<b>Location:</b>	710 West Lake Mead Blvd., North Las Vegas, NV 89030
<b>Program Type:</b>	W.I.A./W.I.O.A
<b>Program Dates:</b>	October 1, 2015 to June 30, 2016
<b>Amount Awarded:</b>	\$650,000
<b>Number to be Served:</b>	100
<b>Target Population:</b>	<p>Out-of-School Youth (OSY)</p> <p>For the purposes of this program an <b>Out-of-School Youth</b> is defined as an individual between the ages of 16 to 19 low-income, <u>not attending school</u>, and facing one or more barriers as defined</p> <p><b>Specialized Population: Adjudicated out-of-school youth</b></p> <p>The following adjudicated youth will be served through the Pre-entry program in partnership with the Department of Juvenile Justice System (DJJS) and with the stipulations as noted:</p> <ol style="list-style-type: none"> <li>1. Youth are adjudicated and out-of-school and between the age of 16 and 19, will be enrolled in the Pre-entry youth program with the approval of DJJS in writing.</li> <li>2. Youth are currently detained at Spring Mountain Youth Camp and are <u>determined out-of-school youth</u>, with a letter to Nevada Partners in writing on official letter head by the Director of Spring Mountain Youth Camp, will be enrolled in the program.</li> <li>3. Youth from JJS evening reporting centers and the Probation Center who are adjudicated youth and are out-of-school and are between the age of 16-19, will be enrolled; with documentation from the Director of each center stating that they are out-of-school.</li> </ol>



	<p>Statement of Need: The Pre-Entry Workforce Development Program in collaboration with DJJS will serve low-income individual's ages 16–19 years old that are adjudicated <u>out-of-school youth</u>.</p> <p>According to Clark County, Nevada Department of Juvenile Justice Services Statistical Report for 2013, Clark County has an estimated 277,955 youth ages 8-18.</p> <p>The program is designed to provide vocational training techniques, where youth learn soft skills (social skills, communication, empathy, self-management, team work, etc.) and marketable hard skills (typing, writing, math, etc.) which can assist youth in securing employment or other vocational experience.</p> <p>To address the needs of these youth, NPI will organize and deliver some or all of the following education, counseling, employment services and training to the youth in the Pre-Entry Workforce system.</p> <p>The ISS should include a targeted career pathway in at least one of the industry sectors identified in the Governor's Economic Development Plan:</p> <ul style="list-style-type: none"> <li>• Aerospace and defense</li> <li>• Agriculture</li> <li>• Business information technology ecosystems</li> <li>• Clean energy</li> <li>• Health and medical services</li> <li>• Logistics and operations</li> <li>• Mining</li> <li>• Manufacturing</li> <li>• Tourism, gaming and entertainment</li> </ul> <p>The program must provide services to youth in accordance to the fourteen (14) WIOA youth program elements.</p> <ul style="list-style-type: none"> <li>• On-the-Job Training (OJT)</li> <li>• Internships and Work Experience</li> <li>• Supportive Services</li> <li>• Follow-Up Services</li> <li>• Re-engagement into secondary education;</li> <li>• Work-based learning activities;</li> <li>• Family counseling; if applicable</li> <li>• Mentoring</li> <li>• Computer training</li> </ul>
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	<ul style="list-style-type: none"> <li>• Social skills classes</li> <li>• Conflict management classes</li> <li>• Drug/alcohol program</li> <li>• Psychological counselling through DJJS Clinical Services Division</li> <li>• Occupational Training Opportunities, including full range of secondary and post-secondary options;</li> <li>• Career Pathways grounded in Employer Partnerships;</li> <li>• Unsubsidized employment</li> <li>• Maintain administrative and program obligations associated with receipt of WIOA funds.</li> </ul>		
<p><b>STEM Initiatives:</b></p> <ul style="list-style-type: none"> <li>• <i>When will you introduce the WIA qualified youth to STEM initiatives as noted in your proposal?</i></li> <li>• <i>In what specific ways will you incorporate STEM initiatives in your program?</i></li> <li>• <i>How will you measure your STEM outcomes?</i></li> </ul>	<p>STEM initiatives will begin with youth programming on a quarterly basis exposing approximately 38 youth per quarter to STEM programs. STEM programming will be integrated within the following activities:</p> <ol style="list-style-type: none"> <li>1. Career Exposure</li> <li>2. Employability</li> <li>3. Health and Wellness</li> <li>4. STEM specific programs and workshops geared toward STEM related career fields.</li> </ol> <p>Nevada Partners youth program will utilize local oriented commerce who specialize in the areas of STEM. Example may consist of, but not limited to UNLV, CSN, Solar City, Water District, Parks and Recreations, MGM Resorts International, and others.</p> <p>STEM outcomes will be measured by the number of youth in STEM workshop/activity attendance. Nevada Partners will expose 75% of new enrolled youth to STEM activities and programs. All youth who successfully complete STEM programs will receive a certificate of completion in STEM programs.</p>		
<b>OUT OF SCHOOL YOUTH MEASURES</b>			
<p><b>Required Performance Measures:</b></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">1. <i>Placement in Education/Employment</i></td> <td style="text-align: center;"><b>75%</b></td> </tr> </table>	1. <i>Placement in Education/Employment</i>	<b>75%</b>
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	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">2. <i>Attainment of Degree/Certificate</i></td> <td style="text-align: center;"><b>65%</b></td> </tr> </table>	2. <i>Attainment of Degree/Certificate</i>	<b>65%</b>
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<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">3. <i>Literacy/Numeracy Gain</i></td> <td style="text-align: center;"><b>50%</b></td> </tr> </table>	3. <i>Literacy/Numeracy Gain</i>	<b>50%</b>	
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<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">4. <i>Average Wage</i></td> <td style="text-align: center;"><b>\$9.25 per hour</b></td> </tr> </table>	4. <i>Average Wage</i>	<b>\$9.25 per hour</b>	
4. <i>Average Wage</i>	<b>\$9.25 per hour</b>		
<p><b>Program Description:</b></p>	<p>The flow begins with the recruitment process whereby eligible youth are recruited for services through partner agreements or court referrals.</p> <ul style="list-style-type: none"> <li>• After recruitment, prospective participants will be given an orientation with an overview of <b>the Workforce</b></li> </ul>		





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

	<p><b>Investment Act/Workforce Innovation and Opportunity Act (WIOA), the Act’s intent, the types of and nature of WIOA services, the goals of the program, the benefits of participation, program flow, and the client’s rights and responsibilities.</b></p> <ul style="list-style-type: none"> <li>• <b>The orientation is followed by enrollment; CASAS testing to determine math and reading levels, as required by Department of Labor, a comprehensive intake process comprised of a program suitability assessment, a battery of career and skills assessments, an intensive interview, an eligibility determination, and the development of an individual employment plan. This enrollment process also includes a review of the client’s needs in the areas of housing, health, education, and finances.</b></li> <li>• <b>After enrollment, clients are afforded reengagement opportunities back into secondary education, vocational training, or employment services. As needed, a client may also receive supportive services. During the program clients will receive the attainment of a degree/certificate, OJT, Occupational skills training and/or Job placement..</b></li> <li>• <b>Upon job placement, clients receive job coaching and ongoing support for 12 months to ensure they maintain employment. NPI will provide open access to all Spring Mountain Youth Camp (SMYC) participants meeting qualifying barriers; specifically, Clark County Juvenile Justice Services.</b></li> <li>• <b>Upon approval from DJJS, community court youth who are adjudicated and out-of-school, will be included in the Pre-entry program.</b></li> </ul> <p><b>Youth Transferred to the Pre-Entry Program from a previous WC Re-entry program will be served in this program until completion of their goals and performance.</b></p>
<p><b>Unique &amp; Exemplary Attributes:</b></p>	<p>Nevada Partners, Inc. utilizes evidenced based practices and strategies for youth who are at-risk, experience significant barriers, and in need of direction for self-sufficiency and long-term success. For over 22 years, Nevada Partners has support youth in achieving either a high school diploma and/or GED then providing leadership development so each youth may enter employment or post-secondary/training opportunities. For the last three years, Nevada Partners youth program has served the community through the Graduate Advocate Initiative program in partnership with the Clark County School District by assisting at-risk youth who experienced defined barriers that otherwise, would have prevented these youth from graduating. Nevada Partners has successfully administered this program for PY 2013, 2014 and 2015 with a greater graduation rate than districts 70.9% graduation rate.</p>



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

	<p>Additionally, the youth program administered <b>\$1.13 million</b> in support services including credit retrieval, summer school, work experiences, post-secondary/training fees and other supportive services as needed to over <b>900</b> active and follow up youth.</p> <p>As part of programmatic support, Nevada Partners offers our youth onsite services through Adult Education, VESOL training for ELL learners entering the workforce, Citizenship Project for youth and adults gaining citizenship, and an onsite culinary training facility with a focus on hospitality training.</p> <p>As part of our evidence based training, all youth participate in a 10 week life skills training courses approved through Substance Abuse and Mental Health Services Administration. Additionally, all youth and adult case managers at Nevada Partners are certified under the Mental Health First Aid through PACT and CARE Coalitions to aid in effective case management and program needs.</p>
<p><b>The number of Youth files Transferred from YAP</b></p>	<p>Workforce Connections proposes to transfer 83 OSY files and 78 ISY files (<b>Total Files 161</b>) to Nevada Partners.</p> <p>These youth are not included in the total number of youth NPI will serve in the Pre-Entry Program.</p> <p><b>Note:</b> At this time NPI is not sure how many of these files will be in the Pre-Entry Program. NPI is reviewing files for suitability.</p>
<p><b>Funds received:</b></p>	<p>No funds have been awarded to NPI at this time to serve these youth.</p>
<p><b>Strategy to serve:</b></p>	<p>Our strategy to serve our youth is to provide a meaningful and sustainable participation which is our main key factor in attaining positive outcomes. We want to offer leadership, and community service activities, recreate stronger relationships between case managers and youth participants. We want to foster a sense of community by offering significant opportunities for youth to interact with their peers by creating a sense of community, shared norms, and safety. We will utilize Batteries Included and redevelop our youth council.</p> <p>By talking with the staff, our department will target activities and support of services towards the needs of our participants that provide opportunities for them to build skills in areas that deliver personal interest to them. This includes schooling, career driven employment and occupational trainings. Case Managers will ensure that current follow up participants have all the necessary tools to become and stay successful.</p>
<p><b>Contact Person &amp; Information:</b></p>	<p>Dr. Tiffany Tyler Chief Operating Officer 702-924-2139 Marlon Dumont Program Manager Youth Pre-Entry 702-942-2100 710 West Lake Mead Blvd, North Las Vegas, NV 89030 <a href="mailto:tyler@nevadapartners.org">tyler@nevadapartners.org</a></p>



**STEM Program Overview**

**Provider:** Nevada Partners, Inc. \_\_\_\_\_

**STEM reporting tools provide you the opportunity to forecast your Outputs and Outcomes during the program year.**

**How many youth do you plan on serving during the 2015 program year?** 100  
**How many youth will participate in STEM programs during the 2015 program year?** 75  
**What STEM assesment tool will you use for these youth?** STEM Interest Inventory Assessment

**Check all STEM program activities youth will participate in.**

Workshops at your agency	X	Field Trips	X	STEM Based Classes	x
Guest Speakers	X	One-on-One/Group Mentoring	X	Tutoring and Study Skills	x
Workforce Connections' OSCC Workshops		College and Career Activities	X	Job Readiness/Employability	x
Other activities not listed: Date for events are not clear based on location of Individuals and also uncertainty of release date for individuals					

**Please define the number of STEM based-learning activities your agency will be conducting each quarter**

Quarter 1 Activities	No.	Quarter 1 Timeline
Workshops	4	Planning
Guest Speakers	X	
Field Trips	X	
Mentoring	X	
College and Career Exposure	X	
STEM Based Classes	x	
Tutoring and Study Skills	x	
Job Readiness/Employability	x	
Other		

Quarter 2 Activities	No.	Quarter 2 Timeline
Workshops	4	Life Skills / Employability workshops
Guest Speakers	6	Life Skills / Employability workshop - STEM based career & learning activity upon availability for Guest speaker to travel to Youth camp New home builders / Renovation contractors, Trade contractors -Plumbing, heating, ventilation and air conditioning Heavy Industrial Construction Institutional & Commercial Construction Engineering Construction
Field Trips	3	
Mentoring	2	11/10/15 - Job Readiness (Electrical Engineer, PE) TBD ( Manufacturing/Information Technology Sectors) Will learn about:
College and Career Exposure	1	Manufacturing of electrical equipment, such as electric motors, radar and navigation systems, communications systems, or power generation equipment. Electrical engineers also design the electrical systems of automobiles and aircraft Client will meet with Mentors twice a week to discuss-STEM based career & learning activity
STEM Based Classes	1	
Tutoring and Study Skills		Upon release client will meet weekly at garden : Garden Volunteer day will have STEM engagement including sM development in industry key sectors such as Agriculture, Clean Energy and Logistics and Operations
Job Readiness/Employability	3	Garden clean up /Installation of the soil workshop TBD ( Agriculture Sector) NPI case managers are invited youth to attend the Energy, efficient and buildings workshop being held at Workforce Connections
Other		





Quarter 3 Activities	No.	Quarter 3 Timeline
Workshops	6	Life Skills / Employability workshops - STEM based career & learning activity
Guest Speakers	4	Employability workshops - STEM based career & learning activity
Field Trips	2	STEM Field Trip (Coroner's office) TBD ( Health & medical services sector) Client will meet with Mentors twice a week to discuss-STEM based career & learning activity
Mentoring	2	STEM Career Field Trip (Finn Station) TBD ( Medical/ health services sector) 2/2/15 - Field Trip to Hoover Dam (Power plant Tour) TBD ( Clean energy sector) Will learn about:
College and Career Exposure	1	Clean Energy, Logistics & Operations, Mining and Materials
STEM Based Classes	3	Control fire and respond to other emergencies, including medical emergencies Career pathway for an Associate of Science in Fire Science
Tutoring and Study Skills		Garden clean up /cultivation of the soil workshop TBD ( Agriculture Sector)
Job Readiness/Employability	3	Biweekly - Job Readiness (Electrical Engineer, PE) TBD ( Manufacturing,Information Technology Sectors) Will learn about:
Other		

Quarter 4 Activities	No.	Quarter 4 Timeline
Workshops	6	Life Skills / Employability workshops -- STEM based career & learning activity
Guest Speakers	4	Ana Pujio from The Culinary Academy Will speak to group on Hospitality programs such as guest room attendants, porter, and professional cook.
Field Trips	2	STEM Field Trip TBD (CSI experience) ( Health /medical services, IT,sectors)
Mentoring	2	Client will meet with Mentors twice a week to discuss-STEM based career & learning activity
College and Career Exposure		2/2/15 - Field Trip to Hoover Dam (Power plant Tour) TBD ( Clean energy sector) Will learn about:
STEM Based Classes	3	Clean Energy, Logistics & Operations, Mining and Materials STEM Field Trip ( Science in the park w/ Circus Circus) TBD (Tourism, gaming & entertainment sector) Garden clean up /cultivation of the soil workshop TBD ( Agriculture Sector)
Tutoring and Study Skills	2	Biweekly- lba
Job Readiness/Employability	3	Biweekly - Job Readiness (Electrical Engineer, PE) Health ( Manufacturing,Information Technology Sectors) Will learn about:
Other		

**How does your organization plan to document STEM program participation and successful completion? Check all that apply.**

Documentation Type	✓	Documentation Type	✓	Documentation Type	✓
Attendance Sheets	X	Program log		WEX placement within a one of the sectors	X
Certificate of Completion	x	Pre and Post Essay		Employment within one of the sectors	X
Incentivizing	X	Portfolio			
STEM assessment results	X	Other:			
Other:		Other:			

**Please contact Jeramey Pickett or Carol Polke if there are any questions or need for additional clarification.**

**Please email updated STEM scope of work by COB August 28, 2015**

Jeramey Pickett  
Carol Polke

702-636-2313  
702-636-2346

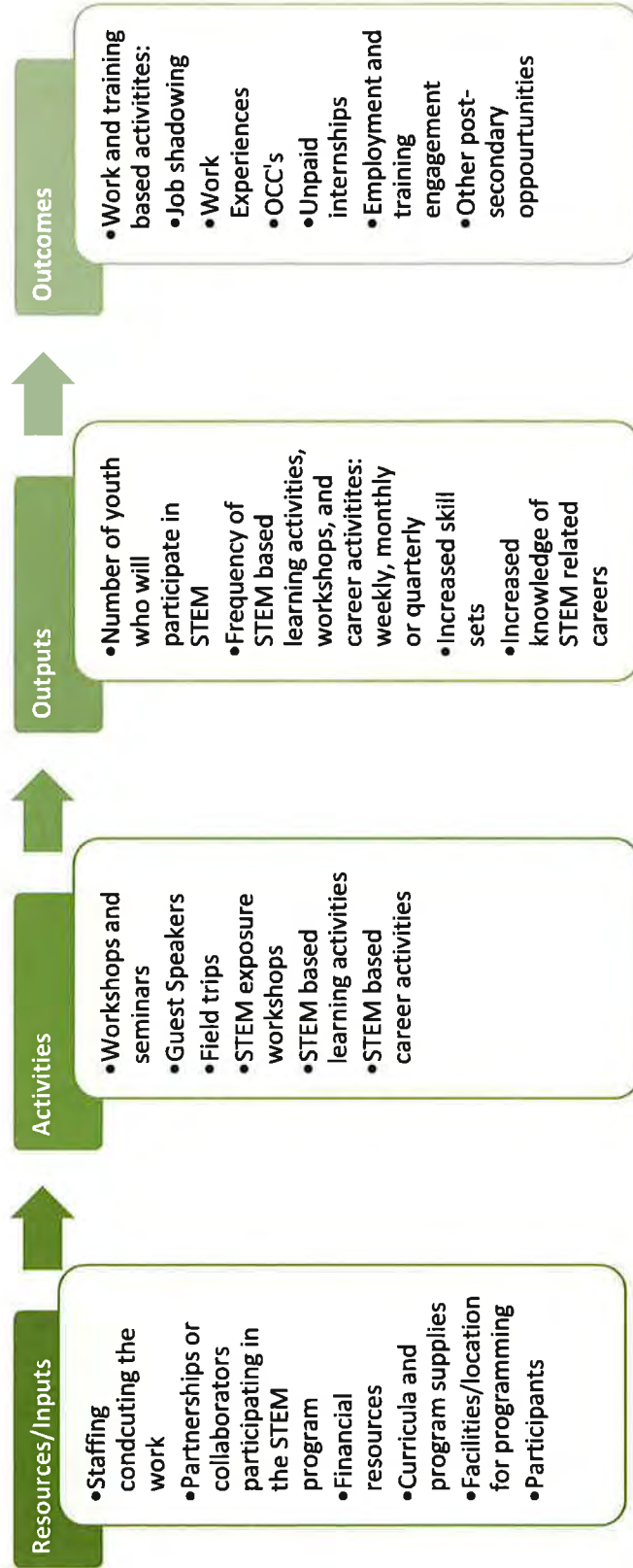
[jpickett@nvworkforceconnections.org](mailto:jpickett@nvworkforceconnections.org)  
[cpolke@nvworkforceconnections.org](mailto:cpolke@nvworkforceconnections.org)



**STEM Logic Model Components**

The following logic model is designed to assist in the development and attainment of desired outcomes for your agency's STEM program.

- **Inputs** are the essential financial, organization, and human resources needed to implement and deliver the program.
- **Activities** are the actions, events, and processes enacted as part of the program
- **Outputs** are the direct, observable products of activities, and are typically represented as total number or frequencies of occurrences
- **Outcomes** are the intended changes that result from the program's activities and outputs. These can be represented by general timeframes such as short-, intermediate-, and long-term.



STEM Program Evaluation Matrix - Breadth				
Scoring	0 STEM Exceedingly Unsatisfactory	1 STEM Below Satisfactory	2 STEM Satisfactory	3 STEM Exceedingly Satisfactory
Criteria				
<b>Evidence of STEM programming within the Scope of Work (SOW) that contains specific STEM-based related activities</b>	STEM programming or STEM based activities are not stated within the SOW.	STEM programming and learning activities are stated within the SOW, but are not defined and/or specific	Programming and learning activities are clearly stated and specified within the SOW and cover all four elements: Science, Technology, Engineering and Math (STEM)	STEM programming and learning activities are innovative, detailing multiple activities, new initiatives, industry sector partnerships and demonstrate evidence-based learning
<b>STEM-based activities target all 9 of Nevada's targeted industry sectors</b>	No industry sectors are covered within the SOW	Less than 9 industry sectors are covered within the SOW for STEM-based learning activities	All 9 industry sectors are covered within the SOW and STEM-based learning activities are clearly outlined according to their sectors	Additional activities are added, specifically geared towards unique occupational clusters, apprenticeships, military and/or other post-secondary activity
STEM Program Evaluation Matrix - Depth				
Deep STEM programming and activities are aligned to performance outcomes related to W.I.O.A., employment and training, post-secondary options or other employment and training related activity.				
<b>STEM-based activities link participants to post-secondary opportunities including training and employment within Nevada's targeted industry sectors</b>	STEM program stated in SOW does not provide exposure to post-secondary opportunities, occupational training and/or employment within any of the 9 industry sectors	STEM program stated in SOW provides exposure to post-secondary opportunities, occupational training and/or employment in less than all 9 of the industry sectors	STEM program stated in SOW engages participants in opportunities for post-secondary exposure within all of the 9 industry sectors through work experiences, job shadowing, unpaid internships, learning opportunities, etc.	STEM program stated in SOW adds engagement for participants into employment, occupational training and/or other employment options within the 9 industry sectors and conducts follow up on progression through retention strategies
<b>Evidence of maintaining data and outcomes related to STEM-activities</b>	SOW does not state a process or system for measuring and quantifying data and outcomes	SOW mentions a system of quantifying data and outcomes to measure STEM program participation, but does not state the specific methodology for data tracking all successful completions of STEM programs and activities	SOW identifies a specific methodology of quantifying data and outcomes, and sets a minimum benchmark for successful completions of STEM programs and activities	SOW adds to the system of quantifying data and outcomes: tracking participation weekly, monthly, and/or quarterly activity; follow up and/or retention of STEM-based outcomes in employment and training

## 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@snvwc.org](mailto:invoices@snvwc.org).
- c) Unless otherwise approved in writing by WC, all services shall be performed or accrued during the sub-award period to qualify for reimbursement.
- d) Should a sub-award be terminated before the end date of the sub-award, the sub-recipient shall be reimbursed for actual costs incurred in rendering services through the effective date of termination, as well as reasonable and allowable closeout services and expenses incurred as a result of early sub-award termination, to the extent that funds are available from State and Federal sources and approved in writing by WC.
- e) The sub-recipient understands and agrees that funds received in advance under this sub-award shall be used exclusively for services funded under this sub-award and shall not be used for any other purpose.

**4. Right to Withhold**

WC retains the right to deny all or a portion of any reimbursement otherwise due to the sub-recipient when WC gives the sub-recipient written notice of WC's opinion that specific deficiencies must be 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. **Bonus Pay Prohibition**

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

9. **Salary Limitation**

The sub-recipient shall comply with Training and Employment Guidance Letter (TEGL) No. 5-06 regarding limitations on the salary rate billable to WIA. A salary table providing this current rate is listed on the Federal Office of Personnel Management web site at [www.opm.gov](http://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 15<sup>th</sup> 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](mailto: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](mailto: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

PY16 WORKFORCE CONNECTIONS PRE-ENTRY YOUTH BUDGET TEMPLATE  
Revised 7/16/15

Agency Name: Nevada Partners, Incorporated  
 Contract Name/Funding Type: Youth Pre-Entry Workforce Development Grant  
 Budget Period (Dates): 10.1.15-9.30.16

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

Cost Type	Budget Summary	Provider Paid	WC Paid	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training		\$ 125,000	19.2%	62.6%	\$ -
	B. Supportive Services	\$ 281,348		43.3%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 131,000		20.2%	23.0%	\$ -
	D. Program Fringe Benefits	\$ 18,793		2.9%		\$ -
Overhead and Support Costs	E. Travel	\$ 11,788		1.8%	14.4%	\$ -
	F. Equipment	\$ 1,800		0.3%		\$ -
	G. Consultants/Contracts	\$ -		0.0%		\$ -
	H. Other Overhead Costs	\$ 19,900		3.1%		\$ 14,200
	I. Support Personnel	\$ 51,544		7.9%		\$ -
	J. Support Fringe Benefits	\$ 8,849		1.4%		\$ -
Budget Summary	TOTAL Provider Contract (Provider Paid)	\$ 525,000		80.8%		
	TOTAL WC Paid		\$ 125,000	19.2%		
	TOTAL Project Expenses	\$ 650,000		100%		
	TOTAL Matching Resources					\$ 14,200
	Match Percent					2.2%
	TOTAL Project Cost					\$ 664,200

Overall Budget Requirements:

OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 20% of Total Project Expenses Sufficient

Prepared By (Provider):

Joann Arguelo *Joann Arguelo* 10/9/2015  
 Print Name Sign Name Date  
 jarquelo@nevadapartners.org  
 Email Address Phone Number

Approved By (Provider):

Jeff McMahon, Director of Finance *Jeff McMahon* 10/9/2015  
 Print Name Sign Name Date

Approved By (WC Program): *Christine January* *Christine January* 10/9/15  
 Print Name Sign Name Date

Approved By (WC Fiscal): *Faith Cannella* *Faith Cannella* 10/9/15  
 Print Name Sign Name Date

**A. Participant Training Costs**

**Note:**

1. The training categories are locked and may only include the following.
2. OJT (A.2.), WEX (B.1.) and Pre-Apprenticeship Programs (B.2.) must total at least 25% of Total Project Expenses.
3. In prior years, work experience was contained on the training page. It has been moved to tab B.
4. 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	\$ 2,500.00	25	\$ 62,500
2 On The Job Training	\$ 2,500.00	25	\$ 62,500
3 Incumbent Worker Training			\$ -
4 Customized Training			\$ -
	<b>Total</b>		<b>\$ 125,000</b>

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.

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**Narrative (Required for Each Budget Line Above):**

- 1 occupational skills training subsidy to afford participants skills to gain entry into workforce
- 2 on the job training subsidy to support employment retention
- 3
- 4

**B. Supportive Services**

**Note:**

- 1. OJT (A.2.), WEX (B.1.) and Pre-Apprenticeship Programs (B.2.) must total at least 20% of Total Project Expenses.**
- 2. In prior years, work experience was contained on the training page. It has been moved to tab B.**

Item/Service	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Transportation	\$ 65	200	\$ 13,000
Sample: Clothing	\$ 100	75	\$ 7,500
1 Work Experience/Internships	\$ 1,320	100	\$ 132,000
2 Pre-Apprenticeship Programs			\$ -
3 Transportation Assistance	\$ 33	800	\$ 26,000
4 Clothing and Work Supports	\$ 150	100	\$ 15,000
5 Tuition/Fee Assistance	\$ 500	111	\$ 55,500
6 Book Assistance	\$ 250	111	\$ 27,848
7 Incentives	\$ 250	100	\$ 25,000
8			\$ -
9			\$ -
10			\$ -
<b>Competitively Procured Contracted Participant Services-Please list below</b>			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11			\$ -
12			\$ -
13			\$ -
14			\$ -
15			\$ -
<b>Total</b>			<b>\$ 281,348</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Work experiences to support development of work readiness skills
- 2
- 3 Transportation assistance in the form of bus passes to support participation in required activities
- 4 Clothing vouchers and work support assistance to ensure clients are prepared for career opportunities
- 5 Tuition and/or fee assistance to support placement in post secondary education and/or credit retrieval
- 6 Book assistance to ensure college preparedness
- 7 Incentives to reinforce program participation and mandatory performance
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

C. Program Personnel - Employees Only

Notes:

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

Position-Name	Case Mgmt?	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 Re-Entry Program Manager	Yes	\$ 52,000	100%	40	12	\$ 52,000
2 Case Manager	Yes	\$ 39,500	100%	40	12	\$ 39,500
3 Case Manager	Yes	\$ 39,500	100%	40	12	\$ 39,500
4	<Choose>			0		\$ -
5	<Choose>			0		\$ -
6	<Choose>			0		\$ -
7	<Choose>			0		\$ -
8	<Choose>			0		\$ -
9	<Choose>			0		\$ -
10	<Choose>			0		\$ -
11	<Choose>			0		\$ -
12	<Choose>			0		\$ -
13	<Choose>			0		\$ -
14	<Choose>			0		\$ -
15	<Choose>			0		\$ -
16	<Choose>			0		\$ -
17	<Choose>			0		\$ -
18	<Choose>			0		\$ -
19	<Choose>			0		\$ -
20	<Choose>			0		\$ -
# of Total FTE's				3		
# of Dedicated Case Manager FTE's				3		
					Total	\$ 131,000
# of Participants Projected to Serve				100		

Narrative (Required for Each Budget Line Above):

- 1 Program manager will oversee management of program
- 2 Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities
- 3 Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities
- 4
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- 16
- 17
- 18
- 19
- 20



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 Re-Entry Program Manager	\$ 52,000	14%	\$ 7,469
2 Case Manager	\$ 39,500	14%	\$ 5,662
3 Case Manager	\$ 39,500	14%	\$ 5,662
4	0 \$	-	\$ -
5	0 \$	-	\$ -
6	0 \$	-	\$ -
7	0 \$	-	\$ -
8	0 \$	-	\$ -
9	0 \$	-	\$ -
10	0 \$	-	\$ -
11	0 \$	-	\$ -
12	0 \$	-	\$ -
13	0 \$	-	\$ -
14	0 \$	-	\$ -
15	0 \$	-	\$ -
16	0 \$	-	\$ -
17	0 \$	-	\$ -
18	0 \$	-	\$ -
19	0 \$	-	\$ -
20	0 \$	-	\$ -
Variance from Tab C.	\$ -	Total	\$ 18,793

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 hour
- 2 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour
- 3 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour
- 4
- 5
- 6
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- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

E. Travel

	Type of Travel	Destination	Computation		Total Contract Cost
			Unit Cost	No. of Units	
	Sample: Staff mileage	Various-in town	\$ 0.565	5000	\$ 2,825
	Sample: Conference travel	To be determined	\$ 500.000	3	\$ 1,500
1	Staff Mileage	Various-in town	\$ 0.565	14188	\$ 8,016
2	Conference Travel	To be determined	\$ 1,250.000	3	\$ 3,750
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
<b>Total</b>					<b>\$ 11,766</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Support staff travel between corporate office and Spring Mountain Youth Camp,
- 2 Afford program staff germane professional development training
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**F. Equipment**

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

Item Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Case manager laptop	\$ 750	2	\$ 1,500
Sample: Laser printer	\$ 500	1	\$ 500
1 Case Manager Computers	\$ 900	2	\$ 1,800
2			\$ -
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
<b>Total</b>			<b>\$ 1,800</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Computers to support required case management functions
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**G. Consultants/Contracts**

**Notes:**

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

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

**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.**

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**Narrative (Required for Each Budget Line Above):**

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

H. Other Overhead Costs

Note:

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

Item Description	Direct or Allocated	Computation			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	\$ 60	36	100%	Direct Payroll \$	\$ 1,800
2 Office Supplies	Direct Charged	\$ 75	12	100%	Direct Payroll \$	\$ 900
3 Professional Services	Allocated	\$ 27,500	1	10%	Direct Payroll \$	\$ 2,750
4 Professional Services - RP	Allocated	\$ 75,000	1	10%	Direct Payroll \$	\$ 7,500
5 Office Supplies/Printing/Postage/	Allocated	\$ 14,000	1	10%	Direct Payroll \$	\$ 1,400
6 Travel/Conference/Dues/Fees/Ou	Allocated	\$ 11,000	1	10%	Direct Payroll \$	\$ 1,100
7 Insurance	Allocated	\$ 32,500	1	10%	Direct Payroll \$	\$ 3,250
8 Depreciation	Allocated	\$ 44,000	0	10%	Direct Payroll \$	\$ -
9 Telephone/Cell Phone/Internet	Allocated	\$ 12,000	1	10%	Direct Payroll \$	\$ 1,200
10 Rent	>Choose<			0%	Direct Payroll \$	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
<b>Total</b>						<b>\$ 19,900</b>

Narrative (Required for Each Budget Line Above):

- 1 Estimated monthly cell phone reimbursements at \$50/month for 3 FTEs for 12 months.
- 2 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as,
- 3 Includes expenses for an annual financial audit as well as an A-133 audit, both of which are required.
- 4 NPI shares facilities with the Culinary Academy of Las Vegas. Shared facility related expenses
- 5 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as,
- 6 Consists of travel, conference and training expenses for allocated personnel as well as licenses and
- 7 Consists of organization and facility insurance. In-direct costs are allocated to each funding source
- 8 Consists of the allowable portion of depreciation for the building, site improvements, and office
- 9 Consists of telephone, cell phone and internet costs. In-direct costs are allocated to each funding
- 10 Rent of parking lot. In-direct costs are allocated to each funding source based on their proportion
- 11
- 12
- 13
- 14
- 15

I. Support Personnel - Employees Only

Notes:

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

Position-Name	Position Type	Direct Charged or Allocated	Computation		Allocation Base	Total Contract Cost
			Total Agency Budget (Wages)	% Allocated to This Contract		
Sample: Grant Accountant	Accounting Staff	Direct Charged	\$ 45,000	100%	<Choose Base>	\$ 45,000
Sample: CFO	Accounting Staff	Allocated	\$ 75,000	5%	<Choose Base>	\$ 3,750
1 Director of Finance	Executive Staff (Upper Mgmt)	Allocated	\$ 80,000	10%	Direct Payroll \$	\$ 8,000
2 Grant Accountant	Accounting Staff	Allocated	\$ 50,000	10%	Direct Payroll \$	\$ 5,000
3 Staff Accountant	Accounting Staff	Allocated	\$ 38,000	10%	Direct Payroll \$	\$ 3,800
4 CEO	Executive Director/CEO	Allocated	\$ 131,050	10%	Direct Payroll \$	\$ 13,105
5 Executive Assistant	Reception/Administrative Staff	Allocated	\$ 35,000	10%	Direct Payroll \$	\$ 3,500
6 Human Resources	HR Staff	Allocated	\$ 52,428	10%	Direct Payroll \$	\$ 5,243
7 COO	Executive Staff (Upper Mgmt)	Allocated	\$ 104,000	10%	Direct Payroll \$	\$ 10,400
8 Front Desk Receptionist	Reception/Administrative Staff	Allocated	\$ 24,960	10%	Direct Payroll \$	\$ 2,496
9	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
<b>Total</b>						<b>\$ 51,544</b>

Narrative (Required for Each Budget Line Above):

- 1 Director of Finance manages the finance department.
- 2 Grant Accountant responsible for grant accounting including billing and grant reporting
- 3 Accountant responsible for payroll, accounts payable and tracking vouchers and purchase orders.
- 4 Executive Director is the CEO of the Organization.
- 5 Executive Assistant assists CEO, COO and department directors.
- 6 HR is responsible for human resource functions of the Organization.
- 7 Chief Operations Officer is the COO 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 Cost
	Contract Salary	Fringe %	
Sample: Grant Accountant	\$ 45,000	15%	\$ 6,750
Sample: CFO	\$ 3,750	20%	\$ 750
1 Director of Finance	\$ 8,000	17%	\$ 1,321
2 Grant Accountant	\$ 5,000	18%	\$ 907
3 Staff Accountant	\$ 3,800	20%	\$ 741
4 CEO	\$ 13,105	15%	\$ 2,026
5 Executive Assistant	\$ 3,500	20%	\$ 700
6 Human Resources	\$ 5,243	18%	\$ 940
7 COO	\$ 10,400	16%	\$ 1,653
8 Front Desk Receptionist	\$ 2,496	22%	\$ 561
9	0 \$ -		\$ -
10	0 \$ -		\$ -
Variance from tab I.	\$ -	<b>Total</b>	<b>\$ 8,849</b>

**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 p
- 2 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 3 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 4 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 5 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 6 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 7 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 8 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 p
- 9
- 10

**K. Match Resources**

**Notes:**

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

Category	Type of Match	Source	Value
A. Participant Training	>Choose<		
B. Supportive Services	>Choose<		
C. Program Personnel	>Choose<		
D. Program Fringe Benefits	>Choose<		
E. Travel	>Choose<		
F. Equipment	>Choose<		
G. Consultants/Contracts	>Choose<		
H. Other Overhead Costs	Other	Space Usage	\$ 14,200
I. Support Personnel	>Choose<		
J. Support Fringe Benefits	>Choose<		
<b>Total</b>			<b>\$ 14,200</b>

**Description (Required for Each Match Line Above):**

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H. Required match associated with depreciation
- I.
- J.

Sub-Award No. WC-15-WIA-NPI-PE-YTH-00  
CFDA No. 17.259

### Attachment D Sub-award General Information and Summary

Sub-award	Name:		Youth Pre-Entry Workforce Development Program			
	Sub-recipient:		Nevada Partners, Inc. (NPI)			
	Sub-award No.		WC-15-NPI-PE-YTH-00			
	CFDA No.		17.259			
	CFDA No.		N/A			
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$650,000.00</b>			
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:		<b>\$525,000.00</b>	
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:		<b>\$125,000.00</b>	
	Required Match:		<b>None</b>		<b>N/A</b>	
	Procurement/Acquisition		Procurement Type		Procurement Action	
			Competitive		PY 15 RFP Youth Pre-Entry	
	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	
	WC Contact Person:		Fiscal		ADW	
			Faith Cannella		Clentine January	
	Indirect Rate:		<b>TBD</b>			
	<b>Original Sub-award:</b> <input checked="" type="checkbox"/>		<b>Amendment:</b> <input type="checkbox"/> <b>No.</b>			
<b>Purpose:</b>	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 - YTH Pre-Entry**

Award	Dates		Program	Funding Youth CFDA 17.259		Program	Training	Participants	Program	Training	Participants	Sub-Total	Participants
	Start Date	End Date		Program	Training								
Original Sub-Award	7/1/15	6/30/16	\$525,000.00	\$125,000.00	300							\$650,000.00	100
												\$0.00	0
												\$0.00	0
												\$0.00	0
												\$0.00	0
<b>Sub - Totals:</b>			<b>\$525,000.00</b>	<b>\$125,000.00</b>	<b>300</b>							<b>\$650,000.00</b>	<b>100</b>
<b>Totals:</b>			<b>\$650,000.00</b>									<b>\$650,000.00</b>	<b>100</b>



I have read and reviewed the listed below amendment to sub-award agreement No. WC-15-NPI-PE-YTH-01, and it is approved for final signatures.

Sub-recipient Name: Nevada Partners, Inc.

Sub-award ID Number: WC-15-NPI-PE-YTH-01

Program/Project Name: Youth Pre-Entry Workforce Development Program

**Authorized Signatures**

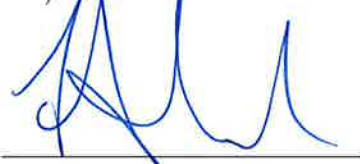
Shawonda Nance  
Workforce Connections  
Program Manager

 4/22/16  
Date:


Ricardo Villalobos  
Workforce Connections  
Director, Workforce Development  
Programs

 4/21/16


Faith Cannella  
Workforce Connections  
Senior Financial Analyst II

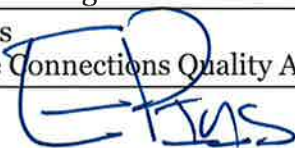
 4/20/16  
Date:

Jim Kostecki  
Workforce Connections  
Chief Financial Officer

 4/20/16  
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: 04-18-2016	Signature: 



### Sub-award Amendment/Modification

<b>Parties to the sub-award agreement:</b>	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774	Sub-award No. <b>WC-15-NPI-PE-YTH-01</b>
		Modification No. <b>1</b>
	Sub-Recipient: Nevada Partners, Inc. 710 West Lake Mead Blvd. North Las Vegas, Nevada 89030 Telephone: (702) 924-2155	Modification Start Date: <b>October 01, 2015</b>
		Modification End Date: <b>September 30, 2016</b>

<b>Purpose of Sub-award:</b>	To provide PY 2015 workforce development activities within the SNWDA for eligible Youth program participants.
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<b>Modification Amounts:</b>	CFDA	<b>17.259</b>			<b>Total</b>
	Amended obligation amount:	\$650,000.00	=====	=====	\$650,000.00
	The amended amount reimbursed as a result of this modification shall not exceed:	\$605,581.00	=====	=====	\$605,581.00
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$44,419.00	=====	=====	\$44,419.00
	Amended number of participants as a result of this modification:	0	=====	=====	0

<b>Terms and Conditions of Modifications:</b>	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 <b>A (Assurances and Certifications)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
	Was attachment <b>B (Scope of Services)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Scope: <input type="checkbox"/>
	Was attachment <b>C (Fiscal General Provisions)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Budget: <input checked="" type="checkbox"/>
	Attachment <b>D (Contract Summary)</b> updated? <i>(updated section must be attached)</i>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
	Comments: <ul style="list-style-type: none"> <li>Sub-award revised and updated.</li> <li>See attachments included with this form.</li> <li>Notice of amendment attached.</li> </ul>			

"All other terms and conditions not changed by this (or prior) amendment(s) remain in full force and effect."

<b>Acceptance</b>	In witness hereof, the parties have affixed their authorized signatures on the day, month and year written below.
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<b>Sub-Recipient Approval:</b>  Signature of Sub-recipient's Authorized Officer      Date <u>4-29-14</u> Printed or Typed Name and Title <b>Monica Ford, President ICEO</b>	<b>Workforce Connections Approval:</b>  Signature of WC Authorized Officer      Date <u>09/05/2016</u> Printed or Typed Name and Title <b>ARDEIL GALBREATH</b> <b>EXECUTIVE DIRECTOR</b>
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**workforce CONNECTIONS**

PROFIT 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-PE-YTH-01**

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

**CFDA 17.259**

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

### **Terms and conditions of modification:**

The sub-award agreement between Workforce Connections and Nevada Partners, Inc. (the sub-recipient) which was executed by the parties on **October 29, 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 **\$650,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$605,581.00**, and the maximum amount paid by WC for training activities shall not exceed **\$44,419.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.



**workforce CONNECTIONS**  
PEOPLE PARTNERSHIPS POSSIBILITIES

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

Adjusted amounts to support modification request.

Revised/Updated WC contact person and purpose of sub-award.

Revised/Updated "Original Sub-award" term dates.

Amendment number was updated to reflect current version.

**3.1 Budget (see attached budget)**

**Incorporated documents to this notice:**

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

## Attachment D

### Sub-award General Information and Summary

Sub-award	Name:		Youth Pre-Entry Workforce Development Program	
	Sub-recipient:		Nevada Partners, Inc. (NPI)	
	Sub-award No.		WC-15-NPI-PE-YTH-01	
	CFDA No.		17.259	
	CFDA No.		N/A	
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$650,000.00</b>	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	<b>\$605,581.00</b>
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	<b>\$44,419.00</b>
	Required Match:		<b>None</b>	<b>N/A</b>
	Procurement/Acquisition		Procurement Type	Procurement Action
			Competitive	PY 15 RFP Youth Pre-Entry
	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	YTH
			Faith Cannella	Shawonda Nance
	Indirect Rate:		<b>TBD</b>	
<b>Original Sub-award:</b> <input type="checkbox"/>		<b>Amendment:</b> <input checked="" type="checkbox"/> <b>No. 1</b>		
<b>Purpose:</b>	To provide PY 2015 workforce development activities within the SNWDA for eligible youth program participants.			
FAIN No:		Unknown		
Federal Awarding Agency:		U.S. Department of Labor		
Federal Award Date:		Unknown		
Total Amount of Federal Award:		Unknown		

**Attachment D**  
**NPI - YTH Pre-Entry**

Award	Start Date		Program	Training		Participants	Program		Training		Participants	Sub-Total	Participants
	Date	Date		Program	Participants		Program	Participants	Program	Participants			
Original Sub-Award	10/1/15	9/30/16	\$525,000.00	\$125,000.00	100	\$0.00	\$0.00	\$0.00	\$0.00	0	\$650,000.00	100	
Amendment # 1	10/1/15	9/30/16	\$80,581.00	(\$80,581.00)	0	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	
<b>Sub - Totals:</b>			<b>\$605,581.00</b>	<b>\$44,419.00</b>	<b>100</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$650,000.00</b>	<b>100</b>	
<b>Totals:</b>			<b>\$650,000.00</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$650,000.00</b>	<b>100</b>	

workforceCONNECTIONS Budget Template

**PY16 WORKFORCE CONNECTIONS YOUTH BUDGET MODIFICATION TEMPLATE**  
(effective for contracts starting PY16 and after) - revised 9/23/16

Agency Name: Nevada Partners, Inc.  
 Contract Name/Funding Type: Youth Pre-entry Workforce Development  
 Budget Period (Dates): 10/01/2016 - 09/30/2016  
 Budget Amendment #: 1

\*NOTE: THIS PAGE IS LOCKED AND POPULATED 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	\$ 44,419	\$ 125,000	\$ (80,581)	6.6%
	B. Supportive Services	\$ 269,750	\$ 281,348	\$ (11,598)	41.5%
Program Personnel Costs	C. Program Personnel	\$ 143,541	\$ 131,000	\$ 12,541	22.1%
	D. Program Fringe Benefits	\$ 47,388	\$ 18,793	\$ 28,576	7.3%
Overhead and Support Costs	E. Travel	\$ 11,748	\$ 11,748	\$ (20)	1.8%
	F. Equipment	\$ 1,800	\$ 1,800	\$ -	0.3%
	G. Consultants/Contracts	\$ -	\$ -	\$ -	0.0%
	H. Other Overhead Costs	\$ 131,375	\$ 19,800	\$ 111,475	20.2%
	I. Support Personnel	\$ -	\$ 51,544	\$ (51,544)	0.0%
	J. Support Fringe Benefits	\$ -	\$ 8,849	\$ (8,849)	0.0%
Budget Summary	<b>TOTAL Project Expenses</b>	<b>\$ 660,000.00</b>	<b>\$ 660,000.00</b>	<b>\$ -</b>	<b>100.0%</b>

Overall Budget Requirements:

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

Prepared By (Provider):

JoAnn Arguello *JoAnn Arguello* 4/15/2016  
 Print Name Sign Name Date  
 jarguello@nevadapartners.org 702-924-2163  
 Email Address Phone Number

Approved By (Provider):

Jeffrey McMahon *Jeffrey McMahon* 4/15/2016  
 Print Name Sign Name Date

Approved By (WC Program):

Shawonda Nance *Shawonda Nance* 4/15/16  
 Print Name Sign Name Date

Approved By (WC Field):

Faith Cannella *Faith Cannella* 4/15/16  
 Print Name Sign Name Date



**A. Participant Training Costs**

**Note:**

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

Training Description	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Occupational Skills Training	\$ 2,500.00	5	\$ 11,919	\$ 62,500	\$ (50,581)
2 On The Job Training	\$ 2,500.00	13	\$ 32,500	\$ 62,500	\$ (30,000)
3 Incumbent Worker Training			\$ -	\$ -	\$ -
4 Customized Training			\$ -	\$ -	\$ -
		Total	\$ 44,419	\$ 125,000	\$ (80,581)

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.

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**Narrative (Required for Each Budget Line Above):**

- 1 occupational skills training subsidy to afford participants skills to gain entry into workforce
- 2 on the job training subsidy to support employment retention
- 3
- 4

**B. Supportive Services**

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

Item/Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Work Experience/Internships	\$ 1,320	100	\$ 132,000	\$ 132,000	\$ -
2 Pre-Apprenticeship Programs			\$ -	\$ -	\$ -
3 Transportation	\$ 33	700	\$ 22,750	\$ 26,000	\$ (3,250)
4 Clothing and Work Supports	\$ 150	100	\$ 15,000	\$ 15,000	\$ -
5 Tuition/Fee Assistance	\$ 500	100	\$ 50,000	\$ 55,500	\$ (5,500)
6 Book Assistance	\$ 250	100	\$ 25,000	\$ 27,848	\$ (2,848)
7 Incentives	\$ 250	100	\$ 25,000	\$ 25,000	\$ -
8			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
<b>Competitively Procured Contracted Short Term PreVocational Training Services-Please list below</b>					
11			\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -
13			\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -
<b>Total</b>			<b>\$ 269,750</b>	<b>\$ 281,348</b>	<b>\$ (11,598)</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Work experiences to support development of work readiness skills
- 2
- 3 Transportation assistance in the form of bus passes to support participation in required activities
- 4 Clothing vouchers and work support assistance to ensure clients are prepared for career opportunities
- 5 Tuition and/or fee assistance to support placement in post secondary education and/or credit retrieval
- 6 Book assistance to ensure college preparedness
- 7 Incentives to reinforce program participation and mandatory performance
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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?	NEW Budget Computation				Total NEW Budget	Total Prior Budget	Total Change Requested	
		Annual Salary	% of Time	Hrs. per Week	# of Months				
1 Re-Entry Program Manager	No	\$ 52,000	100%	40	12	\$ 52,000	\$ 52,000	\$ -	
2 Case Manager	Yes	\$ 39,500	100%	40	12	\$ 39,500	\$ 39,500	\$ -	
3 Case Manager	Yes	\$ 39,500	100%	40	11	\$ 36,208	\$ 39,500	\$ (3,292)	
4 Job Developer/Instructor	Yes	\$ 38,000	100%	40	5	\$ 15,833	\$ -	\$ 15,833	
5	<Choose>			0	12	\$ -	\$ -	\$ -	
6	<Choose>			0	12	\$ -	\$ -	\$ -	
7	<Choose>			0	12	\$ -	\$ -	\$ -	
8	<Choose>			0	12	\$ -	\$ -	\$ -	
9	<Choose>			0	12	\$ -	\$ -	\$ -	
10	<Choose>			0	12	\$ -	\$ -	\$ -	
11	<Choose>			0		\$ -	\$ -	\$ -	
12	<Choose>			0		\$ -	\$ -	\$ -	
13	<Choose>			0		\$ -	\$ -	\$ -	
14	<Choose>			0		\$ -	\$ -	\$ -	
15	<Choose>			0		\$ -	\$ -	\$ -	
18	<Choose>			0		\$ -	\$ -	\$ -	
17	<Choose>			0		\$ -	\$ -	\$ -	
18	<Choose>			0		\$ -	\$ -	\$ -	
19	<Choose>			0		\$ -	\$ -	\$ -	
20	<Choose>			0		\$ -	\$ -	\$ -	
# of Total FTE's				4	Total		\$ 143,641	\$ 131,000	\$ 12,641
# of Dedicated Case Manager FTE's				3					
# of Participants Projected to Serve				100					

Narrative (Required for Each Budget Line Above):

1 Program manager will oversee management of program

Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities

Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities

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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 Re-Entry Program Manager	\$ 52,000	33%	\$ 17,160	\$ 7,469	\$ 9,691
2 Case Manager	\$ 39,500	33%	\$ 13,035	\$ 5,662	\$ 7,373
3 Case Manager	\$ 36,208	33%	\$ 11,949	\$ 5,662	\$ 6,287
4 Job Developer/Instructor	\$ 15,833	33%	\$ 5,225	\$ -	\$ 5,225
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.	\$ -		\$ 47,369	\$ 18,793	\$ 28,576

**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	\$ 0.565	14153	\$ 7,996	\$ 8,016	\$ (20)
2	Travel	Staff Training	\$ 1,250.000	3	\$ 3,750	\$ 3,750	\$ -
3					\$ -	\$ -	\$ -
4					\$ -	\$ -	\$ -
5					\$ -	\$ -	\$ -
6					\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -
8					\$ -	\$ -	\$ -
9					\$ -	\$ -	\$ -
10					\$ -	\$ -	\$ -
<b>Total</b>					<b>\$ 11,746</b>	<b>\$ 11,766</b>	<b>\$ (20)</b>

Narrative (Required for Each Budget Line Above):

- 1 Support staff travel between corporate office and Spring Mountain Youth Camp.
- 2 Afford program staff to attend professional development training
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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	Case Manager Computers	\$ 900	2	\$ 1,800	\$ 1,800	\$ -
2				\$ -	\$ -	\$ -
3				\$ -	\$ -	\$ -
4				\$ -	\$ -	\$ -
5				\$ -	\$ -	\$ -
6				\$ -	\$ -	\$ -
7				\$ -	\$ -	\$ -
8				\$ -	\$ -	\$ -
9				\$ -	\$ -	\$ -
10				\$ -	\$ -	\$ -
<b>Total</b>				<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ -</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Computers to support required case management functions
- 2
- 3
- 4
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**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.

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Narrative (Required for Each Budget Line Above):

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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 based on an indirect cost rate.

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 Phone	Direct Charges	\$ 50	50	100%	Total Direct Costs	\$ 2,500	\$ 1,800	\$ 700
2 Office Supplies	Direct Charges	\$ 150	17	100%	Total Direct Costs	\$ 2,550	\$ 900	\$ 1,650
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	10%	Direct Payroll \$	\$ -	\$ -	\$ -
11 Indirect Costs	Allocated	\$ 100,910	1	68%	Indirect Cost Rate	\$ 126,325	\$ -	\$ 126,325
12	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
13	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
14	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
15	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
<b>Total</b>						<b>\$ 131,378</b>	<b>\$ 18,900</b>	<b>\$ 112,478</b>

Narrative (Required for Each Budget Line Above):

- 1 Estimated monthly cell phone reimbursements at \$50/month for 3 FTEs for 12 months. Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as, photocopier maintenance and toner/ink, and postage.
- 2 Includes expenses for an annual financial audit as well as an A-133 audit, both of which are required. Also included are payroll services and legal services. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 3 NPI shares facilities with the Culinary Academy of Las Vegas. Shared facility related expenses include maintenance and janitorial staff, building repairs and maintenance, utilities and storage rent. NPI also shares in common administrative costs including security staff, IT staff and night security services. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 4 Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as, photocopier maintenance and toner/ink, and postage. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 5 Consists of travel, conference and training expenses for allocated personnel as well as licenses and fees for the Organization. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 6 Consists of organization and facility insurance. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 7 Consists of the allowable portion of depreciation for the building, site improvements, and office equipment. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs.
- 8 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.
- 9 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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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	Director of Finance	Executive Staff (Upper Mgmt)	Allocated	\$ 80,000	0%	Direct Payroll \$	\$ -	\$ 8,000	\$ (8,000)
2	Grant Accountant - J. Arguollo	Accounting Staff	Allocated	\$ 50,000	0%	Direct Payroll \$	\$ -	\$ 5,000	\$ (5,000)
3	Staff Accountant - S. Spencer	Accounting Staff	Allocated	\$ 38,000	0%	Direct Payroll \$	\$ -	\$ 3,800	\$ (3,800)
4	CEO - M. Ford	Executive Director/CEO	Allocated	\$ 131,050	0%	Direct Payroll \$	\$ -	\$ 13,105	\$ (13,105)
5	Executive Assistant	Reception/Administrative Staff	Allocated	\$ 35,000	0%	Direct Payroll \$	\$ -	\$ 3,500	\$ (3,500)
6	Human Resources - Y. Thomas	HR Staff	Allocated	\$ 52,428	0%	Direct Payroll \$	\$ -	\$ 5,243	\$ (5,243)
7	COO - T. Tyler	Executive Staff (Upper Mgmt)	Allocated	\$ 104,000	0%	Direct Payroll \$	\$ -	\$ 10,400	\$ (10,400)
8	Front Desk Receptionist	Reception/Administrative Staff	Allocated	\$ 24,960	0%	<Choose Base>	\$ -	\$ 2,496	\$ (2,496)
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
<b>Total</b>							<b>\$ -</b>	<b>\$ 51,544</b>	<b>\$ (51,544)</b>

Narrative (Required for Each Budget Line Above):

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

**J. Fringe Benefits for Support Personnel**

	Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
		Contract Salary	Fringe %			
1	Director of Finance	\$ -	17%	\$ -	\$ 1,321	\$ (1,321)
2	Grant Accountant - J. Arguello	\$ -	18%	\$ -	\$ 907	\$ (907)
3	Staff Accountant - S. Spencer	\$ -	20%	\$ -	\$ 741	\$ (741)
4	CEO - M. Ford	\$ -	15%	\$ -	\$ 2,026	\$ (2,026)
5	Executive Assistant	\$ -	20%	\$ -	\$ 700	\$ (700)
6	Human Resources - Y. Thomas	\$ -	18%	\$ -	\$ 940	\$ (940)
7	COO - T. Tyler	\$ -	16%	\$ -	\$ 1,853	\$ (1,853)
8	Front Desk Receptionist	\$ -	22%	\$ -	\$ 561	\$ (561)
9		0 \$		\$ -	\$ -	\$ -
10		0 \$		\$ -	\$ -	\$ -
	Variance from tab I.	\$ -	<b>Total</b>	\$ -	\$ 8,848	\$ (8,849)

**Narrative (Required for Each Budget Line Above):**

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

9  
10

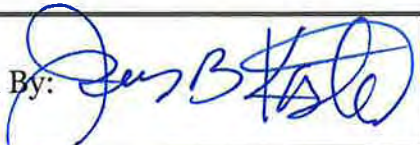




**workforce CONNECTIONS**

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Connecting Employers to a Ready Workforce

Sub-award Document Request					
Request Date: 04-18-2016			WC Staff: Faith Cannella		
Sub-recipient:	Nevada Partners, Inc. (NPI)				
Program Name:	YTH Pre-Entry Workforce Development Program				
Funding:	Adult: <input type="checkbox"/>	DW: <input type="checkbox"/>	Youth: <input checked="" type="checkbox"/>	NEG: <input type="checkbox"/>	
New:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Type of Procurement:	<input type="checkbox"/> RFP <input type="checkbox"/> Sole Source <input type="checkbox"/> Other	
(if other please specify): N/A					
Amendment:	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>		Amendment No. 1
Sub-Award ID:	<b>WC-15-NPI-PE-YTH-01</b>				
Board Approval Date: N/A					
Amount	New:	N/A		Total Sub-award	<b>\$650,000.00</b>
	Additional:	N/A			
Term Changed:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Start Date: N/A	End Date: N/A	
Budget Changed:	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Set aside amount for training is modified from <b>\$125,000 to \$44,419</b> The reimbursement amount is modified from <b>\$525,000 to \$605,581</b>		
SOW Changed:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>			
Comments: This modification to the sub-award budget was originated by the sub-recipient in consultation with WC Fiscal and Program department. After review of factors involved sub-recipient's request for modification was approved.					
Approved By: 			Date: 4/20/16		



I have read and reviewed the listed below amendment to sub-award agreement No. WC-15-NPI-PE-YTH-02, and it is approved for final signatures.

Sub-recipient Name: Nevada Partners, Inc.

Sub-award ID Number: WC-15-NPI-PE-YTH-02

Program/Project Name: Youth Pre-Entry Workforce Development Program

**Authorized Signatures**

Shawonda Nance  
Workforce Connections  
Program Manager

 6/1/16  
Date:

Ricardo Villalobos  
Workforce Connections  
Director, Workforce Development  
Programs

For Ricardo Villalobos  6/1/16  
Date:


Faith Cannella  
Workforce Connections  
Senior Financial Analyst II


For Faith Cannella  6/1/16  
Date:

Jim Kostecki  
Workforce Connections  
Chief Financial Officer

 6/1/16  
Date:

Ardell Galbreth  
Workforce Connections Executive  
Director

 06/15/2016  
Date:

Workforce Connections – Contracting	
Documentation processed and prepared by:	Emilio Pias Workforce Connections Quality Assurance
Date: 06-01-2016	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. <b>WC-15-NPI-PE-YTH-02</b>
		Modification No. <b>2</b>
	Sub-Recipient: Nevada Partners, Inc. 710 West Lake Mead Blvd. North Las Vegas, Nevada 89030 Telephone: (702) 924-2155	Modification Start Date: <b>October 01, 2015</b>
		Modification End Date: <b>September 30, 2016</b>

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

Modification Amounts:	CFDA	<b>17-259</b>			<b>Total</b>
	Amended obligation amount:	\$650,000.00	=====	=====	\$650,000.00
	The amended amount reimbursed as a result of this modification shall not exceed:	\$589,000.00	=====	=====	\$589,000.00
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$61,000.00	=====	=====	\$61,000.00
	Amended number of participants as a result of this modification:	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 <b>A (Assurances and Certifications)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
	Was attachment <b>B (Scope of Services)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Scope: <input type="checkbox"/>
	Was attachment <b>C (Fiscal General Provisions)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Budget: <input checked="" type="checkbox"/>
	Attachment <b>D (Contract Summary)</b> updated? <i>(updated section must be attached)</i>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
	Comments: <ul style="list-style-type: none"> <li>Sub-award revised and updated.</li> <li>See attachments included with this form.</li> <li>Notice of amendment attached.</li> </ul>			

"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.
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Sub-Recipient Approval: Signature of Sub-recipient's Authorized Officer <span style="float:right;">Date <u>3/16/16</u></span> <u>Monica Ford, President/CEO</u> Printed or Typed Name and Title	Workforce Connections Approval: Signature of WC Authorized Officer <span style="float:right;">Date <u>06/15/2016</u></span> <u>Arden Galbreth</u> Printed or Typed Name and Title <u>EXECUTIVE DIRECTOR</u>
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**workforce CONNECTIONS**

PEOPLE PARTNERSHIPS POSSIBILITIES

*Connecting Employers to a Ready Workforce*

## Notice of Amendment

Date: **Wednesday, June 1, 2016**

Nevada Partners, Inc.

Sub-award Agreement No. **WC-15-NPI-PE-YTH-02**

Amendment to this sub-award **No. 2**

**CFDA 17.259**

This amendment is hereby incorporated into the above referenced sub-award agreement and shall be made valid retroactive to **October 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 **October 29, 2015** and subsequently amended on **June 1, 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 **\$650,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$589,000.00**, and the maximum amount paid by WC for training activities shall not exceed **\$61,000.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.



**workforce CONNECTIONS**

PROFIT 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 Budget (see attached 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-WIA-NPI-PE-YTH-02  
CFDA No. 17.259

### Attachment D

### Sub-award General Information and Summary

Sub-award	Name:		Youth Pre-Entry Workforce Development Program	
	Sub-recipient:		Nevada Partners, Inc. (NPI)	
	Sub-award No.		WC-15-NPI-PE-YTH-02	
	CFDA No.		17.259	
	CFDA No.		N/A	
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$650,000.00</b>	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	<b>\$589,000.00</b>
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	<b>\$61,000.00</b>
	Required Match:		<b>None</b>	<b>N/A</b>
	Procurement/Acquisition		Procurement Type Competitive	Procurement Action PY 15 RFP Youth Pre-Entry
	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	YTH
			Faith Cannella	Shawonda Nance
	Indirect Rate:		<b>TBD</b>	
	<b>Original Sub-award:</b> <input type="checkbox"/>		<b>Amendment:</b> <input checked="" type="checkbox"/> <b>No. 2</b>	
<b>Purpose:</b>	To provide PY 2015 workforce development activities within the SNWDA for eligible youth program participants.			
FAIN No:		Unknown		
Federal Awarding Agency:		U.S. Department of Labor		
Federal Award Date:		Unknown		
Total Amount of Federal Award:		Unknown		

**Attachment D**  
**NPI - YTH Pre-Entry**

Award	Dates		Funding Youth CFDA 17.259			Sub-Total			Participants		
	Start Date	End Date	Program	Training	Participants	Program	Training	Participants	Program	Training	Participants
Original Sub-Award	10/1/15	9/30/16	\$525,000.00	\$125,000.00	100						
Amendment # 1	10/1/15	9/30/16	\$80,581.00	(\$80,581.00)	0						
Amendment # 2	10/1/15	9/30/16	(\$16,581.00)	\$16,581.00	0						
<b>Sub - Totals:</b>			<b>\$589,000.00</b>	<b>\$61,000.00</b>	<b>100</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100</b>
<b>Totals:</b>			<b>\$650,000.00</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100</b>



workforceCONNECTIONS Budget Template

**PY16 WORKFORCE CONNECTIONS YOUTH BUDGET MODIFICATION TEMPLATE**  
(effective for contracts starting PY16 and after) - revised 9/23/16

Agency Name: Nevada Partners, Inc

Contract Name/Funding Type: Youth Pre-entry Workforce Development

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

Budget Amendment #: 2

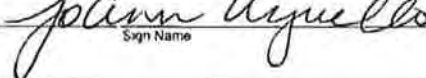
\*NOTE: THIS PAGE IS LOCKED AND POPULATED BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.\*

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	\$ 61,000	\$ 44,419	\$ 16,581	9.4%	48.3%
	B. Supportive Services	\$ 253,169	\$ 269,750	\$ (16,581)	38.9%	
Program Personnel Costs	C. Program Personnel	\$ 143,541	\$ 143,541	\$ -	22.1%	28.4%
	D. Program Fringe Benefits	\$ 47,369	\$ 47,369	\$ -	7.3%	
Overhead and Support Costs	E. Travel	\$ 11,746	\$ 11,746	\$ -	1.8%	22.3%
	F. Equipment	\$ 1,800	\$ 1,800	\$ -	0.3%	
	G. Consultant/Contracts	\$ -	\$ -	\$ -	0.0%	
	H. Other Overhead Costs	\$ 131,375	\$ 131,375	\$ -	20.2%	
	I. Support Personnel	\$ -	\$ -	\$ -	0.0%	
	J. Support Fringe Benefits	\$ -	\$ -	\$ -	0.0%	
Budget Summary	TOTAL Project Expenses	\$ 650,000.00	\$ 650,000.00	\$ -	100.0%	100.0%


Overall Budget Requirements:

OJT (A.2.), WEX (B.1.) and Pre-App (B.2.) must total at least 26% of Total Project Expenses

Prepared By (Provider):

JoAnn Arguello  5/19/2016  
 Print Name Sign Name Date  
 jarquello@nevadapartners.org 702-924-2183  
 Email Address Phone Number

Approved By (Provider):

Jeffrey McManis  5/19/2016  
 Print Name Sign Name Date

Approved By (WC Program):

Shawonda Nance  5/31/16  
 Print Name Sign Name Date

Approved By (WC Fiscal):

Faith Cannella  5/31/16  
 Print Name Sign Name Date



A. Participant Training Costs

**Note:**

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

Training Description	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Occupational Skills Training	\$ 2,500.00	11	\$ 28,500	\$ 11,919	\$ 16,581
2 On The Job Training	\$ 2,500.00	13	\$ 32,500	\$ 32,500	\$ -
3 Incumbent Worker Training			\$ -	\$ -	\$ -
4 Customized Training			\$ -	\$ -	\$ -
<b>Total</b>			<b>\$ 61,000</b>	<b>\$ 44,419</b>	<b>\$ 16,581</b>

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.

---



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**Narrative (Required for Each Budget Line Above):**

- 1 occupational skills training subsidy to afford participants skills to gain entry into workforce
- 2 on the job training subsidy to support employment retention
- 3
- 4

B. Supportive Services

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

Item/Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Unit Cost	No. of Units			
1 Work Experience/Internships	\$ 1,320	100	\$ 132,000	\$ 132,000	\$ -
2 Pre-Apprenticeship Programs			\$ -	\$ -	\$ -
3 Transportation	\$ 65	345	\$ 22,419	\$ 22,750	\$ (331)
4 Clothing and Work Supports	\$ 150	125	\$ 18,750	\$ 15,000	\$ 3,750
5 Tuition/Fee Assistance	\$ 300	100	\$ 30,000	\$ 50,000	\$ (20,000)
6 Book Assistance	\$ 250	100	\$ 25,000	\$ 25,000	\$ -
7 Incentives	\$ 250	100	\$ 25,000	\$ 25,000	\$ -
8			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
<b>Competitively Procured Contracted Short Term PreVocational Training Services-Please list below</b>					
11			\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -
13			\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -
<b>Total</b>			<b>\$ 253,169</b>	<b>\$ 289,750</b>	<b>\$ (16,581)</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Work experiences to support development of work readiness skills
- 2
- 3 Transportation assistance in the form of bus passes to support participation in required activities
- 4 Clothing vouchers and work support assistance to ensure clients are prepared for career opportunities
- 5 Tuition and/or fee assistance to support placement in post secondary education and/or credit retrieval
- 6 Book assistance to ensure college preparedness
- 7 Incentives to reinforce program participation and mandatory performance
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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?	NEW Budget Computation				Total NEW Budget	Total Prior Budget	Total Change Requested
			Annual Salary	% of Time	Hrs. per Week	# of Months			
1	Re-Entry Program Manager	No	\$ 52,000	100%	40	12	\$ 52,000	\$ 52,000	\$ -
2	Case Manager	Yes	\$ 39,500	100%	40	12	\$ 39,500	\$ 39,500	\$ -
3	Case Manager	Yes	\$ 39,500	100%	40	11	\$ 36,208	\$ 36,208	\$ -
4	Job Developer/Instructor	Yes	\$ 38,000	100%	40	5	\$ 15,833	\$ 15,833	\$ -
5		<Choose>			0	12	\$ -	\$ -	\$ -
6		<Choose>			0	12	\$ -	\$ -	\$ -
7		<Choose>			0	12	\$ -	\$ -	\$ -
8		<Choose>			0	12	\$ -	\$ -	\$ -
9		<Choose>			0	12	\$ -	\$ -	\$ -
10		<Choose>			0	12	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -
<b># of Total FTE's</b>					<b>4</b>	<b>Total</b>	<b>\$ 143,541</b>	<b>\$ 143,541</b>	<b>\$ -</b>
<b># of Dedicated Case Manager FTE's</b>					<b>3</b>				
<b># of Participants Projected to Serve</b>					<b>100</b>				

Narrative (Required for Each Budget Line Above):

1 Program manager will oversee management of program

Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities

Case manager will provide intensive and job coaching, while supporting on the job training and other career or college related activities

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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	Re-Entry Program Manager	\$ 52,000	33%	\$ 17,160	\$ 17,160	\$ -
2	Case Manager	\$ 39,500	33%	\$ 13,035	\$ 13,035	\$ -
3	Case Manager	\$ 36,208	33%	\$ 11,949	\$ 11,949	\$ -
4	Job Developer/Instructor	\$ 15,833	33%	\$ 5,225	\$ 5,225	\$ -
5	0	\$ -		\$ -	\$ -	\$ -
6	0	\$ -		\$ -	\$ -	\$ -
7	0	\$ -		\$ -	\$ -	\$ -
8	0	\$ -		\$ -	\$ -	\$ -
9	0	\$ -		\$ -	\$ -	\$ -
10	0	\$ -		\$ -	\$ -	\$ -
11	0	\$ -		\$ -	\$ -	\$ -
12	0	\$ -		\$ -	\$ -	\$ -
13	0	\$ -		\$ -	\$ -	\$ -
14	0	\$ -		\$ -	\$ -	\$ -
15	0	\$ -		\$ -	\$ -	\$ -
16	0	\$ -		\$ -	\$ -	\$ -
17	0	\$ -		\$ -	\$ -	\$ -
18	0	\$ -		\$ -	\$ -	\$ -
19	0	\$ -		\$ -	\$ -	\$ -
20	0	\$ -		\$ -	\$ -	\$ -
	Variance from Tab C.	\$ -		Total \$ 47,369	\$ 47,369	\$ -

**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 hour Pension
- 2 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health; \$1.06 per hour Pension
- 3 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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H. Other Overhead Costs

Note:

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

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 Phone	Direct Charged	\$ 50	50	100%	Total Direct Costs	\$ 2,500	\$ 2,500	\$ -
2 Office Supplies	Direct Charged	\$ 150	17	100%	Total Direct Costs	\$ 2,550	\$ 2,550	\$ -
3 Professional Services	Allocated	\$ 27,500	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
4 Professional Services - RP	Allocated	\$ 75,000	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
5 Office Supplies/Printing/Postage/K	Allocated	\$ 14,000	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
6 Travel/Conference/ Dues/Fees/O	Allocated	\$ 11,000	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
7 Insurance	Allocated	\$ 32,500	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
8 Depreciation	Allocated	\$ 44,000	0	0%	Direct Payroll \$	\$ -	\$ -	\$ -
9 Telephone/Cell Phone/Internet	Allocated	\$ 12,000	1	0%	Direct Payroll \$	\$ -	\$ -	\$ -
10 Rent	Allocated	\$ -	0	10%	Direct Payroll \$	\$ -	\$ -	\$ -
11 Indirect Costs	Allocated	\$ 190,910	1	66%	Indirect Cost Rate	\$ 126,325	\$ 126,325	\$ -
12	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
13	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
14	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
15	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
<b>Total</b>						<b>\$ 131,375</b>	<b>\$ 131,375</b>	<b>\$ -</b>

Narrative (Required for Each Budget Line Above):

- 1 Estimated monthly cell phone reimbursements at \$50/month for 3 FTEs for 12 months. Consists of office supplies such as paper, files, pens, etc. for allocated personnel as well as, photocopier maintenance and toner/ink, and postage
- 2 Includes expenses for an annual financial audit as well as an A-133 audit, both of which are required. Also included are payroll services and legal services. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs. 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
- 3 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
- 4 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
- 5 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
- 6 Consists of the allowable portion of depreciation for the building, site improvements and office equipment. In-direct costs are allocated to each funding source based on their proportion share of total direct payroll costs
- 7 total direct payroll costs
- 8 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
- 9 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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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	Director of Finance	Executive Staff (Upper Mgmt)	Allocated	\$ 80,000	0%	Direct Payroll \$	\$ -	\$ -	\$ -
2	Grant Accountant - J. Arguello	Accounting Staff	Allocated	\$ 50,000	0%	Direct Payroll \$	\$ -	\$ -	\$ -
3	Staff Accountant - S. Spencer	Accounting Staff	Allocated	\$ 38,000	0%	Direct Payroll \$	\$ -	\$ -	\$ -
4	CEO - M. Ford	Executive Director/CEO	Allocated	\$ 131,050	0%	Direct Payroll \$	\$ -	\$ -	\$ -
5	Executive Assistant	Reception/Administrative Staff	Allocated	\$ 35,000	0%	Direct Payroll \$	\$ -	\$ -	\$ -
6	Human Resources - Y. Thomas	HR Staff	Allocated	\$ 52,428	0%	Direct Payroll \$	\$ -	\$ -	\$ -
7	COO - T. Tyler	Executive Staff (Upper Mgmt)	Allocated	\$ 104,000	0%	Direct Payroll \$	\$ -	\$ -	\$ -
8	Front Desk Receptionist	Reception/Administrative Staff	Allocated	\$ 24,960	0%	<Choose Base>	\$ -	\$ -	\$ -
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
<b>Total</b>							<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Narrative (Required for Each Budget Line Above):

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



J. Fringe Benefits for Support Personnel

	Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
		Contract Salary	Fringe %			
1	Director of Finance	\$ -	17%	\$ -	\$ -	\$ -
2	Grant Accountant - J. Arguello	\$ -	18%	\$ -	\$ -	\$ -
3	Staff Accountant - S. Spencer	\$ -	20%	\$ -	\$ -	\$ -
4	CEO - M. Ford	\$ -	15%	\$ -	\$ -	\$ -
5	Executive Assistant	\$ -	20%	\$ -	\$ -	\$ -
6	Human Resources - Y. Thomas	\$ -	18%	\$ -	\$ -	\$ -
7	COO - T. Tyler	\$ -	16%	\$ -	\$ -	\$ -
8	Front Desk Receptionist	\$ -	22%	\$ -	\$ -	\$ -
9		0 \$		\$ -	\$ -	\$ -
10		0 \$		\$ -	\$ -	\$ -
	Variance from tab I.	\$ -		Total \$ -	\$ -	\$ -

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
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;
- 4 \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;
- 5 \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;
- 6 \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;
- 7 \$1.06 per hour Pension
- 7.65% Employer Tax; 4.56% SUI; 1.6% Worker's Comp; \$4.35 per hour Health;
- 8 \$1.06 per hour Pension

9  
10



Sub-award Document Request				
Request Date: 05-31-2016		WC Staff: Faith Cannella		
Sub-recipient:	Nevada Partners, Inc. (NPI)			
Program Name:	YTH Pre-Entry Workforce Development Program			
Funding:	Adult: <input type="checkbox"/>	DW: <input type="checkbox"/>	Youth: <input checked="" type="checkbox"/>	NEG: <input type="checkbox"/>
New:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Type of Procurement:	<input type="checkbox"/> RFP <input type="checkbox"/> Sole Source <input type="checkbox"/> Other	
(if other please specify): N/A				
Amendment:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Amendment No. <b>2</b>		
Sub-Award ID:	<b>WC-15-NPI-PE-YTH-02</b>			
Board Approval Date: N/A				
Amount	New:	N/A		Total Sub-award <b>\$650,000.00</b>
	Additional:	N/A		
Term Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Start Date: N/A	End Date: N/A	
Budget Changed:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Set aside amount for training is modified from <b>\$44,419 to \$61,000</b>		
SOW Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
Comments: This modification to the sub-award budget was originated by the sub-recipient in consultation with WC Fiscal and Program department. After review of factors involved sub-recipient's request for modification was approved.				
Approved By:		Date: 6/1/16		

USER NAME	PASSWORD	
<input type="text"/>	<input type="text"/>	<input type="button" value="LOG IN"/>
<a href="#">Forgot Username?</a>	<a href="#">Forgot Password?</a>	

[Create an Account](#)

# Search Results

Your search returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	<b>NEVADA PARTNERS, INC.</b>	Status: <b>Active</b> <input type="button" value="v"/>
DUNS: <b>805639333</b>	CAGE Code: <b>4QFA0</b>	<input type="button" value="View Details"/>
Has Active Exclusion?: <b>No</b>	DoDAAC:	
Expiration Date: <b>11/22/2016</b>	Delinquent Federal Debt? <b>No</b>	
Purpose of Registration: <b>All Awards</b>		

## Glossary

### Search

### Results

Entity

Exclusion

### Search

### Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435

WWW7

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





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 \$650,000 award provided to deliver pre-entry programming. However, we are asking for a no cost extension, and we are asking this through 12/31/16.

**BOARD OF DIRECTORS**

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 President, Energy Works Consulting

DORETHA EASLER, Manager of Community  
 Relations NV Energy

CHRIS BROOKS  
 Executive Vice President  
 Energy Services Valley Electric

SHAUNDELL NEWSOME  
 President and CEO  
 Sumnu Marketing

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

VINETTA DE LA CRUZ  
 SVP, Regional Manager  
 Bank of Nevada

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

**EXECUTIVE STAFF**

MONICA FORD  
 President/Chief Executive Officer

702-924-2100  
[www.NevadaPartners.org](http://www.NevadaPartners.org)  
 710 West Lake Mead Blvd.  
 North Las Vegas, NV 89030

This award is broken down into two areas. There is an area of Participant Services Costs, which is a Workforce Connection direct pay for Occupational Skills training and On the Job Training. This amount is \$95,200. The second portion of the program is the NPI expense incurred portion, which totals \$554,800.

Given the nature of the program, early spending is limited by the location of the participants, which is the Spring Mountain facility. The participants are not allowed to leave the Spring Mountain facility until the summer, which is the 4<sup>th</sup> quarter of this award. This process has begun, and the July expenditures are reflecting this. Many of the participants are currently in the Work Experience (WEX) program, and we are now incurring these expenses directly.

Also related to the release of the participants is the Occupational Skills training and the On the Job training. These participants are now available to utilize this funding. Here is the pro forma projections for this WC paid portion for the Participant Service costs:

1. Expenses for Participant Training (PT), Quarters 1 & 2:	\$0
2. Expenses for PT, April through June:	\$13,300
3. Expenses projected for PT, July:	\$15,200
4. Expenses projected for PT, August:	\$13,340
5. Expenses projected for PT, September:	\$13,340
6. Expenses projected for PT, October:	\$13,340
7. Expenses projected for PT, November:	\$13,340
8. Expenses projected for PT, December:	<u>\$13,340</u>
Totals:	\$95,200

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



a. Expenses incurred 10/1/15 through 5/31/16:	\$211,550
b. Expenses incurred 6/1/16 through 6/30/16:	\$30,000
c. Expenses Projected 7/1/16 through 7/31/16:	\$35,450
d. Expenses projected 8/1/16 through 8/31/16:	\$55,560
e. Expenses projected 9/1/16 through 9/30/16:	\$55,560
f. Expenses projected 10/1/16 through 10/31/16:	\$55,560
g. Expenses projected 11/1/16 through 11/30/16:	\$55,560
h. Expenses projected 12/1/16 through 12/31/16:	<u>\$55,560</u>
TOTALS:	\$554,800

The increase in the number of the participants from the Spring Mountain facility is the major driving factor for the increase in future expenses. 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.

CC: Jeffrey McMahon, Director of Finance, NPI. Marlon Dumont, Pre-Entry Program Director, NPI. Ricardo Villalobos, Workforce Connections, Jeannie Kuennen, Workforce Connections, Kelly Ford, Workforce Connections

**Agenda item 18. DISCUSSION AND POSSIBLE ACTION:**

Accept Board's recommendation to award and execute a no-cost extension for St. Jude's Ranch for Children to ensure continuation of WIOA youth services in Boulder City and Laughlin, Nevada. The current contract period is July 1, 2015 through September 30, 2016. Upon approval, the contract will be extended through December 31, 2016.





July 19, 2016

Ricardo Villalobos, Director  
Workforce Development Programs WC  
Workforce Connection  
6330 W. Charleston Blvd.  
Suite 150  
Las Vegas, NV 89146

RE: Letter of Extension October 1, 2016 – December 31, 2016

Dear Ricardo,

Thank you for allowing us to serve the youth of Boulder City and Laughlin through the Workforce Innovation and Opportunity Act program. Please accept this letter as St. Jude's Ranch for Children's official request for a No-Cost Extension of our existing contract. The time extension will be from October 1, 2016 through December 31, 2016. I have instructed my staff to work with Workforce Connections Financial Department on a revised budget.

To date we are currently serving 23 youth from both cities. In the past six (6) months we have seen our participants complete their education, enroll in work experiences and attain vocational certifications. With the Board's approval of the No-Cost Extension, we will be able to continue to deliver a high level of service to the participants. In addition, the extension will allow us to maintain employer partnerships allowing for continued youth opportunities.

We appreciate the continued help of Workforce Connections and helping meet the needs of both these communities. If you have any questions, please feel free to contact me at 702-294-7101 or at [myeshaw@stjudesranch.org](mailto:myeshaw@stjudesranch.org).

Sincerely,

Myesha Wilson  
Executive Director

St. Jude's Ranch for Children

Non-profit, non-sectarian facilities for the care of abused, abandoned and neglected children and families.

100 St. Jude's Street · P.O. Box 60100 · Boulder City NV 89006-0100 · Tel: (702) 294-7100 · 1-800-492-3562 · Fax: (702) 294-7171



## Youth Program *Scope of Work*

<b>Program Year:</b>	2015
<b>Program/Agency Name:</b>	St. Jude’s Ranch for Children – Nevada Region
<b>Location:</b>	200 Wilson Cr., Boulder City, NV 89005
<b>Program Type:</b>	WIA/WIO Youth
<b>Program Dates:</b>	July 1, 2015 – December 31, 2016
<b>Amount Awarded:</b>	\$275,000
<b>Number to be Served:</b>	40 (Out-of-School-Youth 24 & In-School-Youth 16)
<b>Target Population:</b>	Out-of-school & In-school youth living in Boulder City and Laughlin. Note: 10 Youth will be served from the town of Laughlin (4 In-school and 6 Out-of-School)
<b>STEM Initiatives:</b> <ul style="list-style-type: none"> <li>• <i>When will you introduce the WIA qualified youth to STEM initiatives as noted in your proposal?</i></li> <li>• <i>In what specific ways will you incorporate STEM initiatives in your program?</i></li> <li>• <i>How will you measure your STEM outcomes?</i></li> </ul>	<ol style="list-style-type: none"> <li>1. All participants upon entering into “Pathways to Careers” will be provided with a STEM Development Binder, this STEM Binder will provide extensive opportunities connected to the STEM environment, participants will maintain progress of their stages in STEM development and awareness.</li> <li>2. STEM will provide access to a variety of career choices, participants will associate STEM to each and every job option explored during the preliminary training phase of “Pathways to Careers.” A special all day 9 industry sector city-wide bus tour will discuss the relevant STEM industries in southern Nevada. All college and technical institute tours will be connected to the STEM environment and the opportunities within the STEM industries. Participants will complete “What it Means to be Green” and participate in STEM conferences.</li> <li>3. Each participant will be provided with a STEM Development Binder. The binder shall consist of a pre and post evaluation of their level of knowledge of the STEM industries. Participants will be provided with STEM evaluations throughout their learning process in “Pathways to Careers.” There shall also be an evaluation of STEM professions. All field trips will have STEM learning modules as a part of the curriculum and lessons learned will be pre and post evaluated.</li> </ol>
<b>Required Performance Measures:</b>	Pathways to Careers will meet each of the following performance measures: <ul style="list-style-type: none"> <li>• Placement in Employment, Education, or Training – 75%</li> <li>• Attainment of Degree or Certificate – 65%</li> <li>• Literacy/Numeracy – 50%</li> <li>• Average Wage Gain – \$9.25</li> </ul>
<b>Program Description:</b>	St. Jude’s Ranch for Children’s (SJRC) primary focus is to improve the quality of life for youth 17-24 years of age, who reside in Boulder City and Laughlin, Nevada. Through the implementation of strategies related to employment, education and training services, participants will learn self-sufficiency. SJRC will focus on strengthening the educational and employment opportunities for the population served who reside in the designated rural communities of Southern Nevada.  Throughout the fiscal year, SJRC shall implement the identified strategies for the specified populations related to soft skills, academics, work experience on-the-job training, employment opportunities and the development of employers related to STEM careers. Careers will be complimented by “What it Means to be Green.” Youth shall also complete “Money Smart” helping to expand their financial literacy.



	<p>Youth will complete “Entrepreneurial Pathways” which provides entrepreneurial skills training. 34% of all participants shall be required to participate in one of the following, OJT, work experience (WEX), internship job shadowing and/or pre-apprenticeship programs. SJRC shall provide trainings related to employment and life skills, traditional and STEM careers, site visits to secured and projected employment sites (employers) and technical institutes, academic career paths for post secondary activities, positive youth development for low-income and at-risk youth through the participants development of employment skills, positive peer relationships and exposure to anticipatory career opportunities that will enhance the suitability of their identified career path.</p> <p>Our strategies will produce measurable outcomes within the following ten elements:</p> <ol style="list-style-type: none"> <li>1. Drop-out prevention strategies, tutoring, study skills training and instruction leading to academic completion.</li> <li>2. Alternative secondary school offerings.</li> <li>3. Employment opportunities directly linked to academic and occupational learning inclusive of but no limited to STEM</li> <li>4. Paid and unpaid work experience including internships and job shadowing.</li> <li>5. Occupational skills training.</li> <li>6. Leadership development opportunities, inclusive of but not limited to community service and peer-centered activities that encourage personal responsibility and other positive social behaviors.</li> <li>7. Supportive services related to employment and education.</li> <li>8. Adult mentoring during and at the conclusion of program participation.</li> <li>9. Follow-up services</li> <li>10. Comprehensive guidance and academic counseling, as well as referrals for treatment/counseling related to substance abuse or behavioral health as appropriate to the needs of the individual.</li> </ol> <p>Youth participants will experience an increased awareness of their potential employability opportunities through the attainment of higher learning and education. Employment training, hands-on accelerated skills programs, and connecting them to in-demand professions and careers in STEM. We are committed to introducing our youth participants to innovative programs which contribute to occupational development, upward mobility, development of career paths and opportunities for non-traditional employment.</p>
<p><b>Unique &amp; Exemplary Attributes:</b></p>	<p>SJRC has served the greater Southern Nevada community for over 45 years. We provide direct supportive services that transform the lives of our families and youth. A transformation that promotes and teaches self-sufficiency. SJRC provides assistance to youth 17-24 years of age with the elimination of employment and educational barriers as a mechanism of assisting them in their selection of careers/professions of choice. Programs offered to the community include: Therapeutic Residential Foster Care, Pregnant and Parenting Teen, Transitional Living, and Temporary and Permanent Housing for homeless youth. Annually SJRC serves approximately 300 children and youth. The individuals we serve range in age from infancy to 24 years old.</p>



	<p>Programs follow the Therapeutic Behavioral Relational Intervention (TBRI) program. TBRI was developed as an evidenced-based approach to working with children that have experiences abuse, neglect and abandonment.</p>
<p><b>Contact Person &amp; Information:</b></p>	<p>Jed Blake, Grants Manager                  702-294-7109 jblake@stjudesranch.org                  St. Jude's Ranch For Children                  200 Wilson Cr. Boulder City, NV 89005</p>

## **Cost Reimbursement Contract 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](mailto:agalbreth@nvworkforceconnections.org)**

### **ST. JUDE'S RANCH FOR CHILDREN**

**100 St. Jude's Street**

**Boulder City, Nevada 89005**

**Phone: (702) 294-7101**

**Signatory/Contact: Ms. Myesha Wilson ~ [myeshaw@stjudesranch.org](mailto:myeshaw@stjudesranch.org)**

**WHEREAS**, it is deemed that the services of the service provider hereinafter set forth are both necessary to deliver Workforce Investment Act (WIA) 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, Workforce Investment Act, Subtitle B, Statewide and Local Workforce Investment Systems, P.L. 105-220, authorizes the Local Workforce Investment Area within the State;

**WHEREAS**, WC has been determined the administrative entity for the Local Workforce Investment Area 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 service provider to serve WC as a sub-recipient for the provision of WIA services under the established requirements and conditions of the WIA, and as contained in the service provider's proposal approved by WC;

**WHEREAS**, the service provider, must fully comply with requirements listed herein to be eligible for Federal funds authorized under WIA; and is qualified and able to render the services hereinafter described; and

**WHEREAS**, the service provider is obligated to reimburse WC out of its 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** Contract is to provide workforce investment activities that increase employment, retention, earnings and occupational skill attainment through local workforce investment systems to those seeking employment. Additionally, all services are intended to improve the quality of the workforce and enhance the productivity and competitiveness of the Southern Nevada Workforce Investment Area. Service provider shall ensure that the program funded hereby shall comply with this purpose.

2. **Required Approval**

This Contract shall not become effective until and unless approved by appropriate official actions of the WC Board of Directors.

3. **Contract Term**

The term of this Contract shall be effective **07/01/14 to 06/30/15**. Service provider and WC may mutually agree in writing to extend the term of this Contract up to two (2) additional years, unless sooner terminated by either party as set forth in this contract.

4. **Termination**

- a) This Contract 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 Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties **expressly** agree that this Contract may be terminated in less than thirty (30) days if for any reason federal funding ability to satisfy this Contract is withdrawn.
- b) Upon termination, or notice thereof, service provider 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. **Notice**

All notices or any other communications required or permitted to be given under this Contract 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.

6. **Incorporated Documents**

The parties to this Contract agree that services to be performed shall be specifically described; this Contract incorporates the following attachments, which are hereby affixed and incorporated into this contract by reference:

- Attachment A: Assurances and Certifications
- Attachment B: Scope of Services/Programmatic General Provisions/Spending and Enrollment Matrix/Service Provider Scope of Work
- Attachment C: Fiscal General Provisions/Budget
- Attachment D: Contract Summary

The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of the Contract.



7. **Consideration**

The service provider agrees to provide the services set forth in section six (6) at a cost not to exceed **\$400,000.00** for the term of the Contract. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.

- a) This Contract shall be construed and interpreted according to the Workforce Investment Act, Federal laws and regulations, State compliance policies and procedures, and WC general policies, procedures and guidelines.
- b) Service provider agrees to maintain all required support documentation as detailed in item 8(c) of this Contract.
- c) Service provider agrees to abide by budget flexibility/modifications as set forth in Attachment C item B.
- d) Service provider agrees to provide WC with quarterly data when due and submitted electronically in pre-approved format.
- e) Service provider 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).

8. **Inspection and Audit**

- a) **Books and Records.** Each party agrees to keep and maintain, under general accepted accounting principles (GAAP) full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the United States Government, State, WC, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all Federal, State, and local regulations, statutes, and policies.
- b) **Inspection and Audit.** Each party agrees that relevant books, records (written, electronic, computer related or otherwise), including, but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and all documentation related to the work product shall be subject, at any time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by Federal agency, State auditors/staff, WC staff, or any of their authorized representatives.
- c) **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum five (5) years. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

9. **Force Majeure**

Neither party shall be deemed to be in violation of this Contract 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 Contract after the intervening cause ceases.

**10. Indemnification**

- a) To the fullest extent of limited liability as set forth in paragraph eleven (11) of this Contract, 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 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

**11. Limited Liability**

The service provider shall procure and maintain insurance coverage according to the following specifications:

**a) General Public Liability Insurance**

All WIA service providers 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 contract with WC. All insurance must list WC as an additional insured.

**b) Motor Vehicle Insurance**

Service provider 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**

Service provider must carry workers' compensation insurance for any work-based training activity, e.g., work experiences, internships. Service provider 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 WIA participant in such activities. If the State workers' compensation law does not apply to a participant in work experience/internship, insurance coverage must be secured for injuries suffered by the participant in the course of such work experience/internship.

**d) Sexual Misconduct Insurance (Youth Service Providers Only)**

Service providers 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 service provider or service provider's employees, subcontractors, or agents.

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

12. **Independent Parties**

WC and the service provider are associated with each other only for the purpose and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be an agency separate and distinct from the other party and subject only to the terms of this Contract, shall have the right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract 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 Contract is held to be unenforceable by a court of law or equity, this Contract 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 Contract unenforceable.

14. **Assignment**

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

15. **Intellectual Property Rights**

The service provider assures it will comply with WC's requirements and policies pertaining to copyrights, pertinent data, and patent rights with respect to any discovery or invention that arises or is developed in the course of this Contract. Furthermore, it is specifically understood that unless otherwise provided by law, any reports, histories, studies, tests, manuals, instructions, drawings, photographs, negatives, blue prints, plans, maps, data, system designs, computer code, or any other documents prepared by the service provider in performance of its obligations under this Contract shall become WC's exclusive property. All such materials shall be remitted to WC by the service provider upon completion or termination of this Contract. The service provider shall not use, allow, or cause to have such materials used for any purpose other than the performance of its obligations under this Contract without WC's expressed prior written consent.

16. **Public Records**

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

17. **Confidentiality**

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

18. **Governing Law; Jurisdiction**

This Contract 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 contract.

19. **Entire Agreement and Modification**

This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representation, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms

of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties.


**20. Proper Authority**

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has the full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in item six (6).

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

By:   
**Ms. Myesha Wilson, Regional Director**  
**ST. JUDE'S RANCH FOR CHILDREN**

8/15/2014  
**Date**

By:   
**Ardell Galbreth, Executive Director**  
**WORKFORCE CONNECTIONS**

08/25/2014  
**Date**

## **Attachment A**

### **Assurances and Certifications**

- A.** As a condition to the award of financial assistance from Workforce Connections (WC), the service provider assures that it will fully comply with the following:
1. Section 188 of the Workforce Investment Act of 1998 (WIA), 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 WIA 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 service provider 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 service provider's operation of the WIA Title I financially assisted program or activity, and to all agreements the service provider makes to carry out the WIA Title I financially assisted program or activity. The service provider understands that the United States has the right to seek judicial enforcement of this assurance.

In addition, the service provider agrees that if it fails or refuses to comply with these undertakings, after reasonable notice and opportunity to cure, 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 service provider 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 service provider by WC under the WIA program and is binding upon it, other recipients, sub-grantees, contractors, sub-contractors, transfers, successors in interest and other participants in the WIA program.

**C. Assurances**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact WC.

1. 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 Contract.
2. 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.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval from WC.
5. 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).
6. 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.
7. 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).
8. 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.



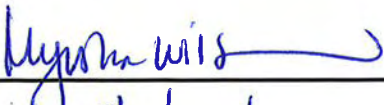
9. Will comply, as applicable, with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
10. Will comply, as applicable, with the provisions of the Davis-Bacon 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.
11. 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.
12. 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).
13. 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.
14. 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.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. 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.
17. 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.
18. 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).
19. 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).

20. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations.
21. Will comply with Veterans Priority Provisions, service provider is subject to the provisions of the "Jobs for Veterans Act" (JVA), PL 107-288 (37 USC 4216), as implemented by Title 20 of the Code of Federal Regulations Part 1010. Agreement by a service provider to implement priority of service for veterans is a condition of receipt of WIA Title I funds administered by WC.
22. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
23. 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.
24. Compliance 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).
25. Will comply with administrative, contractual, or legal remedies in instances where the service provider violates or breaches the Contract terms. If any funds are expended by the service provider in violation of the term of this Contract, including all applicable, Federal, State, and WC regulations, policies, procedures, and OMB Circulars of which the service provider 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 service provider in order to recover any amount expended for unauthorized purposes. No such action taken by WC shall by itself entitle the service provider 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 Contract.
26. Will comply with the termination for cause and convenience. In the event service provider cannot meet all of the obligations required by the terms of this Contract, service provider shall immediately notify WC in writing. WC shall make reasonable efforts to assist the service provider in meeting its obligations outlined in this Contract. Service provider shall seek modification of this agreement in accordance to modification procedures contained in Attachment D.

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: ST. JUDE'S RANCH FOR CHILDREN

Representative: Myesha Wilson, Regional Director

Signature: 

Date: 8/15/2014

**Certification Regarding Debarment and Suspension (29 CFR Part 98)**  
**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 (1) (B) 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.

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: **ST. JUDE'S RANCH FOR CHILDREN**  
\_\_\_\_\_

Representative: **Myesha Wilson, Regional Director**  
\_\_\_\_\_

Signature: *Myesha Wilson*  
\_\_\_\_\_

Date: *8/5/2014*  
\_\_\_\_\_

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

**Sub-recipient certifies, to the best of its knowledge and belief, 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 this 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 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.

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: **ST. JUDE'S RANCH FOR CHILDREN**  
\_\_\_\_\_

Representative: **Myesha Wilson, Regional Director**  
\_\_\_\_\_

Signature: *Myesha Wilson*  
\_\_\_\_\_

Date: *8/5/2014*  
\_\_\_\_\_

**Certification Regarding Drug-Free Workplace**

**Service provider certifies that it will or will continue to provide a drug-free workplace 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 Contract be given a copy of the statement required by paragraph F(1);
4. Notifying each of its employees in the statement required by paragraph D(1) that, as a condition of employment under the sub-recipient 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 subparagraph F (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 or grant;
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph F (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.

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: **ST. JUDE'S RANCH FOR CHILDREN**  
\_\_\_\_\_

Representative: **Myesha Wilson, Regional Director**  
\_\_\_\_\_

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

Date: **8/5/2014**  
\_\_\_\_\_



**Attachment B**  
**Scope of Services**  
**Programmatic General Provisions**

1. Service provider assures that it will comply fully with the requirements of the Workforce Investment Act (WIA), all Federal laws/regulations, State and local policies and procedures issued pursuant to the Act, and with the local two-year strategic compliance plan.
2. The service provider has entered into a cost reimbursement Contract with Workforce Connections (WC), the administrative entity for the Southern Nevada Workforce Investment Area (SNWIA) for the purpose of conducting WIA Title I **YOUTH Employment and Training** services for WIA Title I Eligible YOUTH participants.
3. Services shall be conducted at 100 St. Jude’s Street, Boulder City, Nevada, 89005. E-mail to myeshaw@stjudesranch.org. The service provider will notify WC in writing of any change that might occur regarding contact information during the life of the Contract.

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

Program Year 2014 Levels of Performance WIA Title I -YOUTH	
Performance Measures	Levels of Performance YOUTH
Placement in Education/Employment	68.7%*
Attainment of Degree/Certificate	61.0%*
Literacy/Numeracy Gain	43.0%*
<b>*Subject to change.</b>	

5. **Selection Criteria:** All participants will be WIA Title I-Eligible YOUTH participants. The service provider agrees to fully comply with the following established guidelines concerning eligibility determination: eligibility requirements; record retention; timely data recording; confidentiality; nepotism; Veterans priority of service.
6. **Period of Performance:** The program shall be executed over the period from July 1 , 2014 to June 30, 2015.
7. **Proposal:** Service provider must comply with the scope of the proposal submitted by Service Provider. Service provider scope of work is included.
8. **Spending and Enrollment:** Service provider must comply with planned spending and enrollment matrix. Mentioned matrix is included.

9. **Strategic Projects:** Service provider 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):** Service provider, its relevant staff and employees, must participate in and complete the WDA.
11. **Required Training Expenditures:** Service provider will prioritize effective collaboration initiatives with the Nevada's System of Higher Education; community colleges are considered essential partners within the workforce development system, as national attention has turned to community colleges as the "engines of workforce development." ***It is mandatory that all participants' out-source training be referred to College of Southern Nevada (CSN) first. If the College of Southern Nevada cannot or does not have the means or capability of delivering such training requirements, such training may be referred to any appropriate training provider for delivery.*** Service provider will ensure that training programs are directly linked to occupations that are in demand within the Southern Nevada Workforce Investment Area (SNWIA) while aligning resources and training strategies with the Governor's sector strategy and the local two-year strategic compliance plan.
12. **Conflict of Interest:** Service provider 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. Service provider shall administer its program in an impartial manner, free from efforts to gain personal, financial, or political gain. Service provider, 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:** Service provider 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. Service provider shall have the administrative responsibility for training its entire staff on program requirements and services authorized under WIA Title I.
14. **Carry Forward (Incumbent service providers only):** Service provider shall not carry forward more than **25%** of their contracted number of participants to be served from the current contract year to the following year.
15. **Program Management Requirements:** Service provider 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.
16. **Prohibition Against Solicitation of Gratuities:** Service provider agrees and understands that no officer or employee of the service provider 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 WIA funded program or activity.
17. Service provider agrees and understands that no funds available under WIA Title I may be used for public service employment except as specifically authorized under WIA.
18. Service provider 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 WIA.

19. Service provider agrees and understands that funds provided under WIA 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.
20. Service provider agrees and understands that no funds provided under WIA 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.
21. Service provider agrees and understands that no funds under WIA Title I shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of business, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible participants under WIA.
22. Service provider agrees and understands that no person under 18 years of age shall be employed by the service provider in any occupation which the U.S. Secretary of Labor has found to be hazardous for persons between 16 and 18 years of age.
23. Service provider shall comply with the Fair Labor Standards Act of 1938 (FLSA) (29 U.S.C 206 (a) (1)).
24. All programs must comply with all applicable Federal, State and local eligibility requirements. WC may impose restrictions upon the service provider 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 service provider of required restrictions in writing and will indicate a timeline and a corrective action as a resolution to the restrictions.
25. The service provider shall not charge any program participant a fee as a condition of enrollment, employment or the provision of any services under this Contract.
26. 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.
27. No program participant may be placed in, or remain working in, any position made vacant because of a labor dispute.
28. The service provider shall not use Contract 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.
29. Participants under this Contract 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.
30. The service provider 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 service provider 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 Contract. Notwithstanding the foregoing, the service provider may disclose the confidential information if required by law, statute, or other legal process; provided that the service provider: **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.

31. This Contract imposes no obligation upon the service provider with respect to any confidential information that the service provider can establish by legally sufficient evidence; **a)** was in possession of, or was known by the service provider, prior to its receipt from WC, without an obligation to maintain its confidentiality; or **b)** is obtained by the service provider from a third party having the right to disclose it, without an obligation to keep such information confidential.
32. The service provider or its subcontractors 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 service provider or its subcontractor.
33. 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.
34. 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 Contract, 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 service provider, subcontractor or WC, including WC employees, agents or WC Board members.
35. The service provider 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.
36. Service provider shall employ or contract with qualified persons or entities as necessary and appropriate to provide Contract services. The service provider 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.
37. Service provider agrees and understands that it must comply with WC policies and procedures. WC established policies can be found at:  
[www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: ST. JUDE'S RANCH FOR CHILDREN

Representative: Myesha Wilson, Regional Director

Signature: 

Date: 8/5/2014



## Youth Program *Scope of Work*

<b>Program Year:</b>	PY2014
<b>Program/Agency Name:</b>	St. Jude's Ranch Life Sculpt
<b>Location:</b>	100 St. Jude's Street Boulder City, NV 89005
<b>Program Type:</b>	WIA Youth
<b>Program Dates:</b>	07/01/2014 – 6/30/2015
<b>Amount Awarded:</b>	\$400,000.00
<b>Number to be Served:</b>	100 (60 ISY, 40 OSY)
<b>Target Population:</b>	In-School & Out-of-School Youth in Boulder City and Laughlin
<b>100% WIA Enrollment Date:</b> <i>(Of the WIA qualified youth to be served under this contract)</i>	03/31/2015
<b>WIMTBG Requirements:</b> <i>(WIA qualified OSY to be served under this requirement)</i>	<ol style="list-style-type: none"> <li>1. The curriculum consisting of one (1) module and one (1) review session.</li> <li>2. Three (3) hands-on interactive labs and four (4) worksheets.</li> <li>3. The final exam for those who complete module one (1) of WIMTBG.</li> </ol>
<b>100% WIMTBG Enrollment Date:</b> <i>(Of the WIA qualified OSY to be served under this contract)</i>	06/30/2015
<b>100% WIMTBG Completion Date:</b> <i>(Of the WIA qualified OSY to be served under this contract)</i>	06/30/2015
<b>Additional STEM Initiatives:</b> <i>(When will you introduce the WIA qualified youth to additional STEM initiatives beyond WIMTBG? In what specific ways will you incorporate additional STEM initiatives in your program)</i>	We will introduce STEM initiatives to eligible out-of-school youth following the introduction of WIMTBG. Specifically, we will expose youth to jobs in the STEM fields by attending job fairs, and meeting industry professionals in those fields. Participants will be encouraged to explore STEM career opportunities and career pathways.
<b>Required Performance Measures:</b>	<ol style="list-style-type: none"> <li>1. Placement in Education/Employment 68.7%</li> <li>2. Attainment of Degree/Certificate 61.0%</li> <li>3. Literacy/Numeracy Gain 43.0%</li> </ol>
<b>Program Description:</b>	<p>St. Jude's Ranch Life Sculpt program will focus on and address the needs of both eligible in-school and out-of-school youth in Boulder City and Laughlin areas. Recruitment and outreach will consist of targeting youth identified in the Workforce Investment Act; however, there will be an emphasis on foster and/or former foster youth, pregnant and parenting, and homeless youth. In-school youth will be prepared to transition into the workforce by exposing them to career opportunities and pathways, development of soft skills, providing them valuable summer work experiences, and exposure to post-secondary education and vocational training. In-school youth facing educational barriers will receive tutoring and additional assistance through affiliate partners. Out-of-school youth will be prepared to enter the workforce by addressing basic skill deficiencies, a lack in work readiness, and career alignment. Out-of-school youth who lack a high school diploma or GED, will be equipped with GED preparation and tutoring in order to be fully prepared to pass the exam. St. Jude's Ranch Life Sculpt will also focus on occupational skills training, mentoring, follow-up services, and financial literacy programs. Personalized plans will benefit each youth to reach their full potential and will assist with stabilizing each youth for independent living.</p>
<b>Unique &amp; Exemplary Attributes:</b>	St. Jude's Ranch for Children has been in existence for close to 50 years. Our programming ranges from the homeless population, separated siblings,



	<p>pregnant and parenting teens and foster youth in the community. We serve on average 300+ children and families on an annual basis. The individuals that we serve range in ages 0-25 years old. We were selected Non Profit of the Year in 2012. Currently we are in the process of becoming COA certified. Our homeless program utilizes coordinated intake which allows us to refer and assess others for individual needs and programming.</p>
<p><b>Contact Person &amp; Information:</b></p>	<p>Myesha Wilson                  702-294-7101 (office)                  702-768-3076 (cell)  <a href="mailto:myeshaw@stjudesranch.org">myeshaw@stjudesranch.org</a></p>



## **Attachment C**

### **Fiscal General Provisions**

### **Budget**

#### **Fiscal Provisions**

##### **A. Financial Management Requirements**

Service provider assures it will comply with State and Federal Guidelines pertaining to standards for Financial Management Systems in federally funded activities.

1. Pursuant thereto, service provider shall establish and maintain a financial management system in accordance with Title 20 of the Code of Federal Regulation Part §667.200, and Title 29 of the Code of Federal Regulation Parts 95 and 97 providing: **a)** accurate, current and complete disclosure of financial information, on a cash or accrual basis, pertaining to its Contract program in accordance with State and Federal reporting requirements, and **b)** effective control and accountability for all Contract funds, property and other assets.
2. The service provider shall adhere to generally accepted accounting principles (GAAP) and shall maintain records that will allow for the comparison of actual outlays with budgeted amounts.
3. The service provider's overall financial management system must ensure effective control over and accountability for all funds received; service provider assures, understands, and agrees that Contract funds received under this Contract will not be used for any other purpose.
4. The service provider 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.

##### **B. Budget Line Item Flexibility/Modifications**

Flexibility is allowed within the Contract 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:

1. Direct Participant Services sections **A.** (Participant Training) and **B.** (Support Services) may be increased throughout the year via approved budget modifications and award increases, but may not be decreased.
2. Line items within Overhead sections **E.** (Travel), **F.** (Equipment), **G.** (Consultants and Contractors), **H.** (Other Direct), **I.** (Allocated Indirect Personnel), and **J.** (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.
3. Direct Staff sections **C.** (Personnel) and **D.** (Fringe Benefits) may only be increased through approved funding increases or by pulling funding from an Overhead line item.
4. Any deviations from the above must be approved in writing by WC staff.
5. WC reserves the right to mandate budget requirements, which may entail setting minimum and/or maximum requirements for any budgetary item or section.

### **C. Provisions for Payment**

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

1. All reimbursements are subject to monitoring and audit, and WC shall have no obligation to reimburse until a proper reimbursement request is submitted. The Contractor 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 Contractor 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.
2. 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](mailto:invoices@snywc.org).
3. Unless otherwise approved in writing by WC, all services shall be performed or accrued during the Contract period to qualify for reimbursement.
4. Should a Contract be terminated before the end date of the Contract, the Contractor 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 contract termination, to the extent that funds are available from State and Federal sources.
5. Service provider understands and agrees that funds received in advance under this Contract shall be used exclusively for services funded under this Contract and shall not be used for any other purpose.

### **D. Right to Withhold**

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

1. The service provider's performance, in whole or in part, either has not been carried out or is insufficiently documented; or
2. The service provider has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records; or
3. The service provider has failed to sufficiently itemize or document its demand(s) for payment; or
4. The service provider has materially failed to comply with any Contract provision or local, State, or Federal policy or procedure; or
5. The service provider has failed to reimburse cost disallowed under this Contract or a previous WC Contract with the service provider.

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

### **E. Pre-Award/Closeout Costs**

Service provider agrees that any allowable pre-award costs incurred by the service provider pursuant to this Contract, prior to the start date of this Contract, are **incurred at the awardees' own risk** and will

not be eligible for reimbursement under this Contract without the written approval of WC. Closeout costs incurred after the end date of this Contract will not be eligible for reimbursement under this Contract without WC's written approval in accordance with WC established guidelines.

**F. Allowable Costs**

Service provider assures that it will comply with: applicable sections of the OMB Circulars A-87, A-21 and A-122 on allowable costs [29 CFR Part 97.22(i)(12) or 29 CFR Part 95.27 Appendix A], Commercial Organizations FAR, 48 CFR part 31, the One-Stop Comprehensive Financial Management Technical Assistance Guide 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.

**G. Disallowed or Unauthorized Expenditures**

Service provider 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 service provider lacks adequate documentation of payment as required under 20 CFR §667.262 and the One-Stop Comprehensive Financial Management Technical Assistance Guide.

**H. Bonus Pay Prohibition**

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

**I. Salary Limitation**

Service Provider 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](http://www.opm.gov).

**J. Cost Allocation Requirements**

Service provider acknowledges that a written cost allocation plan shall be required to support the distribution of Contract expenditures that benefit more than one program or cost category, and that the cost allocation plan must be submitted to WC for compliance review and approval. All costs included in the plan shall be supported by accounting records that substantiate the propriety of charges. The service provider shall retain on file all documentation supporting the methodology utilized to determine cost allocation, and the methodology must reflect some measure of actual activity. **Budget allocations or other estimates are not adequate documentation.**

**K. Program Income**

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

**L. Rebates**

Service provider 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 these Contract funds. Appropriate action must be taken to ensure that WC is reimbursed proportionally from such income.

**M. Procurement**

Service provider assures that any procurement of goods or services under this Contract shall be performed in accordance with established Federal laws and regulations, State, and local compliance policies and procedures. WC's acceptance of a proposal with an accompanying budget and WC's subsequent award of funds **shall not** be a waiver of any Contract 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, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the goods or services, WC's award **does not** provide the service provider with justification or a basis to conduct a sole-source procurement process and avoid competition.

#### **N. Subcontracting/Consultant Contracts**

Service provider assures that all subcontracts or consultant contracts 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. Service provider further assures that it will abide by established Federal laws and regulations, State and local policies and procedures when procuring subcontractors and/or consultants.

#### **O. Equipment**

1. Service provider shall obtain **prior written approval from WC** for capital equipment purchases using Contract 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 Contract funds.
2. All property vested in WC must be inventoried, tracked, maintained and insured in accordance with established WC policies and procedures. Service provider shall not sell or otherwise dispose of such property until it has received written permission from WC to do so.
3. WC may provide some of its own equipment (the "Equipment") to be used by service provider. WC shall retain title to this Equipment, and the service provider shall maintain an accurate Equipment inventory and protect and secure this Equipment at all times. The service provider shall return the Equipment to WC upon WC's request, or upon the termination of this Contract, in the same condition the Equipment was provided to the service provider, with the exception of reasonable wear caused by proper use.

#### **P. Monitoring**

The service provider and its employees, agents, officials, and subcontractor(s) shall fully cooperate with all Federal, State, and WC evaluations, monitoring and audit efforts relative to this Contract. The service provider 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 Contract. Authorized representatives shall have the right to interview the service provider's employees and to inspect the service provider's facilities that are supported with Contract funds. Moreover, the service provider shall, in accordance with reasonable timelines, respond to any monitoring or audit findings.

#### **Q. Financial Reporting**

The service provider shall submit all financial reports required by WC relative to this Contract in accordance with specified time frames. The service provider shall provide WC access to all records and data necessary to verify or clarify information requested or provided in such reports relative to this Contract. 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 service provider until such time as all delinquent obligations are fulfilled.

1. **Quarterly Financial Reporting:** Quarterly Financial Status Reports (FSRs) are due on the 15<sup>th</sup> 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@snnwc.org](mailto:invoices@snnwc.org).

- 2. Monthly Accounts Payable and Obligation Reporting:** No later than five (5) business days after each month end, service provider must submit a report listing Contract open accounts payable and report listing Contract obligations. Obligations for this purpose are defined as binding agreements that will result in expenditure in the future but have not yet been accrued. Examples are the amounts of orders placed but not yet received, contracts and sub-grants awarded but not yet accrued, and similar transactions. Common obligations are unaccrued balances for: work experience contracts, on-the-job training contracts, and individual training agreements. These reports must be submitted electronically to the invoices e-mail box at: [invoices@snvwc.org](mailto:invoices@snvwc.org).

## **R. Audits**

Service provider assures it will comply with the requirements contained in 29 CFR Part 99 – Audits of States, Local Governments, and Non-Profit Organizations, based on OMB Circular A-133, and will be subject to the requirements of State and WC policies and procedures which require the following:

- 1.** If the service provider is a public or non-profit organization that, within its accounting year, expends a total of \$500,000 or more in Federal funds from all funding sources, it must have a Single Audit performed on that fiscal year, in accordance with applicable Federal regulations and the provisions of OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.
- 2.** If the service provider is a private-for-profit organization that expends a total of \$500,000 or more in Federal funds within its accounting year, it must have an organization-wide financial and compliance audit performed on that fiscal year, in accordance with generally accepted government auditing standards (GAGAS) and applicable Federal regulations, or a program specific audit performed in accordance with GAGAS and applicable Federal regulations.
- 3.** The service provider shall deliver its audit report to WC no later than nine (9) months after it's accounting year end or fifteen (15) days after the audit is completed, whichever is earlier.
- 4.** If the service provider fails to submit the audit, WC may, at its discretion, withhold payments under this Contract and/or other contracts, and/or take other action to compel compliance until the audit is received.

## **S. Audit Exceptions**

In addition to its obligations under “Audits” above, service provider 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 Contract. Service provider also agrees to pay to WC within 30 days of demand by WC the full amount of the service provider's liability, if any, to the State and/or Federal government resulting from any audit exceptions, to the extent such are attributable to the service provider's failure to perform properly any of its obligations under this Contract.

## **T. Prevention of Fraud and Abuse**

Service provider shall adequately evaluate and monitor its own programs and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud, and abuse.

Service provider shall also ensure that its employees are made aware of SCP #5.2 and WC policies and procedures which detail the availability of the “OIG/DOL Hotline” to report suspected incidents of fraud, waste, abuse, or other criminal activity concerning DOL contracts, programs, and operations. The Hotline (1-800-347-3756) was established for employees and the public to notify the Office of the Inspector General (OIG) anonymously, if desired, to avoid fear of reprisal.

## **U. Stand-In Costs**

Allowable Contract costs that are paid using non-Federal funds may potentially qualify as stand-in costs. All stand-in costs should be reported by the service provider 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.

**V. Cost Report and Settlement (Final Close-Out)**

Service provider assures that it shall abide by State Compliance Policies (SCP) and WC's policies and procedures regarding close out of all Contract awards and will submit all close-out documents to WC within 60 days of Contract termination. All billed accruals must be liquidated (paid) or credited during the 60 day closeout period.

**W. Grievance and Appeal Policy**

WC shall provide guidance regarding process for resolving grievances arising from programs operated under WIA funding. 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 contracts; alleged violations of all other applicable WC program operational policies that are related, but not limited to, its procurement procedures.

**As the duly authorized representative for service provider I hereby certify for and on behalf of service provider that we are in full compliance with above stated provisions.**

Service Provider Name: **ST. JUDE'S RANCH FOR CHILDREN**

Representative: **Myesha Wilson, Regional Director**

Signature: *Myesha Wilson*

Date: *8/5/2014*



workforceCONNECTIONS Budget Template

Agency Name: St. Judes Ranch

Contract Name/Funding Type: Workforce Youth

Budget Period (Dates): July 1, 2014 - June 30, 2015

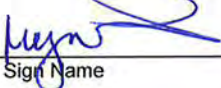
\*NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.\*

Cost Type	Budget Summary	WC Request	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training	\$ 120,500	30.1%	47.0%	\$ -
	B. Supportive Services	\$ 67,410	16.9%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 117,000	29.3%	35.1%	\$ -
	D. Program Fringe Benefits	\$ 23,400	5.9%		\$ -
Overhead and Support Costs	E. Travel	\$ 7,085	1.8%	17.9%	\$ -
	F. Equipment	\$ 950	0.2%		\$ -
	G. Consultants/Contracts	\$ -	0.0%		\$ -
	H. Other Overhead Costs	\$ 23,355	5.8%		\$ 33,840
	I. Support Personnel	\$ 33,750	8.4%		\$ -
	J. Support Fringe Benefits	\$ 6,550	1.6%		\$ -
Budget Summary	<b>Total WC Request</b>	<b>\$ 400,000</b>	<b>100.0%</b>	<b>100.0%</b>	
	<b>Total Matched Resources</b>				<b>\$ 33,840</b>
	<b>Percent</b>				<b>8.5%</b>
	<b>TOTAL PROJECT COSTS</b>				

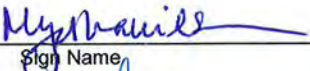
Overall Budget Requirements:

Training at least 30% of Total WC Request (tab A)	Sufficient
Training and Supportive Services at least 40% of Total WC Request (tabs A and B)	Sufficient
Case Management Resources (tab C)	Sufficient
Matched Resources at least 5% of Total WC Request (tab K)	Sufficient


Prepared By (Provider):

Myesha Wilson  8/5/2014  
 Print Name Sign Name Date  
 myeshaw@stjudesranch.org \_\_\_\_\_  
 Email Address Phone Number


Approved By (Provider):

Myesha Wilson  8/5/2014  
 Print Name Sign Name Date

Approved By (WC Program):

Shawonda Nance  7/16/14  
 Print Name Sign Name Date

Approved By (WC Fiscal):

Faith Cannella  7/16/14  
 Print Name Sign Name Date

**A. Participant Training Costs**

**Note:**

- 1. Training costs must comprise at least 30% of the WC Request portion of the budget.**
- 2. Training and Supportive Services combined must comprise at least 50% of the WC portion of the budget.**
- 3. Occupational Skills Training and Supportive Services combined must comprise at least 40% of the WC portion of the budget.**

Training Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: On the Job Training	\$ 1,500.00	50	\$ 75,000
Sample: Occupational Skills Training	\$ 2,000.00	75	\$ 150,000
1 Occupational Skills Training	\$1,400.00	45	\$ 63,000
2 On The Job Training	\$ 1,600.00	5	\$ 8,000
3 Work Experience Training	\$990.00	50	\$ 49,500
4 Customized Training	\$ -	0	\$ -
<b>Total</b>			<b>\$ 120,500</b>

**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.**

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**Narrative (Required for Each Budget Line Above):**

- 1 Occupational Skills Training for 45 participants
- 2 OJT for 5 participants at 11.00 per hour x 160 hours (4 weeks at 40 hours per week)
- 3 WEX for 50 participants at 8.25 per hour x 120 hours (6 weeks at 20 hours per wk)
- 4 N/A

B. Supportive Services for Participants

Note:

1. Training and Supportive Services combined must comprise at least 40% of the WC portion of the budget.

Item/Service	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Transportation	\$ 65	200	\$ 13,000
Sample: Clothing	\$ 100	75	\$ 7,500
1 Barrier Removal-Clothing/Work Tools	\$ 100	75	\$ 7,500
2 Summer School	\$ 100	50	\$ 5,000
3 Incentives	\$ 200	100	\$ 20,000
4 Gas Cards/Bus Passes	\$ 60	80	\$ 4,800
5 Online Assessments	\$ 70	80	\$ 5,600
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
<b>Competitively Procured Contracted Short Term PreVocational Training Services-Please list below</b>			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11 Tutoring	\$ 250	75	\$ 18,750
12 Life Skills Training	\$ 20	288	\$ 5,760
13			\$ -
14			\$ -
15			\$ -
<b>Total</b>			<b>\$ 67,410</b>

**Narrative (Required for Each Budget Line Above):**

- 1 Tools or Clothing for 75 youth at \$100.00 each (employment related)
- 2 Summer School through CCSD for 50 youth at \$100.00 each
- 3 Performance and Program incentives
- 4 Transportation Assistance for youth, no access bus line
- 5 Online assessments to determine level of educational functioning
- 6
- 7
- 8
- 9
- 10
- 11 Tutoring for homework assistance, GED, & state proficiencies for 75 youth at \$250.00 per youth
- 12 Life Skills training 1 instructor at \$20.00 per hour for a total of 288.00 hours
- 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 Training 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. To ensure sufficient case management for this project, there must be at least one case manager full time equivalent (FTE) for every 100 new participants expected to be served by this project. If there is not sufficient coverage, the box below will flash a warning that it must be increased. Be sure to choose Yes in the Case Mgmt? column on the appropriate lines or you will get an error message in the Case Management Resources box.

Position-Name	Case Mgmt?	Computation				Total Contract Cost
		Annual Salary	% of Time	Hrs. per Week	# of Months	
Sample: Jane Doe, Case Mgr.	Yes	\$ 40,000	50%	20	15	\$ 25,000
Sample: Jane Doe, Intake	No	\$ 40,000	50%	20	15	\$ 25,000
1 Program Director	Yes	\$ 60,000	100%	40	12	\$ 60,000
2 Case Manager	Yes	\$ 38,000	100%	40	12	\$ 38,000
3 Case Manager	Yes	\$ 38,000	50%	20	12	\$ 19,000
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		\$ -
<b># of Total FTE's</b>				<b>2.5</b>	<b>Total \$ 117,000</b>	
<b># of Dedicated Case Manager FTE's</b>				<b>2.5</b>		
<b># of Participants Projected to Serve Case Management Resources</b>				<b>100</b>		
<b>Case Management Resources</b>				<b>Sufficient</b>		

**Narrative (Required for Each Budget Line Above):**

- 1 Report directly to the Regional Director, does eligibility & oversee implementation of program, and carry a small caseload
- 2 Case Manager will deliver direct services to youth enrolled in program through case management
- 3 Case Manager will deliver direct services to youth enrolled in program through case management
- 4
- 5 Perform billing and payments, assist with financial prep analysis, and assist with procurement.
- 6
- 7
- 8
- 9
- 10