

D. Fringe Benefits for Direct Personnel

Position-Name	Computation		Total
	Contract Salary	Fringe %	Contract Cost
Sample: Jane Doe, Case Mgr.	\$ 25,000	15%	\$ 3,750
Sample: Jane Doe, Intake	\$ 25,000	15%	\$ 3,750
1 Program Director	\$ 60,000	20%	\$ 12,000
2 Case Manager	\$ 38,000	20%	\$ 7,600
3 Case Manager	\$ 19,000	20%	\$ 3,800
4 0	\$ -	20%	\$ -
5 0	\$ -	20%	\$ -
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.	\$ -	<b>Total</b>	<b>\$ 23,400</b>

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

- 1 Fringe includes workers comp, health insurance, unemployment
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

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 Milage	To be determined	\$ 0.560	7295	\$ 4,085
2 Conference Travel	To be determined	\$ 1,500.000	2	\$ 3,000
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
<b>Total</b>				<b>\$ 7,085</b>

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

- 1 Travel for Outreach, meetings, worksites
- 2 Travel for 2 staff to attend Workforce Development Conference
- 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 Laptop	\$ 750	1	\$ 750
2 Scanner	\$ 200	1	\$ 200
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
<b>Total</b>			<b>\$ 950</b>

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

- 1 Laptop for Case manager in Laughlin
- 2 Portable Scanner for eligibility docs and WIA enrollments
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

G. Consultants/Contracts

Notes:

1. Please list all direct participant training contracts on page A.
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. Only include costs on this page that benefit this contract and are necessary for the administration of the contract. These costs may be direct or allocated through an approved allocation methodology.

Item Description	Direct or Allocated	Computation				Total Contract Cost
		Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base	
Sample: Office Supplies	Direct Charged	\$ 250	15	100%	N/A-Direct Charged	\$ 3,750
Sample: Rent	Allocated	\$ 1,200	15	5%	Square Footage Usage	\$ 900
1 Rent	Allocated	\$ 1,500	12	100%	Square Footage Usage	\$ 18,000
2 Office Supplies	Allocated	\$ 250	12	100%	Total Direct Costs	\$ 3,000
3 Utilities	Allocated	\$ 2,000	12	5%	Indirect Cost Rate	\$ 1,200
4 Insurance and Liability	Allocated	\$ 646	12	5%	>Choose<	\$ 388
5 Brochures	>Choose<	\$ 1	590	100%	>Choose<	\$ 767
6						
7	>Choose<			0%	>Choose<	\$ -
8	>Choose<			0%	>Choose<	\$ -
9	>Choose<			0%	>Choose<	\$ -
10	>Choose<			0%	>Choose<	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
<b>Total</b>						<b>\$ 23,355</b>

Narrative (Required for Each Budget Line Above):

- 1 Rent for program space laughlin
- 2 Office supplies throughout the year
- 3 Utilities (water, electric, gas)
- 4 Insurance and liability coverage
- 5 Brochures for outreach
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

I. Support Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on the Consultants/Contracts page.
3. All program personnel should be listed on the Program Personnel page.
4. If there are 10 or fewer support staff, please list by name.
5. If there are over 10 support staff, you may group by category and omit names.

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 Saint Judes Regional Director	Executive Staff (Upper Mgmt)	Allocated	\$ 75,000	10%	Direct Hrs. Worked	\$ 7,500
2 Accountant	Accounting Staff	Direct Charged	\$ 55,000	20%	Direct Hrs. Worked	\$ 11,000
3 Accounting Clerk	Accounting Staff	Direct Charged	\$ 30,500	50%	Direct Hrs. Worked	\$ 15,250
4	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
5	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
6	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
7	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
8	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
9	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
<b>Total</b>						<b>\$ 33,750</b>

Narrative (Required for Each Budget Line Above):

- 1 Regional Director supervises program, prepares reports & budgets, and conducts internal monitoring.
- 2 Oversees fiscal operation, prep financials, oversees procurments, monitor subs, prep financial analyses, billing & payments
- 3 Assists with fiscal operation, works closely with Program Director for reporting and managing/preparing checks
- 4
- 5
- 6
- 7
- 8
- 9
- 10

J. Fringe Benefits for Support Personnel

Position-Name	Computation		Total
	Contract Salary	Fringe %	Contract Cost
Sample: Grant Accountant	\$ 45,000	15%	\$ 6,750
Sample: CFO	\$ 3,750	20%	\$ 750
1 Saint Judes Regional Director	\$ 7,500	10%	\$ 750
2 Accountant	\$ 11,000	25%	\$ 2,750
3 Accounting Clerk	\$ 15,250	20%	\$ 3,050
4 0	\$ -		\$ -
5 0	\$ -		\$ -
6 0	\$ -		\$ -
7 0	\$ -		\$ -
8 0	\$ -		\$ -
9 0	\$ -		\$ -
10 0	\$ -		\$ -
Variance from tab I.	\$ -	<b>Total</b>	<b>\$ 6,550</b>

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

- 1 Fringe includes workers comp, health insurance, unemployment, 401k
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**K. Match Resources**

Note:

1. Any match resources reported must directly benefit the project and must be allocated if the resources benefit multiple projects.
2. Matched resource must equal at least 5% of the total WC Request.
3. Matched resource must come from a Non-Federal source.

Category	Type of Match	Source	Value
A. Participant/Training	>Choose<		
B. Supportive Services	Other		
C. Direct Personnel	Other Grant (Non-Federal \$)		
D. Fringe Benefits for Direct Personnel	Other Grant (Non-Federal \$)		
E. Travel	Other		
F. Equipment	Donated/In-Kind		
G. Consultants/Contracts	>Choose<		
H. Other Direct	Donated/In-Kind		\$ 33,840
I. Indirect Personnel	>Choose<		
J. Other Indirect Costs	>Choose<		
<b>Total</b>			<b>\$ 33,840</b>

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

- A. St. Judes Donated space at sf per month \$1.41 x 2000 sf x 12 month
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

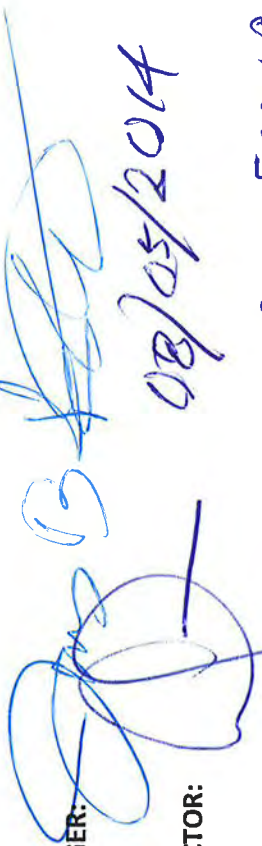



**Attachment D**  
**Contract Summary**

	Funding Type	CFDA Number	Award Amount	Award Start Date	Award End Date	Total Award Amount	Number to be Served	Total to be Served
Original Award	<i>YOUTH</i>	17.259	\$400,000.00	07/01/14	06/30/15	\$400,000.00	100	100

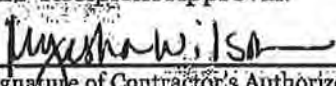

CONTRACT FINAL REVIEW SIGN-OFF

I HAVE READ AND REVIEWED THE CONTRACT LISTED BELOW AND IT IS APPROVED FOR FINAL SIGNATURES:

PROVIDER NAME: *St Judes Ranch for Childrens*  
CONTRACT IDENTIFICATION NUMBER: *1A-WIA YOUTH ST JUDE*  
PROGRAM NAME: *CDFA YOUTH 17259*  
PROGRAM MANAGER: *Shawanda Namer*  
FINANCE MANAGER:   
EXECUTIVE DIRECTOR: *08/05/2014*  
  
*EXECUTIVE DIRECTOR*

**workforce CONNECTIONS**  
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**Contract Amendment/Modification**

Parties to Contract:	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774		Contract No. <b>14 WIA YOUTH ST JUDE</b>		
	ST. JUDE'S RANCH FOR CHILDREN 100 St. Jude's Street Boulder City, Nevada 89005 Telephone: (702)294-7101		Modification No. <b>1</b>		
			Modification Start Date: <b>February 17, 2015</b>		
				Modification End Date: <b>June 30, 2015</b>	
Purpose of Contract:	<b>To administer funded PY-14 Youth employment and training program.</b>				
Modification Amounts:	<b>Modification Amount:</b> \$0	<b>CFDA #:</b> 17.259	<b>Amended Clients to be Served:</b> 0		
	The maximum allowable amount paid or reimbursed under this contract shall not exceed: <b>\$400,000.</b>				
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 checked="" type="checkbox"/>	No <input type="checkbox"/>	
	Was attachment <b>B (Scope of Services)</b> amended? <i>(if yes please attach amended section)</i>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Scope Matrix <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 type="checkbox"/>
	Attachment <b>D (Contract Summary)</b> updated? <i>(updated section must be attached)</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	No Change
	Comments: <b>Change to contract body and Amendments A, B and C attached.</b>				
<b>"All other terms and conditions not changed by this (or prior) amendment(s) remain in full force and effect."</b>					
Acceptance:	In witness hereof, the parties have affixed their authorized signatures on the day, month and year written below.				
Sub-Recipient Approval:			Workforce Connections Approval:		
		2/18/2015			03/04/2015
Signature of Contractor's Authorized Officer		Date	Signature of WC Authorized Officer		Date
Myeshia Wilson - Executive Director			ARDEIL GAIBRETH, EXECUTIVE DIRECTOR		
Printed or Typed Name and Title			Printed or Typed Name and Title		

**Additional and Amended Contract Assurances for Workforce Connections  
WIA Sub-Recipient Contracts – effective February 17, 2015**

**The text of item 15. Intellectual Property Rights of the contract body is removed in its entirety and replaced 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.”

**Attachment A, Assurances and Certifications, section C. Assurances, item 26, is amended as follows (text that is struck through is removed):**

~~Service provider shall seek modification of this agreement in accordance to modification procedures contained in attachment D.~~

**The following provisions are added to Attachment A, Assurances and Certifications, section C. Assurances:**

27. 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 the Workforce Investment Act, 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.

## **Additional and Amended Contract Assurances for Workforce Connections WIA Sub-Recipient Contracts – effective February 17, 2015**

28. 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)).

29. 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.

30. Special Requirements for Conferences and Conference Space: The grantee 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, 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 grantee about any conference that is funded in whole or in part with grantor funds. Excluded are regular approved Board and Local Elected Officials meetings.

31. 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.

32. 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 describes in section 3(a) of the Executive Order.

### **Attachment B. Scope of Services, Provision 11. Required Training Expenditures is amended as follows (text that is struck through is removed and bold text is added):**

It is mandatory that all participants' out-source of training be referred to College of Southern Nevada (CSN) first. ~~If the College of Southern Nevada cannot or does not have the means or the capability of delivering such training requirements, such training may be referred to any appropriate training provider for delivery.~~ **Even though the initial training referral must**

**Additional and Amended Contract Assurances for Workforce Connections  
WIA Sub-Recipient Contracts – effective February 17, 2015**

be to the College of Southern Nevada, it is important to keep in mind that customer choice shall take precedence. Program and/or case managers must ensure that WIA/WIOA participants are thoroughly briefed regarding their training eligibility and requirements to allow them to make informed choices, so that such individuals may prepare for and engage in, high-quality employment and training programs that will increase their opportunities for economic self-sufficiency. 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.

**The following provision is added to Attachment C, Fiscal General Provisions:**

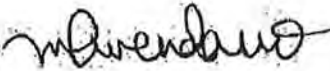
X. Match Requirement: There is a minimum 5% match requirement on this contract. Service Provider must contribute cash, leveraged, or in-kind matching resources of at least 5% of contract expenditures towards this project. Those resources must directly benefit the contract and must be allocated if shared with another project. Source documentation must be retained that substantiates the value of all match resources. Failure to meet this match requirement may result in non-renewal of funding under this contract.

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

Date: February 17, 2015

To: Workforce Connections Funded Partners

From: MaryAnn Avendano, Sr. Financial/Procurement Analyst II



RE: Changes to contract provisions for open contracts

Dear Funded Partners:

Attached is a contract modification for each of your current WIA Adult, Dislocated Worker, and/or Youth sub-recipient contracts with Workforce Connections that either modifies current contract provisions or adds new contract provisions to every WIA funded partner contract.

This modification is required as a result of technical assistance received from DETR at the direction of the US Department of Labor, and from an internal review that WC conducted of all funded partner contracts.

Following is a summary of the changes:

- Item 15. of the contract body is amended to update language to the most current DOL required language regarding Intellectual Property Rights.
- Attachment A, section C. #26 regarding contract modification is amended to remove a reference to an attachment that is not contained in the contract.
- Attachment A, section C. #27.-32. are new provisions required to be added by DOL.
- Attachment B, provision 11. Regarding Required Training Expenditures is amended to clarify how customer choice relates to this provision.
- Attachment C, provision X. regarding Match Requirement is added due to an inadvertent omission.

I may be reached via email at [mavendano@snvwc.org](mailto:mavendano@snvwc.org) or via phone at (702) 636-2301 with any questions or concerns regarding these changes.

## **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**

### **St. Jude's Ranch for Children – Nevada Region**

**DUNS No. 05-636-9408**

**200 Wilson Cr., Boulder City, Nevada, 89005**

**Phone: (702) 294-7100**

**Authorized Signatory: Mark Whitley**

**Contact: Jed Blake ~ [jblake@stjudesranch.org](mailto:jblake@stjudesranch.org)**

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

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

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

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

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

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

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

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



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

1. **Purpose**

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

2. **Required Approval**

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

3. **Sub-award Term**

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

4. **Termination**

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

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

5. **Consideration**

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

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

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

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

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

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

**6. Notice**

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

**7. Incorporated Documents**

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

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

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

**8. Inspection and Audit**

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

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

**9. Force Majeure**

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

**10. Indemnification**

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

**11. Limited Liability**

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

**a) General Public Liability Insurance**

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

**b) Motor Vehicle Insurance**

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

**c) Workers' Compensation Insurance**

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

**d) Sexual Misconduct Insurance**

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

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

**12. Independent Parties**

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

**13. Severability**

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

**14. Assignment**

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

**15. Intellectual Property Rights**

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

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

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

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

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

**16. Public Records**

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

**17. Confidentiality**

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

**18. Governing Law; Jurisdiction**

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

**19. Entire Agreement and Modification**

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

**20. Period of Retention**

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

**21. Attribution**

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

**22. Proper Authority**

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

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

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

By:  7/21/15  
Date  
**Mark Whitley**  
**Chief Executive Officer (CEO), St. Jude's Ranch for Children**

By:  08/13/2015  
Date  
**Ardell Galbreth**  
**Workforce Connections, Executive Director**

## **Attachment 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 service provider'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 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 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 WC logo, as well as language pertaining to compliance with Equal Opportunity provisions.
7. The sub-recipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4783) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
8. The sub-recipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. '794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42



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

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

15. The sub-recipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
16. The sub-recipient will assist WC in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
17. The sub-recipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this agreement.
18. The sub-recipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
19. The sub-recipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
20. The sub-recipient will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, sub-contracts, and sub-recipients of amounts in excess of \$100,000).
21. The sub-recipient will comply with all applicable mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
22. The sub-recipient will cause to be performed the required financial and compliance audits in accordance with the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audits 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 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).
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 if 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 describes 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 bonuses 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 understand 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

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

Program/Project Name:	St. Jude's Ranch for Children – Nevada Region	
Period of Performance:	Program/Project Start Date	Program/Project End Date
	07-01-2015	06-30-2016
Target Population:	Out-of-School Youth/In-school-Youth (OSY/ISY)	
Sub-population:	None	
Minimum No. of New Program Participants to be Served:	40	
<i>(Left blank intentionally)</i>		

3. Services shall be conducted at:

Business Legal Name:	St. Jude's Ranch for Children – Nevada Region	
Business Address:	200 Wilson Cr.	
City: Boulder City	State: Nevada	Zip Code: 89005
Program/Project Manager:	Sherman Rutledge	
Phone: (702) 294-7104	e-mail:	<a href="mailto:srutledge@stjudesranch.org">srutledge@stjudesranch.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.		

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

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



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

WC Required Training Expenditure	
	One-Stop Affiliate Site
WIOA Title I Out-of-School Youth	25%
WIOA Title I In-School-Youth	25%

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

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

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

- 32.** The term “administrative capacity” includes persons who have overall administrative responsibility for a program, including, but not limited to, those who have any responsibility for the obtaining and/or the authorization of any payments under this agreement, as well as other persons who have influence or control over administration of the program and its funding and persons who have the selection, hiring, placement or supervisory responsibilities for customers and participants. The term “persons who have overall administrative responsibility” as used in this paragraph shall include anyone in a position to influence the independent decision making authority of an employee or agent on behalf of an immediate family member of the sub-recipient, subcontractor or WC, including WC employees, agents or WC board members.
- 33.** The sub-recipient shall adequately evaluate and monitor its own program, training sites, and worksites on a regular basis and shall establish sufficient internal controls necessary to safeguard against non-compliance, fraud and abuse.
- 34.** The sub-recipient shall employ or contract with qualified persons or entities as necessary and appropriate to provide services under this agreement. The sub-recipient shall use its best efforts to hire or contract with persons or entities that have the knowledge, skill and qualifications necessary to perform the required services and possess any licenses, permits, certificates and governmental authorizations as may be required by law.
- 35.** The sub-recipient agrees and understands that Federal law, OMB guidance, and Departmental and Employment and Training Administration (ETA) policies require that Personal Identifiable Information (PII) and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of Federal funds, handle PII and sensitive information and has determined that to ensure ETA compliance with Federal law and regulations, grantees/sub-grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants. The sub-recipient must take the steps necessary to ensure the privacy of all PII obtained from program participants and/or other individuals and to protect such information from unauthorized disclosure. The sub-recipient must maintain such PII in accordance with the established Federal standards for information security, and shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal, State, and local laws governing the confidentiality of information.
- 36.** The sub-recipient agrees and understands that it must comply with WC policies and procedures. WC established policies can be found at:  
[www.nvworkforceconnections.org](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.



## 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 – June 30, 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>



	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.
<b>Contact Person &amp; Information:</b>	Jed Blake, Grants Manager 702-294-7109 jblake@stjudesranch.org St. Jude's Ranch For Children 200 Wilson Cr. Boulder City, NV 89005



## Attachment C

### Fiscal General Provisions

### Budget

#### Fiscal Provisions

##### 1. Financial Management Requirements

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

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

##### 2. Budget Line Item Flexibility/Modifications

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

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

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

### **3. Provisions for Payment**

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

- a) All reimbursements are subject to monitoring and audit, and WC shall have no obligation to reimburse until a proper reimbursement request is submitted. The sub-recipient assures it shall submit all current invoices no later than the last day of the month following any month in which costs were incurred. Requests for reimbursement will be submitted using forms authorized by WC and must include appropriate supporting documentation to justify requests. The sub-recipient shall charge expenditures against the correct line items, cost categories and program budgets, and shall determine allowable costs in accordance with Federal laws and regulations, State, local policies and procedures and OMB circulars.
- b) All payment must be approved by WC's executive director or authorized designee. Invoices shall be submitted electronically via e-mail to [invoices@snvwc.org](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 cured, and which grants the sub-recipient 10 business days to cure the following:

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

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

**5. Pre-Award/Closeout Costs**

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

**6. Allowable Costs**

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

**7. Disallowed or Unauthorized Expenditures**

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

**8. Bonus Pay Prohibition**

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

**9. Salary Limitation**

The sub-recipient shall comply with Training and Employment Guidance Letter (TEGL) No. 5-06 regarding limitations on the salary rate billable to WIA. A salary table providing this current rate is listed on the Federal Office of Personnel Management web site at [www.opm.gov](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@snywc.org](mailto:invoices@snywc.org).
- b) **Monthly Accounts Payable and Obligation Reporting:** No later than five (5) business days after each month end, the sub-recipient must submit a report listing sub-award open accounts payable and report listing Contract obligations. Obligations for this purpose are defined as binding agreements that will result in expenditure in the future but have not yet been accrued. Examples are the amounts of orders placed but not yet received, contracts and sub-grants awarded but not yet accrued, and similar transactions. Common obligations are unaccrued balances for: work experience contracts, on-the-job training contracts, and individual training agreements. These reports must be submitted electronically to the invoices e-mail box at: [invoices@snywc.org](mailto:invoices@snywc.org).

**19. Audits**

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

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

**20. Audit Exceptions**

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

**21. Prevention of Fraud and Abuse**

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

**22. Stand-In Costs**

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

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

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

**24. Grievance and Appeal Policy**

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

**25. Match Requirement**

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

**26. Training Payments**

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

**27. Budget Restrictions**

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

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

workforceCONNECTIONS Budget Template

**PY15 WORKFORCE CONNECTIONS YOUTH BUDGET TEMPLATE**  
(effective for contracts starting PY15 and after) - revised 6/8/15

Agency Name: St. Jude's Ranch for Children - Nevada Region

Contract Name/Funding Type: WIA

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

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

Cost Type	Budget Summary	Provider Paid	WC Paid	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training		\$ 65,000	23.6%	47.9%	\$ -
	B. Supportive Services	\$ 66,700		24.3%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 102,500		37.3%	44.3%	\$ -
	D. Program Fringe Benefits	\$ 19,375		7.0%		\$ -
Overhead and Support Costs	E. Travel	\$ 6,885		2.5%	7.8%	\$ -
	F. Equipment	\$ -		0.0%		\$ -
	G. Consultants/Contracts	\$ -		0.0%		\$ -
	H. Other Overhead Costs	\$ 14,540		5.3%		\$ 33,840
	I. Support Personnel	\$ -		0.0%		\$ -
	J. Support Fringe Benefits	\$ -		0.0%		\$ -
Budget Summary	<b>TOTAL Provider Contract (Provider Paid)</b>	<b>\$ 210,000</b>		<b>78.4%</b>		
	<b>TOTAL WC Paid</b>		<b>\$ 65,000</b>	<b>23.6%</b>		
	<b>TOTAL Project Expenses</b>	<b>\$275,000</b>		<b>100%</b>		
	<b>TOTAL Matching Resources</b>					<b>\$ 33,840</b>
	<b>Match Percent</b>					<b>12.3%</b>
	<b>TOTAL Project Cost</b>					<b>\$308,840</b>

Overall Budget Requirements:

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

Prepared By (Provider):

Jed Blake  
Print Name

*Jed Blake*  
Sign Name

6/20/2015

*7/31/2015*  
Date

jblake@stjudesranch.org  
Email Address

702-294-7108  
Phone Number

Approved By (Provider):

Bob Knoesel  
Print Name

*Bob Knoesel*  
Sign Name

6/20/2015

*7/31/15*  
Date

Approved By (WC Program):

Shawonda Name  
Print Name

*Shawonda Name*  
Sign Name

*7/15/15*  
Date

Approved By (WC Fiscal):

Raith Cannella  
Print Name

*Raith Cannella*  
Sign Name

*7/2/15*  
Date



**A. Participant Training Costs**

**Note:**

- 1. The training categories are locked and may only include the following.**
- 2. OJT (A.2.), WEX (B.1.) and Pre-Apprenticeship Programs (B.2.) must total at least 25% of Total Project Expenses.**
- 3. In prior years, work experience was contained on the training page. It has been moved to tab B.**

Training Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
1 Occupational Skills Training	\$ 1,800.00	15	\$ 27,000
2 On The Job Training	\$ 1,800.00	15	\$ 27,000
3 Incumbent Worker Training			\$ -
4 Customized Training	\$ 1,000	11	\$ 11,000
	<b>Total</b>		<b>\$ 65,000</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.**

**No. Training provided does not provide a direct or indirect financial benefit to St. Jude's Ranch**

**for Children.**

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

- 1 Occupational Skills Training for 15 participants
- 2 On the Job Training for 15 participants
- 3
- 4

B. Supportive Services

Note:

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

2. In prior years, work experience was contained on the training page. It has been moved to tab B.

Item/Service	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Transportation	\$ 65	200	\$ 13,000
Sample: Clothing	\$ 100	75	\$ 7,500
1 Work Experience/Internships	\$ 2,000	20	\$ 40,000
2 Pre-Apprenticeship Programs	\$ 400	20	\$ 8,000
3 Barrier Removal- Clothing-Tools	\$ 100	28	\$ 2,800
4 Summer School	\$ 100	10	\$ 1,000
5 Incentives	\$ 200	30	\$ 6,000
6 Gas Card/Bus Passes	\$ 60	30	\$ 1,800
7 Online Assessments	\$ 70	30	\$ 2,100
8			\$ -
9			\$ -
10			\$ -
<b>Competitively Procured Contracted Short Term PreVocational Training Services-Please list below</b>			
Sample: Lifeskills Training	\$ 3,000	3	\$ 9,000
11 Tutoring	\$ 250	20	\$ 5,000
12			\$ -
13			\$ -
14			\$ -
15			\$ -
<b>Total</b>			<b>\$ 66,700</b>

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

- 1 WEX for 20 participants @ \$8.25 x 120 hours (6 weeks at 20 hours per week)
- 2 Expose 20 participants to pre-apprenticeship welding, construction and electrical careers.
- 3 Barrier removal: Tools and clothing for employment for 30 youth at \$100/ea
- 4 Summer school through CCSD for 10 youth at \$100/ea.
- 5 Performance and program incentives for 30
- 6 Transportation assistance for 30 youth with no access to bus lines
- 7 Online assessments for 30 to determine level of educational funding
- 8 Tutoring for homework assistance, GED & state proficiencies for 20 youth at \$250 per youth
- 9
- 10
- 11
- 12
- 13
- 14
- 15

C. Program Personnel - Employees Only

Notes:

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

Position-Name	Case Mgmt?	Computation				Total Contract Cost
		Annual Salary	% of Time	Hrs. per Week	# of Months	
Sample: Jane Doe, Case Mgr.	Yes	\$ 40,000	50%	20	15	\$ 25,000
Sample: Jane Doe, Intake	No	\$ 40,000	50%	20	15	\$ 25,000
1 Program Director	Yes	\$ 55,000	100%	40	12	\$ 55,000
2 Case Manager	Yes	\$ 35,000	100%	40	12	\$ 35,000
3 Case Manager	Yes	\$ 25,000	50%	20	12	\$ 12,500
4	<Choose>			0		\$ -
5	<Choose>			0		\$ -
6	<Choose>			0		\$ -
7	<Choose>			0		\$ -
8	<Choose>			0		\$ -
9	<Choose>			0		\$ -
10	<Choose>			0		\$ -
11	<Choose>			0		\$ -
12	<Choose>			0		\$ -
13	<Choose>			0		\$ -
14	<Choose>			0		\$ -
15	<Choose>			0		\$ -
16	<Choose>			0		\$ -
17	<Choose>			0		\$ -
18	<Choose>			0		\$ -
19	<Choose>			0		\$ -
20	<Choose>			0		\$ -
				# of Total FTE's	2.5	
				# of Dedicated Case Manager FTE's	2.5	
				# of Participants Projected to Serve	40	
					Total	\$ 102,500

Narrative (Required for Each Budget Line Above):

- 1 Reports directly to Executive Director, conducts eligibility review and oversees implementation of program.
- 2 Case Manager will deliver direct services to youth enrolled in program through case management.
- 3 Case Manager will deliver direct services to youth enrolled in program through case management.
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 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 Program Director	\$ 55,000	20%	\$ 11,000
2 Case Manager	\$ 35,000	20%	\$ 7,000
3 Case Manager	\$ 12,500	11%	\$ 1,375
4	0 \$	-	\$ -
5	0 \$	-	\$ -
6	0 \$	-	\$ -
7	0 \$	-	\$ -
8	0 \$	-	\$ -
9	0 \$	-	\$ -
10	0 \$	-	\$ -
11	0 \$	-	\$ -
12	0 \$	-	\$ -
13	0 \$	-	\$ -
14	0 \$	-	\$ -
15	0 \$	-	\$ -
16	0 \$	-	\$ -
17	0 \$	-	\$ -
18	0 \$	-	\$ -
19	0 \$	-	\$ -
20	0 \$	-	\$ -
Variance from Tab C.	\$ -	<b>Total</b>	<b>\$ 19,375</b>

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

- 1 Fringe includes workers comp, health insurance, unemployment and payroll taxes
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

E. Travel

Type of Travel	Destination	Computation		Total Contract Cost
		Unit Cost	No. of Units	
Sample: Staff mileage	Various-in town	\$ 0.565	5000	\$ 2,825
Sample: Conference travel	To be determined	\$ 500.000	3	\$ 1,500
1 Staff Mileage	To be determined	\$ 0.560	7295	\$ 4,085
2 Conference Attendenace	To be determined	\$ 1,400.000	2	\$ 2,800
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
<b>Total</b>				<b>\$ 6,885</b>

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

- 1 Staff mileage is to conduct outreach, meet with providers and attend meetings in Laughlin.
- 2 Conference attendance, travel, lodging and per diem for 2 staff memebrs

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

F. Equipment

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

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

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

- 1 Surplus equipment will be requested from Workforce Connections.
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**G. Consultants/Contracts**

**Notes:**

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

Type of Service	Computation		Total Contract Cost
	Cost Per Unit	No. of Units	
Sample: Consulting Services	\$ 75	20	\$ 1,500
1 Not Applicable			\$ -
2			\$ -
3			\$ -
4			\$ -
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
<b>Total</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.**

---



---



---

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

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

H. Other Overhead Costs

Note:

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

Item Description	Direct or Allocated	Computation				Total Contract Cost
		Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base	
Sample: Office Supplies	Direct Charged	\$ 250	15	100%	N/A-Direct Charged	\$ 3,750
Sample: Insurance	Allocated	\$ 1,200	15	5%	Square Footage Usage	\$ 900
1 De minimus overhead rate	Allocated	\$ 128,845	NA	10%	Other-To Be Determined	\$ 12,884
2 Brochures for Project Outreach	Direct Charged	\$ 1,656	1	100%	N/A-Direct Charged	\$ 1,656
3	>Choose<			0%	>Choose<	\$ -
4	>Choose<			0%	>Choose<	\$ -
5	>Choose<			0%	>Choose<	\$ -
6	>Choose<			0%	>Choose<	\$ -
7	>Choose<			0%	>Choose<	\$ -
8	>Choose<			0%	>Choose<	\$ -
9	>Choose<			0%	>Choose<	\$ -
10	>Choose<			0%	>Choose<	\$ -
11	>Choose<			0%	>Choose<	\$ -
12	>Choose<			0%	>Choose<	\$ -
13	>Choose<			0%	>Choose<	\$ -
14	>Choose<			0%	>Choose<	\$ -
15	>Choose<			0%	>Choose<	\$ -
<b>Total</b>						<b>\$ 14,540</b>

Narrative (Required for Each Budget Line Above):

- 1 De Minimus overhead rate determined by 10%(\$128,845 non-participant costs)
- 2 Brochures are for outreach events both with students and providers
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15



I. Support Personnel - Employees Only

Notes:

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

	Position-Name	Position Type	Direct Charged or Allocated	Computation		Allocation Base	Total Contract Cost
				Total Agency Budget (Wages)	% Allocated to This Contract		
	Sample: Grant Accountant	Accounting Staff	Direct Charged	\$ 45,000	100%	<Choose Base>	\$ 45,000
	Sample: CFO	Accounting Staff	Allocated	\$ 75,000	5%	<Choose Base>	\$ 3,750
1	Not Applicable	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
2		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
3		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
4		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
5		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
6		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
7		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
8		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
9		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
10		<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -
						Total	\$ -

Narrative (Required for Each Budget Line Above):

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**J. Fringe Benefits for Support Personnel**

	Position-Name	Computation		Total
		Contract Salary	Fringe %	Contract Cost
	Sample: Grant Accountant	\$ 45,000	15%	\$ 6,750
	Sample: CFO	\$ 3,750	20%	\$ 750
1	Not Applicable	\$ -		\$ -
2	0	\$ -		\$ -
3	0	\$ -		\$ -
4	0	\$ -		\$ -
5	0	\$ -		\$ -
6	0	\$ -		\$ -
7	0	\$ -		\$ -
8	0	\$ -		\$ -
9	0	\$ -		\$ -
10	0	\$ -		\$ -
	Variance from tab I.	\$ -	<b>Total</b>	\$ -

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

- 1 Not Applicable
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**K. Match Resources**

**Notes:**

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

<b>Category</b>	<b>Type of Match</b>	<b>Source</b>	<b>Value</b>
A. Participant Training	>Choose<		
B. Supportive Services	>Choose<		
C. Program Personnel	>Choose<		
D. Program Fringe Benefits	>Choose<		
E. Travel	>Choose<		
F. Equipment	>Choose<		
G. Consultants/Contracts	>Choose<		
H. Other Overhead Costs	Donated/In-Kind	Parent Organization	\$ 33,840
I. Support Personnel	>Choose<		
J. Support Fringe Benefits	>Choose<		
<b>Total</b>			<b>\$ 33,840</b>

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

- A. St. Jude's Ranch for Children will provide in-kind office space rental (1.41/sq ft (2,000sq ft) x 12mo)
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.


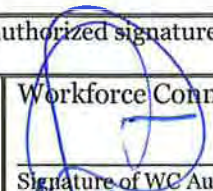
## Attachment D Sub-award General Information and Summary

Sub-award	Name:		St. Jude's Ranch for Children – Nevada Region					
	Sub-recipient:		St. Jude's Ranch for Children – Nevada Region					
	Sub-award No.		14-WIA-YOUTH-STJUDE-02					
	CFDA No.		17.259 Youth Activities					
	CFDA No.		N/A					
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$275,000.00</b>					
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:				<b>\$210,000.00</b>	
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:				<b>\$65,000.00</b>	
	Required Match:		<b>None</b>			<b>\$</b>		
	Procurement/Acquisition		Procurement Type			Procurement Action		
			Sole Source			Sole Source		
	Sub-award Approval Date:		07-14-2015		By: WC Local Elected Officials Consortium			
	Period of Performance:		Start Date			End Date		
			07-01-2015			06-30-2016		
	Pre-award Costs:		Start Date		Approved By:		N/A	
			N/A		Approval Date:		N/A	
	Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 638-8750 Fax; (702) 638-8774					
	WC Contact Person:		Fiscal			YTH		
			Faith Cannella			Shawonda Nance		
	Indirect Rate:		<b>TBD</b>					
Original Sub-award:		<input type="checkbox"/>			Amendment: <input checked="" type="checkbox"/> No. 2			
Purpose:		To provide PY 2015 workforce development activities within the SNWDA to eligible youth program participants.						
FAIN No:		Unknown						
Federal Awarding Agency:		U.S. Department of Labor						
Federal Award Date:		Unknown						
Total Amount of Federal Award:		Unknown						

	Funding Type	CFDA Number	Sub-award Amount	Sub-award Start Date	Sub-award End Date	Total sub-award Amount	Number to be Served	Total to be Served
Original Sub-award	Formula	17.259	\$400,000.00	07-01-14	06-30-15	\$400,000.00	100	100
Amendment #1	Formula	17.259	No change					
Amendment # 2	Formula	17.259	\$126,000.00	07-01-15	06-30-16	126,000.00	24 OSY	24 OSY
			\$84,000.00	07-01-15	06-30-15	\$84,000.00	16 ISY	16 ISY
			\$39,000.00	Training set-aside		\$39,000.00	See Above	
			\$26,000.00	Training set-aside		\$26,000.00	See Above	



### Sub-award Amendment/Modification

Parties to the sub-award agreement:	Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas Nevada 89146 Telephone: (702) 638-8750 Fax: (702) 638-8774		Sub-award No. <b>14-WIA-YOUTH-STJUDE-02</b>		
	Sub-Recipient: St. Jude's Ranch for Children – Nevada Region 200 Wilson Cr. Boulder City, Nevada 89005 Telephone: (702) 294-7100		Modification No. <b>2</b>		
			Modification Start Date: <b>July 01, 2015</b>		
			Modification End Date: <b>June 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 OSY</b>	<b>17.259 ISY</b>	<b>Total</b>	
	Amended obligation amount:	\$165,000.00	\$110,000.00	\$275,000.00	
	The amended amount reimbursed as a result of this modification shall not exceed:	\$126,000.00	84,000.00	\$210,000.00	
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$39,000.00	\$26,000.00	\$65,000.00	
	Change in number of participants as a result of this modification:	24	16	40	
Terms and Conditions of Modifications:	Was the contract body amended in any other manner? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Was attachment <b>A (Assurances and Certifications)</b> amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Was attachment <b>B (Scope of Services)</b> amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Scope: <input checked="" type="checkbox"/>	
	Was attachment <b>C (Fiscal General Provisions)</b> amended? (if yes please attach amended section)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Budget: <input checked="" type="checkbox"/>	
	Attachment <b>D (Contract Summary)</b> updated? (updated section must be attached)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Comments:		<ul style="list-style-type: none"> <li>• Sub-award revised and updated.</li> <li>• All prior amendments expired as of 06-30-2015.</li> <li>• Attachments included with this form.</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.				
Sub-Recipient Approval:		Workforce Connections Approval:			
 Signature of Sub-recipient's Authorized Officer      Date <u>7/31/2015</u>		 Signature of WC Authorized Officer      Date <u>08/17/2015</u>			
Printed or Typed Name and Title <u>Myesha Wilson</u>		Printed or Typed Name and Title <u>Ardell Galbraith</u>			



### 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>14-WIA-YOUTH-STJUDE-03</b>
		Modification No. <b>3</b>
	Sub-Recipient: St. Jude's Ranch for Children – Nevada Region 200 Wilson Cr. Boulder City, Nevada 89005 Telephone: (702) 294-7100	Modification Start Date: <b>July 01, 2015</b>
		Modification End Date: <b>June 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:	=====	=====	=====	=====
	The amended amount reimbursed as a result of this modification shall not exceed:	=====	=====	=====	=====
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	=====	=====	=====	=====
	Amended number of participants as a result of this modification:	=====	=====	=====	=====

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 checked="" type="checkbox"/> No: <input type="checkbox"/>	Scope: <input checked="" type="checkbox"/>	
	Was attachment <b>C (Fiscal General Provisions)</b> amended? <i>(if yes please attach amended section)</i>	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Budget: <input 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.		
Sub-Recipient Approval:	Workforce Connections Approval:		
Signature of Sub-recipient's Authorized Officer	Signature of WC Authorized Officer	11/2/2015	1/04/2015
Date	Date		
Myrsha Wilson Executive Director	Ardell GALBREATH		
Printed or Typed Name and Title	Printed or Typed Name and Title		
	EXECUTIVE DIRECTOR		

## Notice of Amendment

Date: Monday, October 19, 2015  
St. Jude's Ranch for Children – Nevada Region.  
Sub-award Agreement No. 14-WIA-YOUTH-STJUDE-03

Amendment to this sub-award No. 3  
CFDA No. 17.259

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

### Terms and conditions of modification:

The sub-award agreement between Workforce Connections and St. Jude's Ranch for Children – Nevada Region (the sub-recipient) which was executed by the parties on **August 13, 2015** and subsequently amended on **October 19, 2015** 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 3 of the sub-award agreement
2. Attachment B new and included STEM Initiatives Scope of Work (SOW).
3. Attachment D (Full document)

**1.1** Item 3 of your sub-award agreement is replaced in its entirety by the following:

#### **Sub-award Term**

The term of this sub-award shall be effective **July 01, 2015** to **June 30, 2016**. The sub-recipient and WC may mutually agree in writing to extend the term of this sub-award through **June 30, 2018**, unless sooner terminated by either party as set forth in this sub-award agreement.

**2.1 Attachment B**

STEM Initiatives SOW has been added to Attachment B of this sub-award.

**2.2 STEM Scope of Work**

**2.3 STEM Logic Model**

**2.4 STEM Program Evaluation Rubric**

**3.1 Attachment D**

**Sub-award General Information and Summary**

Due to inadvertent formatting issues, a more comprehensive and easy to read format was developed and implemented, reflecting the same information that is contained in the current version, (see attachments).

**3.2** The sub-award approval date by the LWDB was updated.

**3.3** Amendment number was updated to reflect current version.

**Incorporated documents to this notice:**

- STEM Initiatives Scope of Work (SOW).
- STEM Logic Model.
- STEM Program Evaluation Rubric.
- Attachment D – full document.





**STEM Program Overview**

**Provider:** St. Jude's Ranch for Children

**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?* 40

*How many youth will participate in STEM programs during the 2015 program year?* 40

*What STEM assesment tool will you use for these youth?* WooFound, Online exposure and career counseling

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

Workshops at your agency		Field Trips		STEM Based Classes	
Guest Speakers		One-on-One/Group Mentoring	X	Tutoring and Study Skills	
Workforce Connections' OSCC Workshops	X	College and Career Activities	X	Job Readiness/Employability	
Other activities not listed: Online tutorials; Nevada focus industries identified, researched and discussed; and Employer identification.					

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

Quarter 1 Activities	No.	Quarter 1 Timeline
Workshops		Quarter 1 was devoted to developing the STEM program overview.
Guest Speakers		
Field Trips		
Mentoring		
College and Career Exposure		
STEM Based Classes		
Tutoring and Study Skills		
Job Readiness/Employability		
Other		

Quarter 2 Activities	No.	Quarter 2 Timeline
Workshops		Oct 19 Mentoring youth on advantages of STEM careers Oct 26 College and vocational careers identified Nov 9 Careers in Nevada sectors identified and employer exposure Nov 23 Enrollment in a STEM course Dec 7 Enrollment in a STEM course Dec 14 Job Readiness class held in-person
Guest Speakers		
Field Trips		
Mentoring	1	
College and Career Exposure	2	
STEM Based Classes	2	
Tutoring and Study Skills		
Job Readiness/Employability	1	
Other		



Quarter 3 Activities	No.	Quarter 3 Timeline
Workshops		
Guest Speakers		Jan 11 Mentoring youth on advantages of STEM careers
Field Trips		Jan 25 Colleges and Vocational careers Identified
Mentoring	1	Feb 8 Careers in Nevada sectors identified and employer exposure
College and Career Exposure	2	Feb 22 Enrollment in a STEM course
STEM Based Classes	2	Mar 7 Enrollment in a STEM course
Tutoring and Study Skills		Mar 21 Job Readiness class held in-person
Job Readiness/Employability	1	
Other		

Quarter 4 Activities	No.	Quarter 4 Timeline
Workshops		
Guest Speakers		
Field Trips		April 4 Mentoring youth on advantages of STEM careers
Mentoring	1	April 18 Colleges and Vocational careers Identified
College and Career Exposure	2	May 9 Careers in Nevada sectors identified and employer exposure
STEM Based Classes	2	May 23 Enrollment in a STEM course
Tutoring and Study Skills		June 13 Enrollment in a STEM course
Job Readiness/Employability	1	June 27 Job Readiness class held in-person
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	X	WEX placement within a	X
Certificate of Completion	X	Pre and Post Essay	X	one of the sectors	
Incentivizing		Portfolio		Employment within one of	X
STEM assessment results	X	Other:		the sectors	
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

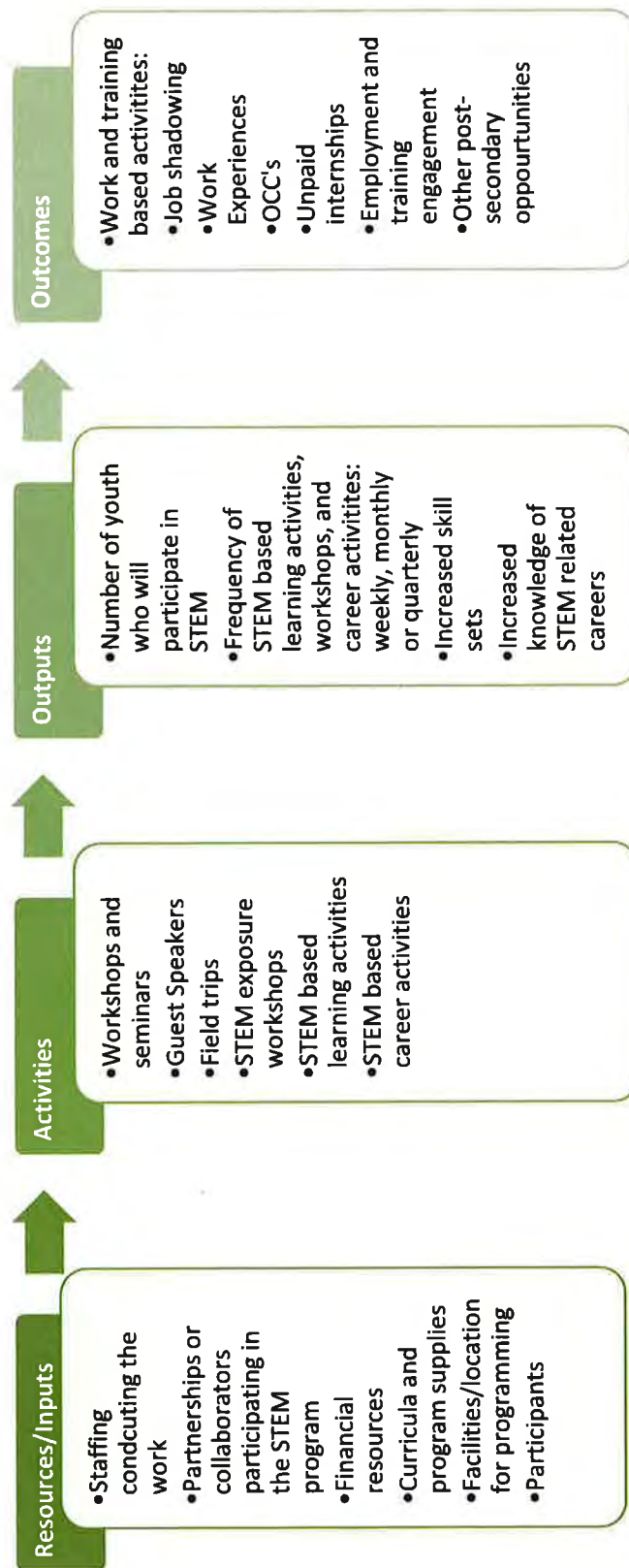
[jpickett@nvworkforceconnections.org](mailto:jpickett@nvworkforceconnections.org)  
[cpolke@nvworkforceconnections.org](mailto:cpolke@nvworkforceconnections.org)



**STEM Logic Model Components**

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

- **Inputs** are the essential financial, organizational, 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 Criteria	0 STEM Exceedingly Unsatisfactory	1 STEM Below Satisfactory	2 STEM Satisfactory	3 STEM Exceedingly Satisfactory
	<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)
<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

Sub-Award No. 14-WIA-YOUTH-STJUDE-03  
CFDA No. 17.259

### Attachment D

### Sub-award General Information and Summary

Sub-award	Name:		St. Jude's Ranch for Children – Nevada Region	
	Sub-recipient:		St. Jude's Ranch for Children – Nevada Region	
	Sub-award No.		14-WIA-YOUTH-STJUDE-03	
	CFDA No.		17.259 Youth	
	CFDA No.		N/A	
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$275,000.00</b>	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	<b>\$210,000.00</b>
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	<b>\$65,000.00</b>
	Required Match:		<b>None</b>	<b>N/A</b>
	Procurement/Acquisition		Procurement Type	Procurement Action
			Sole Source	Sole Source
	Sub-award Approval Date:		06-23-2015	By: Local Workforce Development Board
	Period of Performance:		Start Date	End Date
			07-01-2015	06-30-2016
	Pre-award Costs:		Start Date	Approved By: N/A
			N/A	Approval Date: N/A
	Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 638-8750 Fax; (702) 638-8774	
	WC Contact Person:		Fiscal	YTH
			Faith Cannella	Shawonda Nance
	Indirect Rate:		<b>TBD</b>	
<b>Original Sub-award:</b> <input type="checkbox"/>		<b>Amendment:</b> <input checked="" type="checkbox"/> <b>No. 3</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 St. Jude

Award	Dates		Funding Youth Out-of-School CFDA 17-259		Funding Youth In-School-Youth CFDA 17-259		Sub-Total		Participants	
	Start Date	End Date	Program	Training	Program	Training	Program	Training	Program	Training
Original Sub-Award	7/1/14	6/30/15	\$400,000.00	\$0.00			\$400,000.00			100
Amendment # 1	7/1/14	6/30/15	\$0.00	\$0.00			\$0.00			0
Amendment # 2	7/1/15	6/30/16	\$126,000.00	\$39,000.00	\$84,000.00	\$26,000.00	\$275,000.00			40
Amendment # 3	7/1/15	6/30/16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0
<b>Sub - Totals:</b>			<b>\$526,000.00</b>	<b>\$39,000.00</b>	<b>\$84,000.00</b>	<b>\$26,000.00</b>	<b>\$675,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>140</b>
<b>Totals:</b>			<b>\$565,000.00</b>		<b>\$110,000.00</b>		<b>\$675,000.00</b>	<b>\$0.00</b>		<b>140</b>

October 21, 2015

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

Re: St. Jude's Ranch Sub-Award Amendment – 14-WIA-YOUTH-STJUDE-03

Dear Ms. Wilson,

Enclosed you will find Amendment #03 in regards to St. Jude's WIA Youth Program for your review and signature. This amendment changes the following:

- Item 3 of the sub-award agreement
- Attachment B (new) and included STEM Initiatives Scope of Work
- Attachment D (full document)

Please submit a signed original copy of this amendment back to me no later than November 4, 2015. WC looks forward to working with you in the coming year and is dedicated to providing the guidance and support needed to ensure your success. Please contact me with any questions you may have regarding this correspondence.

Sincerely,



Jeannie Kuennen  
Sr. Program Manager  
ADW and Youth Programs

Enclosure

## 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>14-WIA-YOUTH-STJUDE-04</b>	
	Sub-Recipient: St. Jude's Ranch for Children – Nevada Region 200 Wilson Cr. Boulder City, Nevada 89005 Telephone: (702) 294-7100			Modification No. <b>4</b>	
				Modification Start Date: <b>July 01, 2015</b>	
	Modification End Date: <b>June 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>
	Obligation amount:	\$275,000.00	=====	=====	\$275,000.00
	The amended amount reimbursed as a result of this modification shall not exceed:	\$242,400.00	=====	=====	\$242,400.00
	The amended amount paid by WC for training activities as a result of this modification shall not exceed:	\$32,600.00	=====	=====	\$32,600.00
	Amended number of participants as a result of this modification:	=====	=====	=====	=====
Terms and Conditions of Modifications:	Was the contract body amended in any other manner? <i>(if yes please attach amended section)</i>			Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
	Was attachment <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 checked="" type="checkbox"/> No: <input type="checkbox"/>	Scope: <input checked="" 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.				
Sub-Recipient Approval:	 Signature of Sub-recipient's Authorized Officer      Date <u>2/4/16</u>		Workforce Connections Approval:  Signature of WC Authorized Officer      Date <u>02/08/2016</u>		
	Printed or Typed Name and Title Myesha Wilson Executive Director		Printed or Typed Name and Title ARDEIL GALBREATH EXECUTIVE DIRECTOR		





workforce CONNECTIONS  
PEOPLE PARTNERSHIPS POSSIBILITIES

Connecting Employers to a Ready Workforce

## Notice of Amendment

Date: Friday, January 15, 2016

St. Jude's Ranch for Children – Nevada Region.

Sub-award Agreement No. **14-WIA-YOUTH-STJUDE-04**

Amendment to this sub-award **No. 4**

CFDA No. 17.259

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

### Terms and conditions of modification:

The sub-award agreement between Workforce Connections and St. Jude's Ranch for Children – Nevada Region (the sub-recipient) which was executed by the parties on **August 13, 2015** and subsequently amended on **January 15, 2016** is hereby amended by mutual agreement.

For and in consideration of mutual promises and their valuable attributes, 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 follows:

### This amendment changes the following:

1. Item 5 of sub-award agreement
2. Attachment B – Revised/updated STEM initiatives – STEM Logic Model Components and STEM Program Evaluation Rubric
3. Attachment D – Sub-award general information and summary

### Explanation of changes:

1. The first paragraph of item 5 of the 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 **\$275,000.00** for the term of the sub-award. The maximum amount reimbursable under this sub-award shall not exceed **\$242,400.00**, and the maximum amount paid by WC for training activities shall not exceed **\$32,600.00**. WC will process payments when approved invoices or requests for funds, and appropriate required support documentation, is received.

6330 W. Charleston Blvd, Suite 150, Las Vegas, NV 89146 Phone: (702) 638-8750 Fax: (702) 638-8774



**workforce CONNECTIONS**

PEOPLE PARTNERSHIPS POSSIBILITIES

*Connecting Employers to a Ready Workforce*

2. Due to inadvertent formatting issues, both the STEM Logic Model Components and STEM Program Evaluation Rubric were revised and updated, no changes to content.
3. Attachment D was revised/updated to reflect current authorized amounts due to budget modification.  
The maximum amount reimbursed under this sub-award as a result of this modification shall not exceed \$242,400.00.  
The maximum amount paid by Workforce Connections for training activities under this sub-award shall not exceed \$32,600.00.

**Incorporated documents to this notice:**

- Sub-award Request Form
- Modified Budget
- STEM Logic Model Components
- STEM Program Evaluation Rubric
- Attachment D



Sub-award Document Request					
Request Date: 01-12-2016			WC Staff: Faith Cannella		
Sub-recipient:		St. Jude's Ranch for Children – Nevada Region			
Program Name:		Rural Youth			
Funding:	Adult: <input type="checkbox"/>	DW: <input type="checkbox"/>	Youth: <input checked="" type="checkbox"/>	NEG: <input type="checkbox"/>	
New:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Type of Procurement:	<input type="checkbox"/> RFP <input type="checkbox"/> Sole Source <input type="checkbox"/> Other		
(if other please specify):					
Amendment:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Amendment No. 4			
Sub-Award ID:	14-WIA-YOUTH-STJUDE-04				
Board Approval Date: N/A					
Amount	New:	N/A		Total Sub-award	\$275,000.00
	Additional:	N/A			
Term Changed:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Start Date: N/A	End Date: N/A		
Budget Changed:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Set aside amount for training is modified from \$65,000.00 to \$32,600.00. The reimbursement amount is changed from \$210,000.00 to 242,400.00			
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: 1/14/16		

workforceCONNECTIONS Budget Template

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

Agency Name: St. Jude's Ranch for Children

Contract Name/Funding Type: 14-WIA-YOUTH-STJUDE-02

Budget Period (Dates): July 1, 2015 - June 30, 2016

Budget Amendment #: 3

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

Cost Type	Budget Summary	Total NEW Budget	Total Prior Budget	Total Change Requested	New Budget Percent of Budget	
Participant Services Costs	A. Participant Training - WC PAID	\$ 32,600	\$ 65,000	\$ (32,400)	11.9%	42.7%
	B. Supportive Services	\$ 84,910	\$ 66,700	\$ 18,210	30.9%	
Program Personnel Costs	C. Program Personnel	\$ 102,500	\$ 102,500	\$ -	37.3%	44.3%
	D. Program Fringe Benefits	\$ 19,375	\$ 19,375	\$ -	7.0%	
Overhead and Support Costs	E. Travel	\$ 10,725	\$ 6,885	\$ 3,840	3.9%	13.0%
	F. Equipment	\$ 6,000	\$ -	\$ 6,000	2.2%	
	G. Consultants/Contracts	\$ -	\$ -	\$ -	0.0%	
	H. Other Overhead Costs	\$ 18,890	\$ 14,540	\$ 4,350	6.9%	
	I. Support Personnel	\$ -	\$ -	\$ -	0.0%	
	J. Support Fringe Benefits	\$ -	\$ -	\$ -	0.0%	
Budget Summary	<b>TOTAL Project Expenses</b>	<b>\$ 275,000.00</b>	<b>\$ 275,000.00</b>	<b>\$ -</b>	<b>100.0%</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):

Print Name: Myesha Wilson Sign Name: [Signature] Date: 2/4/2016  
 Email Address: myeshaw@stjudesranch.org Phone Number: 702 294 7100

Approved By (Provider):

Print Name: Myesha Wilson Sign Name: [Signature] Date: 2/4/2016

Approved By (WC Program):

Print Name: Shawonda Nance Sign Name: [Signature] Date: 1/15/16

Approved By (WC Fiscal):

Print Name: Faith Cannella Sign Name: [Signature] Date: 1/18/16

**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	\$ 1,800.00	1	\$ 1,800	\$ 27,000	\$ (25,200)
2 On The Job Training	\$ 1,800.00	11	\$ 19,800	\$ 27,000	\$ (7,200)
3 Incumbent Worker Training			\$ -	\$ -	\$ -
4 Customized Training	\$ 1,000	11	\$ 11,000	\$ 11,000	\$ -
<b>Total</b>			<b>\$ 32,600</b>	<b>\$ 65,000</b>	<b>\$ (32,400)</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.

No. Training provided does not provide a direct or indirect financial benefit to St. Jude's Ranch for Children.

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

- 1 Occupational skills training for 6 youth
- 2 On-the-job training for 6 youth
- 3 Customized training for 11 youth
- 4

**B. Supportive Services**

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

Item/Service	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested	
	Unit Cost	No. of Units				
1 Work Experience/Internships	\$ 2,000	22	\$ 44,000	\$ 40,000	\$ 4,000	
2 Pre-Apprenticeship Programs	\$ 400	20	\$ 8,000	\$ 8,000	\$ -	
3 Barrier Removal-Clothing-Tools	\$ 100	29	\$ 2,900	\$ 2,800	\$ 100	
4 Summer School	\$ 100	10	\$ 1,000	\$ 1,000	\$ -	
5 Incentives	\$ 67	3	\$ 200	\$ 6,000	\$ (5,800)	
6 Gas Card/Bus Passes	\$ 64	14	\$ 1,800	\$ 1,800	\$ -	
7 Online Assessments	\$ 50	17	\$ 850	\$ 2,100	\$ (1,250)	
8 Rental/Utility Assistance	\$ 900	7	\$ 6,300	\$ -	\$ 6,300	
9 Substance Abuse/Behavioral Health Counseling	\$ 100	17	\$ 1,700	\$ -	\$ 1,700	
10			\$ -	\$ -	\$ -	
<b>Competitively Procured Contracted Short Term PreVocational Training Services-Please list below</b>						
11 Tutoring	\$ 908	20	\$ 18,160	\$ 5,000	\$ 13,160	
12			\$ -	\$ -	\$ -	
13			\$ -	\$ -	\$ -	
14			\$ -	\$ -	\$ -	
15			\$ -	\$ -	\$ -	
			<b>Total</b>	<b>\$ 84,910</b>	<b>\$ 66,700</b>	<b>\$ 18,210</b>

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

- 1 WEX for 22 participants @ \$8.25 per Hr
- 2 Expose 20 participants to pre-apprenticeship welding, construction and electrical careers.
- 3 Barrier removal: Tools and clothing for employment for 28 youth at \$100/ea.
- 4 Summer school through CCSD for 10 youth at \$100/ea.
- 5 Performance and program incentives for 3 youth
- 6 Transportation assistance for 14 youth with no access to bus lines
- 7 Online assessments for youth to determine deficient areas
- 8 Tutoring for homework assistance, GED & state proficiencies for 20 youth at \$908 per youth
- 9 Rental/Utility assistance is for helping youth remain in existing home or obtain housing
- 10 Substance abuse and behavioral/mental health counseling for youth

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12  
13  
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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 Program Manager	Yes	\$ 55,000	100%	40	12	\$ 55,000	\$ 55,000	\$ -
2 Case Manager	Yes	\$ 35,000	100%	40	12	\$ 35,000	\$ 35,000	\$ -
3 Data Entry Clerk	Yes	\$ 25,000	50%	20	12	\$ 12,500	\$ 12,500	\$ -
4	<Choose>			0		\$ -	\$ -	\$ -
5	<Choose>			0		\$ -	\$ -	\$ -
6	<Choose>			0		\$ -	\$ -	\$ -
7	<Choose>			0		\$ -	\$ -	\$ -
8	<Choose>			0		\$ -	\$ -	\$ -
9	<Choose>			0		\$ -	\$ -	\$ -
10	<Choose>			0		\$ -	\$ -	\$ -
11	<Choose>			0		\$ -	\$ -	\$ -
12	<Choose>			0		\$ -	\$ -	\$ -
13	<Choose>			0		\$ -	\$ -	\$ -
14	<Choose>			0		\$ -	\$ -	\$ -
15	<Choose>			0		\$ -	\$ -	\$ -
16	<Choose>			0		\$ -	\$ -	\$ -
17	<Choose>			0		\$ -	\$ -	\$ -
18	<Choose>			0		\$ -	\$ -	\$ -
19	<Choose>			0		\$ -	\$ -	\$ -
20	<Choose>			0		\$ -	\$ -	\$ -
<b># of Total FTE's</b>				<b>2.5</b>	<b>Total</b>	<b>\$ 102,500</b>	<b>\$ 102,500</b>	<b>\$ -</b>
<b># of Dedicated Case Manager FTE's</b>				<b>2.5</b>				
<b># of Participants Projected to Serve</b>				<b>0</b>				

Narrative (Required for Each Budget Line Above):

- 1 Program manager conducts case management, outreach, provides quality control and oversees program implementation
- 2 Case manager will deliver direct services to youth enrolled in program through case management
- 3 Data entry clerk provides support to case manager, program manager and conducts data entry 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	Program Manager	\$ 55,000	20%	\$ 11,000	\$ 11,000	\$ -
2	Case Manager	\$ 35,000	20%	\$ 7,000	\$ 7,000	\$ -
3	Data Entry Clerk	\$ 12,500	11%	\$ 1,375	\$ 1,375	\$ -
4	0	\$ -		\$ -	\$ -	\$ -
5	0	\$ -		\$ -	\$ -	\$ -
6	0	\$ -		\$ -	\$ -	\$ -
7	0	\$ -		\$ -	\$ -	\$ -
8	0	\$ -		\$ -	\$ -	\$ -
9	0	\$ -		\$ -	\$ -	\$ -
10	0	\$ -		\$ -	\$ -	\$ -
11	0	\$ -		\$ -	\$ -	\$ -
12	0	\$ -		\$ -	\$ -	\$ -
13	0	\$ -		\$ -	\$ -	\$ -
14	0	\$ -		\$ -	\$ -	\$ -
15	0	\$ -		\$ -	\$ -	\$ -
16	0	\$ -		\$ -	\$ -	\$ -
17	0	\$ -		\$ -	\$ -	\$ -
18	0	\$ -		\$ -	\$ -	\$ -
19	0	\$ -		\$ -	\$ -	\$ -
20	0	\$ -		\$ -	\$ -	\$ -
	Variance from Tab C.	\$ -	Total	\$ 19,375	\$ 19,375	\$ -

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

1 Fringe includes workers comp, health insurance, unemployment and payroll taxes

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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	Laughlin-Boulder City	\$ 0.540	14599	\$ 7,883	\$ 4,085	\$ 3,798
2	Conference Attendance	To be determined	\$ 1,421.000	2	\$ 2,842	\$ 2,800	\$ 42
3					\$ -	\$ -	\$ -
4					\$ -	\$ -	\$ -
5					\$ -	\$ -	\$ -
6					\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -
8					\$ -	\$ -	\$ -
9					\$ -	\$ -	\$ -
10					\$ -	\$ -	\$ -
<b>Total</b>					<b>\$ 10,725</b>	<b>\$ 6,885</b>	<b>\$ 3,840</b>

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

- 1 Staff mileage has been increase 7,304 to allow for increased outreach, case management, and meeting at
- 2 Conference attendance, travel, lodging and per diem for 2 staff members.
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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	Laptop Computers	\$ 750	4	\$ 3,000	\$ -	\$ 3,000
2	Office Phones	\$ 750	4	\$ 3,000	\$ -	\$ 3,000
3				\$ -	\$ -	\$ -
4				\$ -	\$ -	\$ -
5				\$ -	\$ -	\$ -
6				\$ -	\$ -	\$ -
7				\$ -	\$ -	\$ -
8				\$ -	\$ -	\$ -
9				\$ -	\$ -	\$ -
10				\$ -	\$ -	\$ -
<b>Total</b>				<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>

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

- 1 Laptops are for staff and youth; data entry, assessments and career exploration.
- 2 Office phones are for program staff to be used in relocated St. Jude's drop-in center
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- 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 NA			\$ -	\$ -	\$ -
2			\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
<b>Total</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 NA
- 2
- 3
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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.

Item Description	Direct or Allocated	NEW Budget Computation				Total NEW Budget	Total Prior Budget	Total Change Requested
		Unit Cost	No. of Units	% Allocated to This Contract	Allocation Base			
1 De minimus overhead rate	Allocated	\$ 128,845	NA	10%	Other-To Be Determined	\$ 12,884	\$ 12,884	\$ -
2 Brochures for Project Outreach	Direct Charged	\$ 1,656	1	100%	N/A-Direct Charged	\$ 1,656	\$ 1,656	\$ -
3 Office Rent	Direct Charged	\$ 400	6	100%	N/A-Direct Charged	\$ 2,400	\$ -	\$ 2,400
4 Mobile Phones	Direct Charged	\$ 325	6	100%	N/A-Direct Charged	\$ 1,950	\$ -	\$ 1,950
5	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
6	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
7	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
8	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
9	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
10	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
11	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
12	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
13	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
14	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
15	>Choose<			0%	>Choose<	\$ -	\$ -	\$ -
<b>Total</b>						<b>\$ 18,890</b>	<b>\$ 14,540</b>	<b>\$ 4,350</b>

Narrative (Required for Each Budget Line Above):

- 1 De minimus overhead rate determined by 10% (\$128,845 non-participant cost)
- 2 Brochures are for outreach events both with youth and providers
- 3 Office rent is for Laughlin Chamber of Commerce location \$400/moth all Inclusive @ 6 months
- 4 Mobile phones are for office staff \$325 per month at 6 months for 3 staff
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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 NA	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
2	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
3	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
4	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
5	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
6	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
7	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
8	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
9	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
10	<Choose Position or Type>	>Choose<		0%	<Choose Base>	\$ -	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Narrative (Required for Each Budget Line Above):

- 1 NA
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J. Fringe Benefits for Support Personnel

Position-Name	NEW Budget Computation		Total NEW Budget	Total Prior Budget	Total Change Requested
	Contract Salary	Fringe %			
1 NA	\$ -		\$ -	\$ -	\$ -
2 0	\$ -		\$ -	\$ -	\$ -
3 0	\$ -		\$ -	\$ -	\$ -
4 0	\$ -		\$ -	\$ -	\$ -
5 0	\$ -		\$ -	\$ -	\$ -
6 0	\$ -		\$ -	\$ -	\$ -
7 0	\$ -		\$ -	\$ -	\$ -
8 0	\$ -		\$ -	\$ -	\$ -
9 0	\$ -		\$ -	\$ -	\$ -
10 0	\$ -		\$ -	\$ -	\$ -
Variance from tab I.	\$ -	<b>Total</b>	\$ -	\$ -	\$ -

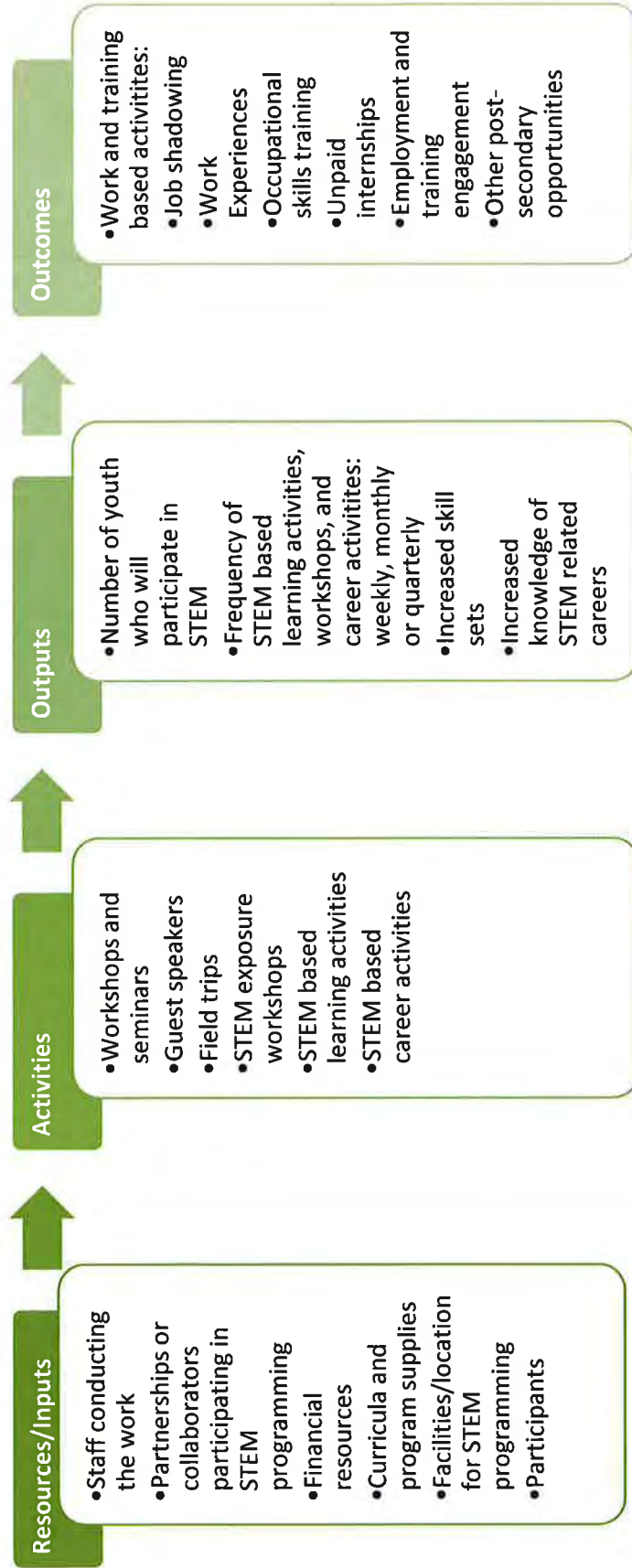
Narrative (Required for Each Budget Line Above):

- 1
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### STEM Logic Model Components

The following logic model is designed to assist in the development and obtainment 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 of 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				
Broad STEM programming exposes participants to all 9 industry sectors through evidence-based career exploration workshops, trainings and/or seminars, STEM career assessments, education opportunities and career field trips that engage clients within STEM work-based learning activities.				
Scoring	0 STEM Exceedingly Unsatisfactory	1 STEM Below Satisfactory	2 STEM Satisfactory	3 STEM Exceedingly Satisfactory
Criteria	<p>STEM programming or STEM based activities are not stated within the SOW</p> <p>No industry sectors are covered within the SOW</p>	<p>STEM programming and learning activities are stated within the SOW, but are not defined and/or specific</p> <p>Less than 9 industry sectors are covered within the SOW for STEM-based learning activities</p>	<p>Programming and learning activities are clearly stated and specified within the SOW and cover all four elements: Science, Technology, Engineering and Math (STEM)</p> <p>All 9 industry sectors are covered within the SOW and STEM-based learning activities are clearly outlined according to their sectors</p>	<p>STEM programming and learning activities are innovative, detailing multiple activities, new initiatives, industry sector partnerships and demonstrate evidence-based learning</p> <p>Additional activities are added, specifically geared towards unique occupational clusters, apprenticeships, military and/or other post-secondary activity</p>
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.				
<p><b>STEM-based activities link participants to post-secondary opportunities including training and employment within Nevada's targeted industry sectors</b></p>	<p>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</p>	<p>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</p>	<p>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.</p>	<p>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</p> <p>SOW adds to the system of quantifying data and outcomes: tracking participation in weekly, monthly, and/or quarterly activity; follow up and/or retention of STEM-based outcomes in employment and training</p>
<p><b>Evidence of maintaining data and outcomes related to STEM-activities</b></p>	<p>SOW does not state a process or system for measuring and quantifying data and outcomes</p>	<p>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</p>	<p>SOW identifies a specific methodology of quantifying data and outcomes, and sets a minimum benchmark for successful completion of STEM programs and activities</p>	



## Attachment D

### Sub-award General Information and Summary

Sub-award	Name:		St. Jude's Ranch for Children – Nevada Region	
	Sub-recipient:		St. Jude's Ranch for Children – Nevada Region	
	Sub-award No.		14-WIA-YOUTH-STJUDE-03	
	CFDA No.		17.259 Youth	
	CFDA No.		N/A	
	Total amount of the Federal award obligated to the sub-recipient:		<b>\$275,000.00</b>	
	Reimbursed amount:		The maximum amount reimbursed under this sub-award shall not exceed:	<b>\$242,400.00</b>
	Training set-aside amount:		The maximum amount paid by WC for training activities under this sub-award shall not exceed:	<b>\$32,600.00</b>
	Required Match:		<b>None</b>	<b>N/A</b>
	Procurement/Acquisition		Procurement Type	
			Sole Source	
	Sub-award Approval Date:		Procurement Action	
			Sole Source	
	Sub-award Approval Date:		06-23-2015	By: Local Workforce Development Board
	Period of Performance:		Start Date	
			End Date	
			07-01-2015	06-30-2016
	Pre-award Costs:		Start Date	
			Approved By:	
			N/A	N/A
		Approval Date:		
		N/A		
Awarding Agency:		Workforce Connections 6330 West Charleston Blvd. Suite 150 Las Vegas, Nevada 89146 Phone: (702) 638-8750 Fax; (702) 638-8774		
WC Contact Person:		Fiscal		
		YTH		
		Faith Cannella	Shawonda Nance	
Indirect Rate:		<b>TBD</b>		
<b>Original Sub-award:</b> <input type="checkbox"/>		<b>Amendment:</b> <input checked="" type="checkbox"/> <b>No. 4</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 St. Jude

Award	Dates		Funding Youth Out-of-School CFDA 17-259		Funding Youth In-School-Youth CFDA 17-259		Sub-Total	Participants
	Start Date	End Date	Program	Training	Program	Training		
Original Sub-Award	7/1/14	6/30/15	\$400,000.00	\$0.00			\$400,000.00	100
Amendment # 1	7/1/14	6/30/15	\$0.00	\$0.00			\$0.00	0
Amendment # 2	7/1/15	6/30/16	\$126,000.00	\$39,000.00	\$84,000.00	\$26,000.00	\$275,000.00	40
Amendment # 3	7/1/15	6/30/16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Amendment # 4	7/1/15	6/30/16	\$19,440.00	(\$19,440.00)	\$12,960.00	(\$12,960.00)	\$0.00	0
<b>Sub - Totals:</b>			<b>\$545,440.00</b>	<b>\$19,560.00</b>	<b>\$96,960.00</b>	<b>\$13,040.00</b>	<b>\$675,000.00</b>	<b>140</b>
<b>Totals:</b>			<b>\$565,000.00</b>		<b>\$110,000.00</b>	<b>\$0.00</b>	<b>\$675,000.00</b>	<b>140</b>

**Agenda item 19. DISCUSSION AND POSSIBLE ACTION:**

Accept Board's recommendation to release the following Request for Proposals (RFP) to deliver WIOA youth services for the following populations:

- a. WIOA Youth Services to Foster Care and Former Foster Care Youth in an amount not to exceed \$500,000
- b. WIOA Youth Services Pilot to serve at risk youth in partnership with the Nevada Department of Employment, Training and Rehabilitation in an amount not to exceed \$200,000

## Foster Youth Request for Proposal Summary

<b>Target Population:</b>	WIOA Eligible Foster Youth (80% Out-of-School and 20% In-School)
<b>Geographic Area:</b>	WIOA eligible youth residing in Southern Nevada Workforce Development Area.
<b>Start Date:</b>	March 1, 2017
<b>End Date:</b>	June 30, 2018
<b>Type of Sub-Award:</b>	Cost-Reimbursement Sub-Award
<b>Option to Extend (if applicable):</b>	Sixteen (16) month initial term with the option to extend up to two (2) additional one year terms.
<b>Estimated Total Funding Available for this RFP:</b>	An amount not to exceed \$500,000 for the first sixteen (16) month period.
<b>Estimated Number of Sub-Awards:</b>	One (1) Sub-Recipient

### Background

WIOA make key investments under the new legislation to target disadvantaged youth, including those in the foster care system or those who have aged-out. WIOA also places more emphasis to reengage older youth who currently is not in the workforce or in post-secondary education; however, in-school youth are still served under the Act.

WC's goal is to address some of the critical challenges foster youth face as they transition into adulthood. Below is the current statistical data that highlights the negative outcomes of youth who have transitioned out of foster care:

- Approximately 12-30% of former foster youth become homeless
- Approximately 41% of former foster youth reported spending at least one night in jail.
- Approximately 50% of youth left foster care without a high school diploma.
- Approximately 55% of former foster youth reported no type of health insurance after leaving foster care (Youth After Foster Care-Child Welfare League of America, Updated 9-2012).

WC in alignment with WIOA, mandates the following components through this RFP which supports the objective goals of successful educational achievement and employment:

- At least 80 percent of youth formula funds must be used to reengage and serve OSY.
- At least 30 percent of youth formula funds must be used to provide work-based learning activities such as work experiences, internships, on-the-job training (OJT), job shadowing, and pre-apprenticeships.
- Foster youth must be served in a comprehensive manner with appropriate partnerships and subject matter expertise which supports successful transition into adulthood and self-sufficient employment.

**Statement of Need**

WC is soliciting competitive proposals to provide WIOA program services for eligible Foster Care Youth, both out-of-school (OSY) and in-school (ISY). The intent of this RFP is to procure a qualified organization that possess the experience, knowledge, and expertise in providing workforce development services to youth in the foster care system, or those who have-aged out of the foster care system, facing significant challenges and barriers to educational achievement and employment.

Respondents are required to provide comprehensive career coaching and case management that provides clear career guidance, address barriers, and assist in the attainment of the objectives and goals outlined in each unique individual service strategy.

Respondents must identify and address educational needs first for youth who have dropped out of school or at-risk of dropping out of school. Respondents must demonstrate an understanding of how to intervene and provide support to youth involved in the foster care system that have disengaged from secondary education. Program models must include engagement strategies and partnerships with local secondary educational entities to address these issues. Respondents must also provide assistance to enter post-secondary education and access to occupational skills training.

Respondents must also incorporate proven evidence-based models in integrating educational needs with comprehensive career exploration and work-based learning activities, critical to career readiness and the development of viable career pathway opportunities. The integration of a career pathways approach will help youth navigate and simplify difficult educational or vocational systems, making credentialing programs easier to identify and more accessible.

Sector initiatives and career pathways within the program model should be supported by local labor market information (LMI) and identified as high growth, high demand industry occupations within Nevada's nine identified industry sectors which includes: Aerospace and Defense; Agriculture; Clean Energy; Healthcare and Medical Services; Information Technology; Logistics and Operations; Manufacturing; Mining and Materials; and, Tourism, Gaming and Entertainment.

Program models should also have a strong emphasis on Science, Technology, Engineering, and Math (STEM) learning and career-based activities designed to engage and spark interest for occupations deemed critical for the future. Approximately 80% of all future occupations will require STEM knowledge and skills.

In addition to providing career exploration and work-based learning activities, respondents must intertwine critical youth development components within their program models that incorporates life activities such as life skills and job readiness training, mentorship, leadership development, and financial literacy. These components will give youth keys transitional life skills, additional layers of support, polished soft skills, enhanced decision making abilities, leadership skills, and financial knowledge needed to be successful as a young adult.

Innovative approaches to leveraging WIOA program funds and the utilization of other community-based programs who serve or support foster youth are essential to a successful program model. Innovative strategies including the use of technology should be woven throughout the program model. Strong employer partnerships are also very essential to the success of placing youth in career exploration activities and unsubsidized employment.

<b>Youth Pilot Request for Proposal Summary</b>	
<b>Target Population:</b>	WIOA Eligible Out-of-School Youth
<b>Geographic Area:</b>	WIOA eligible youth residing in Southern Nevada Workforce Development Area.
<b>Start Date:</b>	March 1, 2017
<b>End Date:</b>	June 30, 2018
<b>Type of Sub-Award:</b>	Cost-Reimbursement Sub-Award
<b>Option to Extend (if applicable):</b>	Sixteen (16) month initial term with the option to extend up to two (2) additional one year terms.
<b>Estimated Total Funding Available for this RFP:</b>	An amount not to exceed \$200,000 for the first sixteen (16) month period.
<b>Estimated Number of Sub-Awards:</b>	One (1) Sub-Recipient

## Background

On an annual basis over one million American young adults are disengaged from the systems that are designed to prepare them for their futures (Corcoran, Steinberg, & Tallant, 2012). It is estimated that of the nation's 38.9 million youth 16-24 years old, at least 6.7 million (17%) are neither enrolled in education nor participating in the labor market (Belfield, Levin, & Rosen, 2012). Consequently, these millions of young adults who are out-of-school and out of work are not obtaining the educational and occupational skills that are necessary for economic survival in today's economy. (Fernandes & Gabe, 2009)

Findings derived from various national surveys calculated a \$1.6 trillion aggregate taxpayer burden and \$4.75 trillion aggregate social burden for a cohort of 6.7 million disconnected youth, which included lost earnings, lower economic growth, lower tax revenues and higher government spending associated with out-of-school and unemployed youth (Belfield, Levin, & Rosen, 2012). Their disengagement represents a significant loss of economic opportunity for themselves and the nation.

Nevada's high school graduation rate continues to be among the worst in the nation and also ranks last in graduating African Americans. In school year 2013-2014 Nevada's overall graduation rate

was 70%. Nationally only New Mexico and the District of Columbia had lower graduation rates than Nevada. (Las Vegas Sun, December 2015)

Under WIOA, key investments are made under the new legislation to target and reengage out-of-school youth. In-School youth are still served under the Act; however, more emphasis is to get older youth engaged and entered into the workforce. WC, in alignment with WIOA, mandates the following components which supports successful educational achievement and employment:

- At least 30 percent of youth formula funds must be used to provide work-based learning activities such as work experiences, internships, on-the-job training (OJT), job shadowing, and pre-apprenticeships.
- Youth with Disabilities and Foster Youth must be served in a comprehensive manner allowing for successful transition into adulthood and self-sufficient employment.

### **Statement of Need**

WC is seeking a provider to implement a pilot employment training program for out-of-school youth, specifically the most at-risk population. The goal of this RFP is to engage a provider who will create or utilize an innovative program design that will lead to the completion of a HiSET, or high school equivalency, and a skilled-trades training program with a certification that would lead to self-sufficient employment. The respondent must discuss in detail how many participants would be served during the initial contract period, per participant cost and other details including:

- Recruitment – The respondent must explain how youth you will locate and recruit at-risk youth who would be successful in such a program and who would likely complete it the program in its entirety.
- Education – The respondent must describe how they will facilitate the education portion of the program and what type of high school diploma you will offer through the program, (i.e., GED, High School Equivalency etc.).
- Certificate Training – Describe in detail employment skills you, or a training partner, will offer that will lead to a certificate for employment in high demand fields.
- Challenges – Explain what challenges you anticipate and how you would mitigate those challenges, such as participant transportation, educational deficits, scheduling if participants are already employed, and childcare if participants have children.

Respondents are required to provide comprehensive career coaching and case management that provides clear career guidance, address barriers, and assist in the attainment of the objectives and goals agreed upon in the individual service strategy.

Respondents must first identify and address educational needs for youth who have dropped out of school. Respondents must demonstrate an understanding of how to intervene and provide support

to youth with these challenges. Program models must include engagement efforts and partnerships with local educational entities to address these issues.

Respondents must also incorporate proven evidence-based models in integrating educational needs with comprehensive career exploration and work-based learning activities, critical to career readiness and the development of viable career pathway opportunities. The integration of a career pathways approach will help youth navigate and simplify difficult educational or vocational systems, making credentialing programs easier to identify and more accessible.

Program models should be supported by local labor market information (LMI) and identified as high growth, high demand industry occupations within Nevada's nine identified industry sectors which includes: Aerospace and Defense; Agriculture; Clean Energy; Healthcare and Medical Services; Information Technology; Logistics and Operations; Manufacturing; Mining and Materials; and, Tourism, Gaming and Entertainment.

Program models should also have a strong emphasis on Science, Technology, Engineering, and Math (STEM) learning and career-based activities designed to engage and spark interest for occupations deemed critical for the future. Approximately 80% of all future occupations will require STEM knowledge and skills.



**Agenda item 20. INFORMATION:**

PY2015 Training Reports ~ *Brett Miller, Manager, Strategic Planning  
& Analysis*

**workforce CONNECTIONS****ADW Snapshot****PYTD June 30, 2016**

Provider	Enrollments		Training	Placed	Wage
	Goal	Actual			
<b>PY15 Enrollment Cohort</b>					
One-Stop Career Center - ResCare	1,200	760	422	408	13.62
North OSAS - NPI	255	482	181	180	13.88
South OSAS - HELP	175	207	137	26	12.54
East OSAS - AHD	100	129	87	52	13.51
Adults with Disabilities - Easter Seals	110	118	44	31	13.21
Adults with Disabilities - Goodwill	130	148	47	33	11.19
Re-entry - FIT	85	101	89	37	12.25
Re-Entry - NDOC	150	82	77	3	9.13
Veterans - Urban League	130	102	51	31	14.79
Rural - Lincoln	25	27	14	12	12.68
Rural - Nye	100	138	61	94	10.93
<b>PY15 Cohort Total</b>	<b>2,460</b>	<b>2,294</b>	<b>1,210</b>	<b>907</b>	<b>13.27</b>
<b>Prior Cohort</b>					
One-Stop Career Center - ResCare	509	509	372	323	13.07
North OSAS - NPI	166	166	116	105	12.87
South OSAS - HELP	93	93	73	44	12.63
East OSAS - AHD	93	93	64	47	13.70
Adults with Disabilities - Easter Seals	40	40	27	32	15.19
ADW - Goodwill	6	6	2	4	10.75
Re-entry - FIT	78	78	82	60	11.27
Re-Entry - NDOC	12	12	7	5	9.50
Veterans - Urban League	108	108	81	59	15.60
Rural - Lincoln	21	21	7	9	13.11
Rural - Nye	63	63	32	53	10.14
Other	16	16	9	9	12.75
<b>Prior Cohort Total</b>	<b>1,205</b>	<b>1,205</b>	<b>872</b>	<b>750</b>	<b>12.92</b>
<b>Total Served (Enrollments + Prior)</b>					
One-Stop Career Center - ResCare	1,709	1,269	794	731	13.38
North OSAS - NPI	421	648	297	285	13.50
South OSAS - HELP	268	300	210	70	12.60
East OSAS - AHD	193	222	151	99	13.60
Adults with Disabilities - Easter Seals	150	158	71	63	14.22
Adults with Disabilities - Goodwill	136	154	49	37	11.15
Re-entry - FIT	163	179	171	97	11.65
Re-Entry - NDOC	162	94	84	8	9.36
Veterans - Urban League	238	210	132	90	15.32
Rural - Lincoln	46	48	21	21	12.86
Rural - Nye	163	201	93	147	10.64
Other	16	16	9	9	12.75
<b>One-Stop System Total</b>	<b>3,665</b>	<b>3,499</b>	<b>2,082</b>	<b>1,657</b>	<b>13.13</b>

**Notes:**1) *Prior Cohort goal is set to actual.*

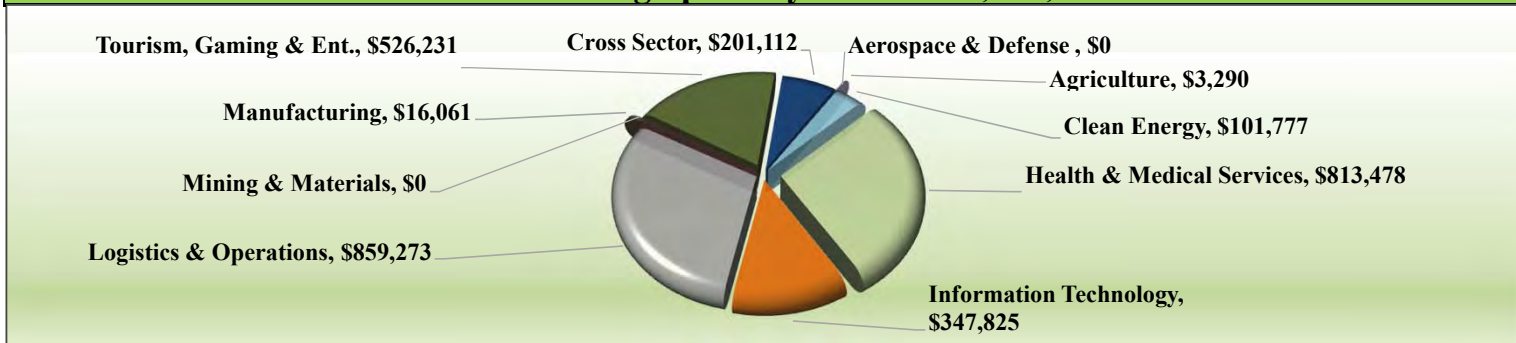
**workforce CONNECTIONS****Youth Snapshot****PYTD June 30, 2016**

Provider	Enrollments		Work-Based Learning	Occupational Skills Training	Placement
	Goal	Actual			
<b>PY15 Enrollment Cohort</b>					
North OSAS - NPI	245	277	110	38	35
South OSAS - SNRHA	160	156	44	19	28
Drop-out Recovery - HELP	100	106	27	5	21
Foster Youth - Olive Crest	80	45	11	0	3
Youth with Disabilities - Goodwill	100	74	22	12	4
Rural - Lincoln	27	25	15	0	2
Rural - Nye	60	46	28	2	13
Rural Foster Youth - St Jude's	40	18	6	2	2
Other	0	0	0	0	0
<b>PY15 Cohort Total</b>	<b>812</b>	<b>747</b>	<b>263</b>	<b>78</b>	<b>108</b>
<b>Prior Cohort <sup>(1)</sup></b>					
ISY - NPI	534	534	94	33	308
OSY - SNRHA	110	110	51	28	61
ISY and OSY - HELP	455	455	193	57	277
Foster Youth - Olive Crest	42	42	29	2	21
Youth with Disabilities - Goodwill	98	98	27	33	32
Rural - Lincoln	24	24	23	3	3
Rural - Nye	50	50	41	1	17
Rural Foster Youth - St Jude's	9	9	5	1	3
Other	72	72	5	14	51
<b>PY14 Cohort Total</b>	<b>1,394</b>	<b>1,394</b>	<b>468</b>	<b>172</b>	<b>773</b>
<b>Total Served (Enrollments + Prior)</b>					
North OSAS - NPI	779	811	204	71	343
South OSAS - SNRHA	270	266	95	47	89
Drop-out Recovery - HELP	555	561	220	62	298
Foster Youth - Olive Crest	122	87	40	2	24
Youth with Disabilities - Goodwill	198	172	49	45	36
Rural - Lincoln	51	49	38	3	5
Rural - Nye	110	96	69	3	30
Rural Foster Youth - St Jude's	49	27	11	3	5
Other	72	72	5	14	51
<b>One-Stop System Total</b>	<b>2,206</b>	<b>2,141</b>	<b>731</b>	<b>250</b>	<b>881</b>

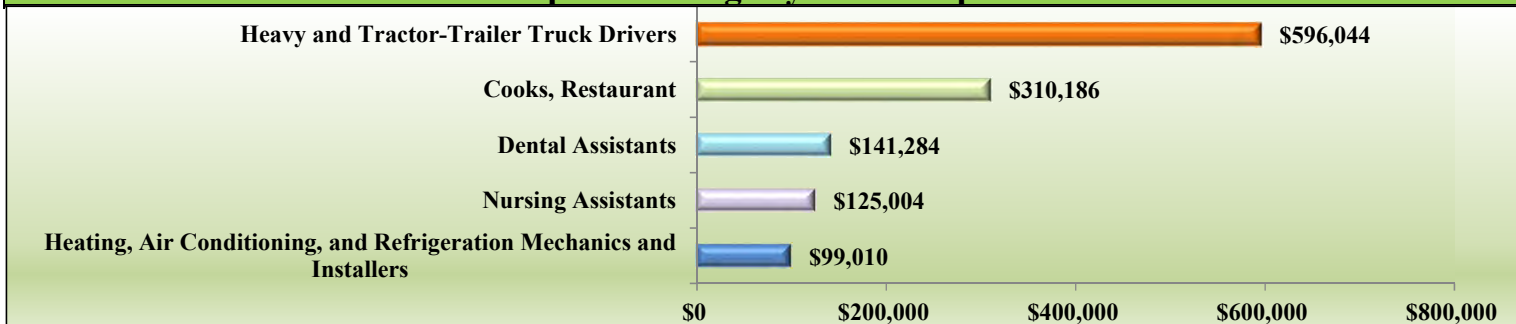
**Notes:**1) *Prior Cohort goal is set to actual.*

**Adult and Dislocated Workers Trained by Industry Sector  
12 Months Ended June, 2016**

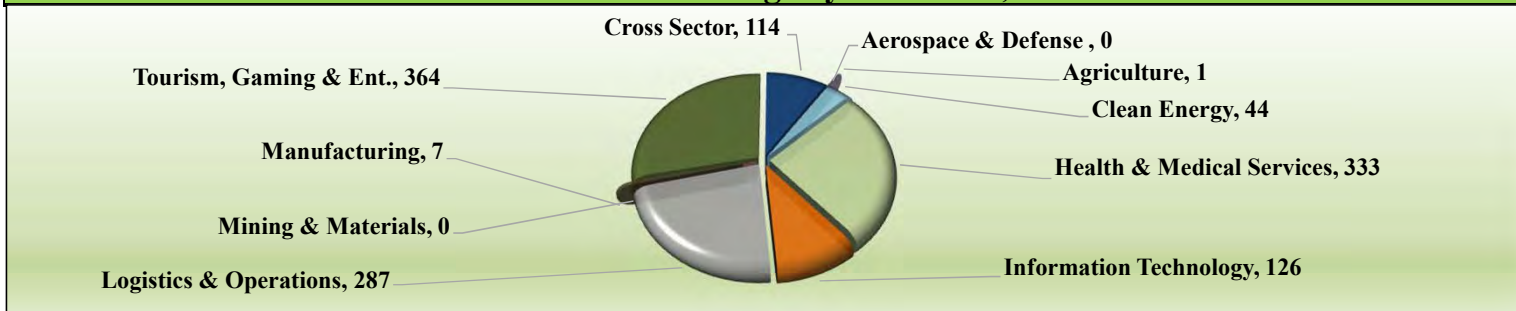
**Total Training Spend by Sector - \$2,869,047**



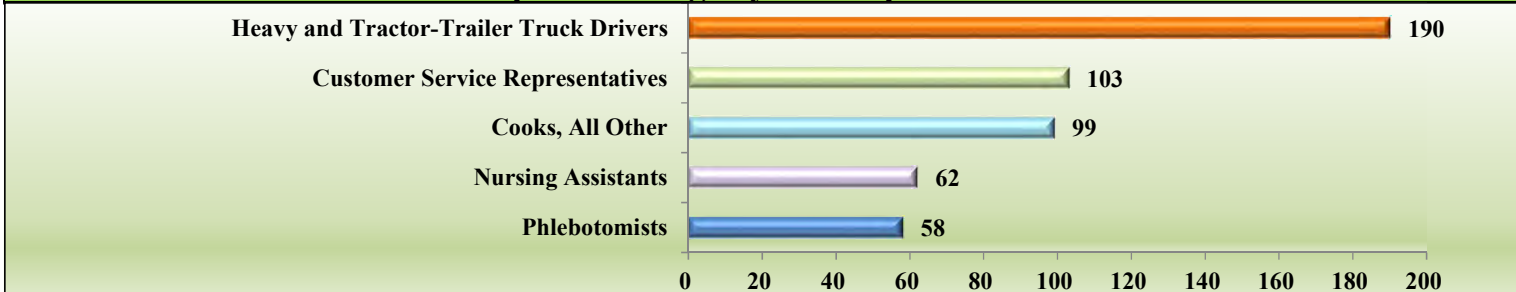
**Top 5 Trainings by Dollars Spent**



**Number of Trainings by Sector - 1,276**



**Top 5 Trainings by Participant Count**



**Agenda item 21. DISCUSSION AND POSSIBLE ACTION:**

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

- a. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017
- b. Awards & Expenditures Report – Monthly Update (Status of Service Providers)
- c. WIOA Expenditure Tracking Report – July 1, 2015 through May 31, 2016 Actuals vs. Expected Expenditures - Adult, Dislocated Worker and Youth
- d. Workforce Connections’ Professional Services Contracts. (*Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any LEO Consortium member upon request*).
  1. Coverall Health Based Cleaning System Services & Supplies – This is the third amendment to the original contract which provides janitorial services at Workforce Connection’s main office and One-Stop Career Center. This amendment amount of \$45,000.00 represents the annual renewal of the contract and increases the maximum amount to \$168,412.00
  2. CST Project Consulting – This is the second amendment to the original contract which provides fiscal consulting projects as needed to support Board staff. This amendment adds additional funds of \$54,000.00 for a not to exceed amount of \$299,160.00. The term remains the same. The contract is in the second year of a potential four year procurement.
  3. Grant Management and Consulting Services (GMAC) – This is the initial contract (\$100,000.00) under a competitive procurement action to design, establish and execute a Workforce Development Practitioner Apprenticeship Program (WDPAP) for the Workforce Connections One-Stop delivery system.
  4. Prism Global Management Group – This is the first amendment to the original contract which provides human resource services. This amendment represents the annual renewal of the contract and increases the maximum amount by \$72,000.00 to an amount not to exceed \$144,000.00.

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

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

Revenue by Funding Stream	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2015 Adult <b>Estimated</b>	1,500,000	1,500,000	-	150,000	225,000	1,125,000	1,500,000
PY2015 Dislocated Worker <b>Estimated</b>	2,000,000	2,000,000	-	200,000	300,000	1,500,000	2,000,000
PY2015 Youth <b>Estimated</b>	3,300,000	3,300,000	-	330,000	495,000	2,475,000	3,300,000
PY2016 Adult	8,979,339	8,981,237	1,898	898,124	1,347,186	6,735,927	8,981,237
PY2016 Dislocated Worker	2,992,325	3,232,774	240,449	323,277	484,916	2,424,581	3,232,774
PY2016 Youth	5,985,581	5,987,530	1,949	598,753	898,130	4,490,647	5,987,530
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
<b>Total Revenue by Funding Stream</b>	<b>\$ 24,817,270</b>	<b>\$ 25,061,566</b>	<b>\$ 244,296</b>	<b>\$ 2,500,154</b>	<b>\$ 3,750,257</b>	<b>\$ 18,811,155</b>	<b>\$ 25,061,566</b>
			1.0%	Subtotal Board Operations		\$ 6,250,411	

Notes:

1. PY2016 Revenues include WIOA funding in the total amount of \$18,201,541.
2. Carry forward funds for PY2015 amount to \$6,800,000.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	7,889,504	7,890,927	1,423	507,500	1,106,000	6,277,427	7,890,927
Dislocated Worker Services	3,774,243	3,954,581	180,338	217,500	474,000	3,263,081	3,954,581
Youth Services	6,964,186	6,965,647	1,461		30,000	6,935,647	6,965,647
<b>Subtotal Community Resource Allocations</b>	<b>\$ 18,627,933</b>	<b>\$ 18,811,155</b>	<b>\$ 183,222</b>	<b>\$ 725,000</b>	<b>\$ 1,610,000</b>	<b>\$ 16,476,155</b>	<b>\$ 18,811,155</b>

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,189,337	6,250,411	61,074	1,630,603	4,619,808	6,250,411
<b>Total Expenditures</b>	<b>\$ 24,817,270</b>	<b>\$ 25,061,566</b>		<b>\$ 1,630,603</b>	<b>\$ 4,619,808</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 869,551</b>	<b>\$ (869,551)</b>	<b>\$ -</b>

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

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

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2016</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	27.57	24.57	2,400,000	2,400,000	-	480,000	1,920,000	2,400,000
7000 Accounting and Auditing			200,000	200,000	-	200,000	-	200,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			50,000	50,000	-	12,500	37,500	50,000
7055 Travel and Mileage - Staff			92,000	92,000	-	23,000	69,000	92,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			195,000	195,000	-	48,750	146,250	195,000
7075 Facilities Repairs and Maintenance			145,000	145,000	-	36,250	108,750	145,000
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			220,000	220,000	-	-	220,000	220,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			35,000	35,000	-	8,750	26,250	35,000
7095 Board Meetings and Travel			30,000	30,000	-	-	30,000	30,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			816,000	816,000	-	204,000	612,000	816,000
7125 Employer Payroll Taxes			77,000	77,000	-	19,250	57,750	77,000
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			100,000	100,000	-	25,000	75,000	100,000
8500 Capital - Tenant Improvements			20,000	20,000	-	5,000	15,000	20,000
CAP Cost Allocation to One-Stop			(35,000)	(35,000)	-	(8,750)	(26,250)	(35,000)
8900 Strategic Initiative - WIOA			208,837	269,911	61,074	67,478	202,433	269,911
8900 Strategic Initiative - 1st Qtr 2017			900,000	900,000	-	225,000	675,000	900,000
<b>Subtotal Board Operations</b>			<b>6,189,337</b>	<b>6,250,411</b>	<b>61,074</b>	<b>1,630,603</b>	<b>4,619,808</b>	<b>6,250,411</b>



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

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

**Revenues:**

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2016 allotted funds are in the amount of \$18,201,541. Funding is allocated among the three funding streams: Adult - \$8,981,237, Dislocated Worker - \$3,232,774, Youth - \$5,987,530.

Funding for PY2016 increased by \$404,378 (2.27%), compared to the PY 2015 WIOA allocation which was \$17,797,163.

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

Total budgeted revenues for PY2016 are \$25,061,566.

**Expenditures – Community Resource Allocation:**

In May 2016, the Board approved Adult funds for Hope for Prisoners in the amount of \$600,000 to deliver pre- and post-release re-entry services to WIOA eligible adults. Additionally, the Board approved Adult and Dislocated Worker contract renewals for HELP of Southern Nevada (\$1,200,000), Lincoln County Grants Administration (\$150,000), Nevada Partners (\$1,200,000), Nye Community Coalition (\$575,000) and ResCare Workforce Services (\$3,000,000) to provide WIOA career and training services. Finally, the Board approved Youth contract renewals for HELP of Southern Nevada (\$500,000), Lincoln County Grants Administration (\$212,000), Nevada Partners (\$800,000), Nye Community Coalition (\$350,000) and Southern Nevada Regional Housing Authority (\$3,000,000) to provide WIOA Youth services.

In June 2016, the Board approved an Adult, Dislocated Worker and Youth funds for Goodwill of Southern Nevada in an amount not to exceed \$1,660,000 to provide WIOA services to Adults, Dislocated Workers and Youth as the One-Stop Affiliate Site - East. The Board also approved an Adult contract renewal for Foundation for an Independent Tomorrow in the amount of \$600,000 to provide WIOA career and training services to re-entry adults. Finally, the Board approved an additional award of Youth funds to Olive Crest in the amount of \$200,000 to provide WIOA youth services to foster care youth.

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

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

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

**6500 - Salaries: \$2,400,000** – Allocated costs for administrative and program staff salaries.

**7000 - Accounting and Auditing: \$200,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

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

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

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

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

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

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

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

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

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

- 7050 Training and Seminars (Staff): \$50,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$92,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$195,000** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$145,000** – Allocated costs for equipment or facility repairs and maintenance and security guard services.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$220,000** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$35,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$30,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$816,000** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$77,000** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

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

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

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

**8500 Capital – Equipment and Furniture: \$120,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

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

**8900 Strategic Initiatives: \$1,169,911 – An increase of \$61,074** – These funds are available to be allocated for future workforce initiatives approved by the Board.

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

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

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

- 6500 - Salaries: \$54,000** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$6,200** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7025 Dues and Subscriptions: \$1,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,000** – Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$23,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$35,000** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$3,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$148,000** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$105,000** – Allocated costs for equipment, security and facility repairs and maintenance.
- 7080 Admin Support Contracts: \$6,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$10,000** – Allocated costs for program support training agreements.
- 7090 Non-Board Meetings and Outreach: \$2,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.

- 7100 Insurance: \$15,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$19,000** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$1,700** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$600** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7200 Equipment – Operating Leases: \$47,500** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$8,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- CAP Cost Allocation to One-Stop: \$25,000** – Costs allocated to the One-Stop Center based on operations staff time spent and charged to those activities.
- 8900 Strategic Initiatives: \$75,000** – These funds are available to be allocated for future workforce initiatives approved by the Board.

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

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



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

- 6500 - Salaries: \$615,000** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$18,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$1,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$15,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$3,500** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7035 Printing and Reproduction: \$4,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$10,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$20,000** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7050 Training and Seminars (Staff): \$10,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$20,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7065 Telephone: \$6,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7075 Facilities Maintenance: \$20,000** – Allocated costs for equipment, security and facility repairs and maintenance.

- 7080 Admin Support Contracts: \$15,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$50,000** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$15,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$19,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omission liability.
- 7100-7120 Employee Fringe Benefits: \$210,000** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$22,000** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- CAP Cost Allocation to One-Stop: \$10,000** – Costs allocated to the One-Stop System based on operations staff time spent and charged to those activities.
- 8900 Strategic Initiatives: \$265,000** – These funds are available to be allocated for future workforce initiatives approved by the Board.

b. Awards & Expenditures Report – Monthly Update (Status of Service Providers)

**Workforce Connections  
Awards and Expenditures  
Program Year 2014/2015 Adult/Dislocated Worker Programs  
May 31, 2016**

Amounts for Providers reflect invoiced allowable expenditures through May 2016. Starred lines only reflect expenditures through April 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

<b>WIA/WIOA PY15 One-Stop Career Center</b>							
<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Adult Expenditures</b>	<b>DW Expenditures</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
ResCare Operator Costs	7/1/15-6/30/16	\$ 338,777	\$ 181,678	\$ 97,723	\$ 279,401	82.47%	\$ 59,376
ResCare Economic Development	7/1/15-6/30/16	\$ 161,576	\$ 87,445	\$ 26,207	\$ 113,652	70.34%	\$ 47,924
ResCare General Career and Training	7/1/15-6/30/16	\$ 1,259,486	\$ 681,524	\$ 371,759	\$ 1,053,283	83.63%	\$ 206,203
JanTec - Follow-up Files	7/1/15-3/31/16	\$ 100,000	\$ 26,387	\$ 14,757	\$ 41,144	41.14%	\$ 58,856
<b>Total</b>		<b>\$ 1,859,839</b>	<b>\$ 977,034</b>	<b>\$ 510,446</b>	<b>\$ 1,487,480</b>	<b>79.98%</b>	<b>\$ 372,359</b>

<b>WIA/WIOA PY15 One-Stop Affiliate Sites</b>							
<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Adult Expenditures</b>	<b>DW Expenditures</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Academy of Human Development - East	7/1/15-6/30/16	\$ 395,000	\$ 156,541	\$ 141,920	\$ 298,461	75.56%	\$ 96,539
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 595,000	\$ 375,772	\$ 163,354	\$ 539,126	90.61%	\$ 55,874
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 706,925	\$ 446,033	\$ 191,660	\$ 637,693	90.21%	\$ 69,232
<b>Total</b>		<b>\$ 1,696,925</b>	<b>\$ 978,346</b>	<b>\$ 496,933</b>	<b>\$ 1,475,280</b>	<b>86.94%</b>	<b>\$ 221,645</b>

<b>WIA/WIOA PY14/15 Special Populations</b>							
<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Adult Expenditures</b>	<b>DW Expenditures</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 289,000	\$ 153,580	\$ 101,376	\$ 254,956	88.22%	\$ 34,044
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 390,000	\$ 324,736		\$ 324,736	83.27%	\$ 65,264
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 339,200	\$ 229,778	\$ 45,859	\$ 275,637	81.26%	\$ 63,563
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 360,000	\$ 254,297	\$ 58,142	\$ 312,440	86.79%	\$ 47,560
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	\$ 800,000	\$ 485,111		\$ 485,111	60.64%	\$ 314,889
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ 400,000	\$ 66,165	\$ 32,693	\$ 98,858	24.71%	\$ 301,142
UNLV Nursing GAP Training	11/1/14-6/30/16	\$ 200,000	\$ 99,990		\$ 99,990	50.00%	\$ 100,010
<b>Total</b>		<b>\$ 2,778,200</b>	<b>\$ 1,613,657</b>	<b>\$ 238,070</b>	<b>\$ 1,851,726</b>	<b>66.65%</b>	<b>\$ 926,474</b>

<b>WIA/WIOA PY15 Rural</b>							
<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Adult Expenditures</b>	<b>DW Expenditures</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Lincoln County - Rural	7/1/15-6/30/16	\$ 59,500	\$ 38,234	\$ 5,769	\$ 44,004	73.96%	\$ 15,496
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 345,000	\$ 165,261	\$ 56,635	\$ 221,896	64.32%	\$ 123,104
<b>Total</b>		<b>\$ 404,500</b>	<b>\$ 203,495</b>	<b>\$ 62,405</b>	<b>\$ 265,900</b>	<b>65.74%</b>	<b>\$ 138,600</b>

<b>Total PY14-PY15 Adult/DW</b>		<b>\$ 6,739,464</b>	<b>\$ 3,772,532</b>	<b>\$ 1,307,854</b>	<b>\$ 5,080,386</b>	<b>75.38%</b>	<b>\$ 1,659,078</b>
			74%	26%			

**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Adult/Dislocated Worker WC paid Trainings  
Obligations through July 18, 2016**

Providers highlighted in red are on high risk status.  
Providers highlighted in pink have an active pink paper.

<b>WIA/WIOA PY15 One-Stop Career Center</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	N/A			\$ -		
ResCare Economic Development	7/1/15-6/30/16	\$ 249,080	\$ 202,481	\$ 3,971	\$ 206,452	82.89%	\$ 42,628
ResCare General Career and Training	7/1/15-6/30/16	\$ 791,081	\$ 519,219	\$ 152,365	\$ 671,584	84.89%	\$ 119,497
JanTec - Follow-up Files	7/1/15-12/31/15	N/A			\$ -		
<b>Total</b>		<b>\$ 1,040,161</b>	<b>\$ 721,701</b>	<b>\$ 156,336</b>	<b>\$ 878,037</b>	<b>84.41%</b>	<b>\$ 162,124</b>

<b>WIA/WIOA PY15 One-Stop Affiliate Sites</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 240,000	\$ 116,066	\$ 74,545	\$ 190,611	79.42%	\$ 49,389
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 445,000	\$ 265,410	\$ 148,866	\$ 414,276	93.10%	\$ 30,724
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 368,075	\$ 253,862	\$ 101,184	\$ 355,046	96.46%	\$ 13,029
<b>Total</b>		<b>\$ 1,053,075</b>	<b>\$ 635,337</b>	<b>\$ 324,595</b>	<b>\$ 959,932</b>	<b>91.16%</b>	<b>\$ 93,143</b>

<b>WIA/WIOA PY14/15 Special Populations</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 211,000	\$ 118,917	\$ 61,471	\$ 180,388	85.49%	\$ 30,612
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 210,000	\$ 167,293		\$ 167,293	79.66%	\$ 42,707
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 260,800	\$ 129,790	\$ 19,787	\$ 149,577	57.35%	\$ 111,223
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 240,000	\$ 168,906	\$ 49,724	\$ 218,630	91.10%	\$ 21,370
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	N/A			\$ -		
UNLV Nursing GAP Training	11/1/14-6/30/16	N/A			\$ -		
<b>Total</b>		<b>\$ 921,800</b>	<b>\$ 584,905</b>	<b>\$ 130,982</b>	<b>\$ 715,887</b>	<b>77.66%</b>	<b>\$ 205,913</b>

<b>WIA/WIOA PY15 Rural</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 40,500	\$ 27,362	\$ 660	\$ 28,022	69.19%	\$ 12,478
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 230,000	\$ 178,939	\$ 35,264	\$ 214,203	93.13%	\$ 15,797
<b>Total</b>		<b>\$ 270,500</b>	<b>\$ 206,302</b>	<b>\$ 35,924</b>	<b>\$ 242,226</b>	<b>89.55%</b>	<b>\$ 28,274</b>

<b>WIA PY15 NEG</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000		\$ 17,521	\$ 17,521	35.04%	\$ 32,479
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 25,000			\$ -	0.00%	\$ 25,000
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 100,000		\$ 2,100	\$ 2,100	2.10%	\$ 97,900
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 35,000		\$ -	\$ -	0.00%	\$ 35,000
ResCare Economic Development	7/1/15-6/30/16	\$ 100,000		\$ 46,428	\$ 46,428	46.43%	\$ 53,572
ResCare General Career and Training	7/1/15-6/30/16						
<b>Total</b>		<b>\$ 460,000</b>	<b>\$ -</b>	<b>\$ 66,049</b>	<b>\$ 66,049</b>	<b>14.36%</b>	<b>\$ 393,951</b>

<b>Total Adult/DW</b>		<b>\$ 3,745,536</b>	<b>\$ 2,148,245</b>	<b>\$ 713,886</b>	<b>\$ 2,862,131</b>	<b>76.41%</b>	<b>\$ 883,405</b>
			75%	25%			

**Workforce Connections  
Awards and Expenditures  
Program Year 2014/2015 Youth Programs  
May 31, 2016**

Amounts for Providers reflect invoiced allowable expenditures through May 2016. Starred lines only reflect expenditures through April 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY15 Youth One Stop Affiliate Sites**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 883,715	\$ -	\$ 668,111	\$ 668,111	75.60%	\$ 215,604
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 679,500	\$ 90	\$ 451,369	\$ 451,459	66.44%	\$ 228,041
<b>Total</b>		<b>\$ 1,563,215</b>	<b>\$ 90</b>	<b>\$ 1,119,480</b>	<b>\$ 1,119,570</b>	<b>71.62%</b>	<b>\$ 443,645</b>
			0%	100%			

**WIA PY15 Youth Rural**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 127,320	\$ 29,832	\$ 33,706	\$ 63,538	49.90%	\$ 63,782
Nye Communities Coalition	7/1/15-6/30/16	\$ 339,300	\$ 92,435	\$ 83,919	\$ 176,354	51.98%	\$ 162,946
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 242,400	\$ 76,326	\$ 66,949	\$ 143,275	59.11%	\$ 99,125
<b>Total</b>		<b>\$ 709,020</b>	<b>\$ 198,593</b>	<b>\$ 184,574</b>	<b>\$ 383,167</b>	<b>54.04%</b>	<b>\$ 325,853</b>
			52%	48%			

**WIA PY15 Special Populations**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 342,400	\$ -	\$ 237,852	\$ 237,852	69.47%	\$ 104,548
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 511,629	\$ 42,155	\$ 289,723	\$ 331,878	64.87%	\$ 179,751
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 589,000	\$ -	\$ 186,049	\$ 186,049	31.59%	\$ 402,951
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 493,600	\$ 149,285	\$ 151,028	\$ 300,314	60.84%	\$ 193,286
<b>Total</b>		<b>\$ 1,936,629</b>	<b>\$ 191,440</b>	<b>\$ 864,652</b>	<b>\$ 1,056,092</b>	<b>54.53%</b>	<b>\$ 880,537</b>
			18%	82%			

<b>Total PY15-PY16 Youth</b>		<b>\$ 4,208,864</b>	<b>\$ 390,124</b>	<b>\$ 2,168,706</b>	<b>\$ 2,558,829</b>	<b>60.80%</b>	<b>\$ 1,650,035</b>
			15%	85%			

**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Youth WC Paid Trainings  
Obligations through July 18, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

<b>WIA PY15 Youth One Stop Affiliate Sites</b>								
Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance	
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 71,085	\$ 2,095	\$ 63,163	\$ 65,257	91.80%	\$	5,828
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 147,500	\$ -	\$ 107,222	\$ 107,222	72.69%	\$	40,278
<b>Total</b>		<b>\$ 218,585</b>	<b>\$ 2,095</b>	<b>\$ 170,385</b>	<b>\$ 172,479</b>	<b>78.91%</b>	<b>\$</b>	<b>46,106</b>
			1%	99%				

<b>WIA PY15 Youth Rural</b>								
Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance	
Lincoln County	7/1/15-6/30/16	\$ 22,680	\$ -	\$ (6,592)	\$ (6,592)	-29.06%	\$	29,272
Nye Communities Coalition	7/1/15-6/30/16	\$ 10,700	\$ -	\$ 3,360	\$ 3,360	31.40%	\$	7,340
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 32,600	\$ 1,439	\$ 4,036	\$ 5,475	16.79%	\$	27,125
<b>Total</b>		<b>\$ 65,980</b>	<b>\$ 1,439</b>	<b>\$ 804</b>	<b>\$ 2,243</b>	<b>3.40%</b>	<b>\$</b>	<b>63,737</b>
			64%	36%				

<b>WIA PY15 Special Populations</b>								
Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance	
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 157,600	\$ -	\$ 116,031	\$ 116,031	73.62%	\$	41,569
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 71,571	\$ 5,500	\$ 19,358	\$ 24,858	34.73%	\$	46,713
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 61,000	\$ -	\$ 28,500	\$ 28,500	46.72%	\$	32,500
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 6,400	\$ 1,480	\$ 2,960	\$ 4,440	69.38%	\$	1,960
<b>Total</b>		<b>\$ 296,571</b>	<b>\$ 6,980</b>	<b>\$ 166,849</b>	<b>\$ 173,829</b>	<b>58.61%</b>	<b>\$</b>	<b>122,742</b>
			4%	96%				
<b>Total Youth</b>		<b>\$ 581,136</b>	<b>\$ 10,514</b>	<b>\$ 338,038</b>	<b>\$ 348,552</b>	<b>59.98%</b>	<b>\$</b>	<b>232,584</b>
			3%	97%				

**Workforce Connections  
Awards and Expenditures  
Program Year 2013/2014/2015 Direct Programs  
May 31, 2016**

Amounts for Internal Programs reflect expenditures as of May 2016.

Amounts for Providers reflect invoiced allowable expenditures through May 2016. Starred lines only reflect expenditures through April 2016.

**Direct Grants**

<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Youth Build PY13 - WC		7/15/13-11/14/16	973,464	\$ 894,973	91.94%	78,491
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	126,536	\$ 126,536	100.00%	-
Youth Build PY15 - WC	4.00	10/1/15-1/31/19	1,000,000	\$ 176,880	17.69%	823,120
Youth Build PY15 - CCSD DRHS		10/1/15-9/30/17	100,000	\$ 20,190	20.19%	79,810
AmeriCorps PY15 - WC		8/1/15-7/31/16	42,328	\$ 41,508	98.06%	820
AARP	0.10	7/1/14-6/30/16	100,000	\$ 94,297	94.30%	5,703
NSHE - DETR	0.40	2/9/16-6/30/16	65,270	\$ 57,213	87.66%	8,057
NSHE - Robert Wood		11/1/15-1/31/17	64,015	\$ 48,115	75.16%	15,900
<b>Total</b>	<b>4.50</b>		<b>2,471,613</b>	<b>1,459,712</b>	<b>59.06%</b>	<b>1,011,901</b>

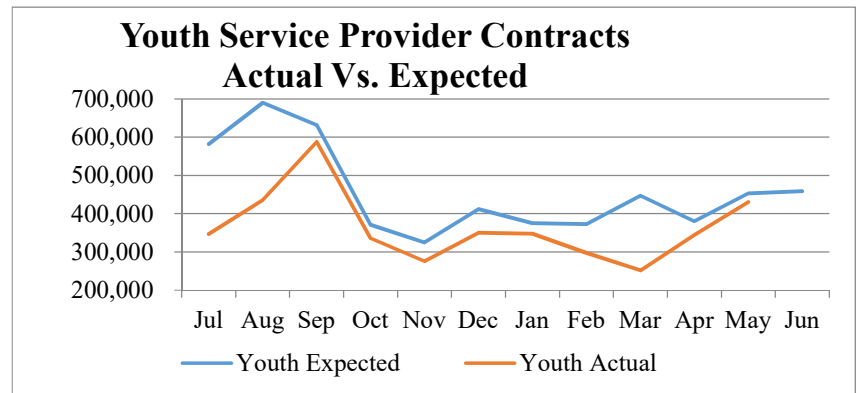
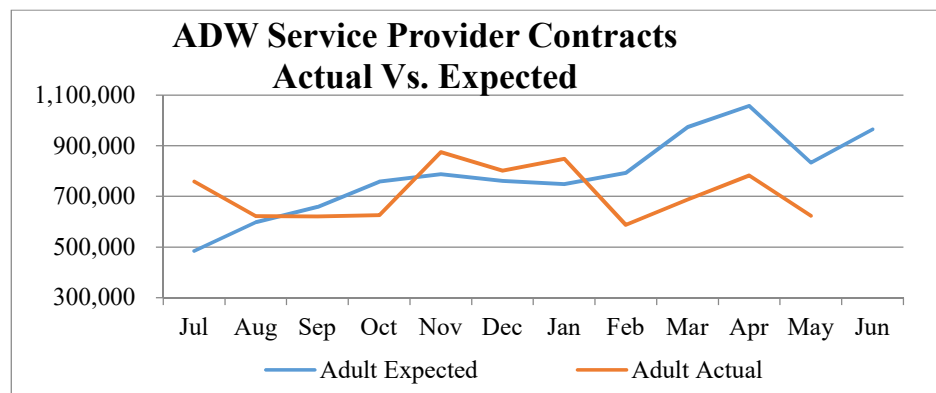


c. WIOA Expenditure Tracking Report – July 1, 2015 through May 31, 2016 Actuals vs. Expected Expenditures - Adult, Dislocated Worker and Youth

**workforce CONNECTIONS**  
**WIOA Expenditure Tracking**  
**YTD PY15 - July 1, 2015 through May 31, 2016**

<b>Spending Plan (July 1, 2015 through June 30, 2016)</b>						
<b>Budget Line Item</b>	<b>PY15 Budget</b>			<b>PY15 Funding to be Used 1Q PY16</b>		
	<b>ADW</b>	<b>Youth</b>	<b>Total</b>	<b>ADW</b>	<b>Youth</b>	<b>Total</b>
<b>WC Operations</b>	<b>4,275,375</b>	<b>2,243,432</b>	<b>6,518,807</b>	<b>900,000</b>	<b>308,432</b>	<b>1,208,432</b>
<b><u>Community Resource Allocations</u></b>						
One-Stop Center and System	2,426,181	250,000	2,676,181	450,000	10,000	460,000
Service Provider Contracts	10,598,946	6,790,621	17,389,567	1,177,920	1,292,500	2,470,420
<b>Subtotal Community Resource Allocations</b>	<b>13,025,127</b>	<b>7,040,621</b>	<b>20,065,748</b>	<b>1,627,920</b>	<b>1,302,500</b>	<b>2,930,420</b>
<b>Total Budget</b>	<b>17,300,502</b>	<b>9,284,053</b>	<b>26,584,555</b>	<b>2,527,920</b>	<b>1,610,932</b>	<b>4,138,852</b>

<b>YTD Actuals Vs. Expected</b>						
<b>Approved Awards</b>	<b>ADW</b>			<b>Youth</b>		
	<b>YTD Actual</b>	<b>YTD Expected</b>	<b>Inc / (Dec)</b>	<b>YTD Actual</b>	<b>YTD Expected</b>	<b>Inc / (Dec)</b>
WC Operations	2,753,596	3,094,094	(340,498)	1,056,689	1,773,750	(717,061)
One-Stop Center and System	1,040,352	1,811,499	(771,147)	0	220,000	(220,000)
Service Provider Contracts	7,834,048	8,456,315	(622,267)	4,003,845	5,038,915	(1,035,070)
<b>Total Budget</b>	<b>11,627,996</b>	<b>13,361,908</b>	<b>(1,733,912)</b>	<b>5,060,534</b>	<b>7,032,665</b>	<b>(1,972,131)</b>



d. Workforce Connections' Professional Services Contracts.

*(Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any LEO Consortium member upon request).*

1. Coverall Health Based Cleaning System Services & Supplies – This is the third amendment to the original contract which provides janitorial services at Workforce Connection's main office and One-Stop Career Center. This amendment amount of \$45,000.00 represents the annual renewal of the contract and increases the maximum amount to \$168,412.00
2. CST Project Consulting – This is the second amendment to the original contract which provides fiscal consulting projects as needed to support Board staff. This amendment adds additional funds of \$54,000.00 for a not to exceed amount of \$299,160.00. The term remains the same. The contract is in the second year of a potential four year procurement.
3. Grant Management and Consulting Services (GMAC) – This is the initial contract (\$100,000.00) under a competitive procurement action to design, establish and execute a Workforce Development Practitioner Apprenticeship Program (WDPAP) for the Workforce Connections One-Stop delivery system.
4. Prism Global Management Group – This is the first amendment to the original contract which provides human resource services. This amendment represents the annual renewal of the contract and increases the maximum amount by \$72,000.00 to an amount not to exceed \$144,000.00.

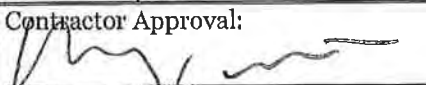



## Local Workforce Development Board Workforce Connections Professional Services Contracts

Agenda Item	Contractor	Funding Source	Amount	Term	
				Start Date	End Date
21 d 1	Coverall Health Based Cleaning System Services & Supplies	A/DW/Y	\$45,000.00	12/1/2016	11/30/2017
Description: This amendment #3 adds additional funding of \$45,000.00, for a not to exceed amount of \$168,412.00, and extends the contract for a fourth and final year under the existing procurement action. This amendment provides funding for janitorial services at the Charleston facility.					
21 d 2	CST Project Consulting (CST)	A/DW/Y	\$54,000.00	2/1/2016	1/31/2017
Description: This amendment #2 adds additional funding of \$54,000.00, for a not to exceed amount of \$299,160.00. The term remains the same and this contract is in the second year of a potential four year procurement. The contract is for fiscal consulting projects as needed to support Board staff.					
21 d 3	Grant Management and Consulting Services (GMAC)	A/DW/Y	\$100,000.00	9/1/2016	8/31/2017
Description: This is the initial contract under a competitive procurement action to design, establish and execute a Workforce Development Practitioner Apprenticeship Program (WDPAP) for the Workforce Connections One-Stop delivery system. This program is designed for a needed capacity building initiative in our workforce system and to provide training to all partner staff.					
21 d 4	Prism Global Management Group	A/DW/Y	\$72,000.00	10/1/2016	9/30/2017
Description: This amendment #1 adds additional funding of \$72,000.00, for a not to exceed amount of \$144,000.00, and extends the contract for a second year under the existing procurement action. This amendment provides funding for all organizational human resource services.					



**Professional Service Agreement - Amendment/Modification**

Parties to the Professional Service 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-13-PSA-CHBCS-02</b>		
	Contractor: Coverall North America Inc., dba Coverall Health-Based Cleaning System 350 SW 12 <sup>th</sup> Avenue Deerfield Beach, Florida 33442 Telephone: (561) 922-2409		Modification No. <b>2</b>		
			Modification Start Date: <b>As indicated in PSA</b>		
			Modification End Date: <b>November 30, 2016</b>		
Purpose of PSA:	Janitorial Services				
Modification Amounts:		<b>Amount</b>		<b>Total</b>	
	Amended obligation amount:	\$45,000.00	=====	\$45,000.00	
	The amended amount reimbursed as a result of this modification shall not exceed:	\$45,000.00	=====	\$45,000.00	
Terms and Conditions of Modifications:	Was the PSA 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</b> ( <i>Certification Regarding Debarment</i> ) amended? <i>(if yes please attach amended section)</i>		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Was attachment <b>B</b> ( <i>Scope of Services</i> ) amended? <i>(if yes please attach amended section)</i>		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Scope: <input checked="" type="checkbox"/>	
	Was attachment <b>C</b> ( <i>Schedule of Compensation</i> ) 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</b> ( <i>Copy of Insurance</i> ) <i>(updated section must be attached)</i>		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>		
	Attachment <b>E</b> ( <i>Addendum to Professional Service Contract</i> ) <i>(Contractor request - attached)</i>		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>		
	Comments: <ul style="list-style-type: none"> <li>Professional Service Agreement (PSA) term.</li> <li>See attachments A, B, C, D, 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.				
Contractor Approval:	 Signature of Contractor Authorized Officer      Date <u>12/14/15</u>		Workforce Connections Approval:		
	Phillip L. Wharton, Secretary/Chief Legal Officer Printed or Typed Name and Title		 Signature of WC Authorized Officer      Date <u>12/16/2015</u>		
			Ardell GAUBERT Printed or Typed Name and Title EXECUTIVE DIRECTOR		

Workforce Connections is an equal opportunity employer/program  
 6330 West Charleston Blvd Suite 150 Las Vegas Nevada 89146 Phone: (702) 638-8750 Fax: (702) 638-8774

## **Notice of Amendment**

Date: Thursday, December 10, 2015  
Coverall North America Inc., dba Coverall Health-Based Cleaning System  
(CHBCS)  
Professional Service Agreement (PSA) No. WC-13-PSA-CHBCS-02  
Amendment to this PSA No. 2

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

The PSA between Workforce Connections (WC) and CHBCS (“The Contractor”) which was last executed by the parties on **October 24, 2014** and subsequently amended on **December 10, 2015** is hereby amended by mutual agreement.

It is mutually understood and agreed by the undersigned contracting parties to amend the previously executed PSA as follow:

#### **This amendment changes the following:**

1. Compensation – Agreement Sum
2. Time for Performance - Term
3. Scope of Service/Proposal – Attachment “B”
4. Schedule of Compensation – Attachment “C”
5. Copy of Insurance – Attachment “D”
6. Addendum (Per Contractor request) – Attachment “E”

#### **Description of amended items:**

**1.1 Compensation:** The maximum payment under this agreement (Amendment No. 2) for services and, if authorized, reimbursement shall not exceed **\$45,000.00**.

**2.1 Term:** Time shall be of the essence of this agreement and the contractor agrees to satisfactorily complete all services and work within the time established in the Scope of Services.

Agreement Start Date: 12-03-2013 - Agreement End Date: 12-03-2014 [**Original Term**]

Agreement End Date: 11-30-2015 [**Amendment No.1**]

Agreement End Date: 11-30-2016 [**Amendment No.2**]

**Condition:** This agreement may be extended up to one (1) more year. An approved extension, along with a payment schedule adjustment, will be in effect upon an amendment to this agreement executed by both parties. The agreement extension shall be approved by WC Executive Director and shall not render ineffective or invalidate unaffected portions of this agreement.

#### **3.1 Scope of Service/Proposal**

Inclusion of “Additional Special Services” (page – 7)  
(See attachment “B”.)

*workforce* **CONNECTIONS**  
PEOPLE PARTNERSHIPS POSSIBILITIES

**4.1** Schedule of compensation is replaced in its entirety  
(See Attachment “C”).

**5.1 Copy of Insurance**  
(See Attachment “D”)

**6.1 Addendum, as requested to be incorporated by Contractor.**  
(See Attachment “E”)

**Incorporated documents to this notice:**

- Amendment/Modification form
- Attachment “A” Certification regarding debarment...
- Attachment “B” Scope of Work/Proposal
- Attachment “C” Schedule of Compensation
- Attachment “D” Copy of Insurance
- Attachment “E” Addendum (*Signatures required*)