

*workforce***CONNECTIONS**

Budget & Finance Committee

Wednesday, November 7, 2012 -- 10:00AM – 11:30AM

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

Voice stream link: <http://www.nvworkforceconnections.org/mis/listen.php>

This meeting has been properly posted in the following locations:

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
*workforce***CONNECTIONS**, 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken, and again before the adjournment of the meeting.

As required by Nevada's Open Meeting Law, the (Board, Committee or Council) may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

1. Please state your name and home address for the record
2. In fairness to others, groups or organizations are requested to designate one spokesperson
3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.

It is the intent of the (Board, Committee or Council) to give all citizens an opportunity to be heard.

Welcome to our meeting.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead Blvd., #200, Las Vegas, NV 89128; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may be made available with twenty-four (24) hours advance notice.

An Equal Opportunity Employer/Program

NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.

Budget & Finance Committee Members: Councilwoman Gerri Schroder, Chair; Hannah Brown, Vice-Chair; Commissioner William Kirby; Bill Bruninga; Dan Gouker; and Vida Chan Lin

All items listed on this Agenda are for action by the Budget & Finance Committee unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to workforceCONNECTIONS.

AGENDA

1. Call to order, confirmation of posting and roll call.
2. DISCUSSION and POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items.
3. FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.
4. DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of October 3, 2012..... 1
5. DISCUSSION and POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative – November 2012..... 8
6. REVIEW, DISCUSS and ACCEPT REPORTS:
 - a. Budget vs. Actual Finance Report (*workforceCONNECTIONS'* Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)..... 15
 - b. PY2011/PY2012 Awards and Expenditures – Monthly Update..... 18
 - c. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) -- November 2012 Report..... 19
 - d. YouthBuild Monitoring Review Report – October 2012..... 24

7. SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and your address for the record. Each comment will be limited to three (3) minutes.

8. Adjournment

*workforce*CONNECTIONS
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

Wednesday, October 3, 2012

The Budget & Finance Committee held a public meeting on October 3, 2012, beginning at 10:11 a.m. at the following location:

At its principal office at 7251 West Lake Mead Blvd., Suite 200,
Conference Room 200, Las Vegas, Nevada.

The site was connected by speaker telephone and voice stream link. The public was invited to attend at this location.

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

The meeting was called to order by Vice-Chair, Hannah Brown. Present were Chair, Councilwoman Gerri Schroder (via telephone), Bill Bruninga (via telephone), Dan Gouker, and Commissioner William Kirby (via telephone).

Absent was Vida Chan Lin.

Staff confirmed the agenda; meeting date/time/location had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Present were various staff members of *workforce*CONNECTIONS and members of the public were asked to sign in, and the sign in sheets are attached to the original minutes as Exhibit A.

2. Approval of Agenda with the inclusion of any Emergency Items and deletion of any Items.

A motion to approve the agenda as presented was made by Commissioner William Kirby and seconded by Dan Gouker. Motion carried.

3. Public Comment (1st period).

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

The Vice-Chair opened the meeting to Public Comment. No members of the public made comment and therefore the Public Comment Session was closed by Hannah Brown, Vice-Chair presiding.

4. Approval of minutes of the previous Budget & Finance Committee meeting of July 31, 2012.

A motion to approve the meeting minutes of July 31, 2012 as presented was made by Dan Gouker and seconded by Commissioner William Kirby. Motion carried.

5. Discussion and Possible Action: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative.

Carol Turner, financial staff presented the PY2012 WIA Formula Budget with no revision to revenues and its associated PY2012 WIA Budget Narrative.

- No change to estimated revenues.
- A recommendation to combine two line items into one through the Financial Edge (FE) system: Equipment Repairs – line item 7075 and Facilities Maintenance – line item 7075 with no funding added to these two line items.
- Admin Support Contracts – line item 7080 will decrease \$25,000, the Executive Search is no longer necessary and moved to Strategic Initiative – WIA – line item 8900.
- Program Support Contracts – line item 7085 will increase \$70,000 for the One-Stop strategic planning training that occurred in August/September and Web Development for the new One-Stop System and NVTrac.
- Payroll Services and Bank Fees – line items 7130/7135 will increase \$10,000 estimated increase in bank fees. The Executive Director has a meeting set with Wells Fargo Bank to discuss a reduction in fees. Discussion ensued regarding the continued efforts to receive reduced fees for Payroll Services and Bank Fees through Wells Fargo Bank. If negotiations are unsuccessful, *workforce*CONNECTIONS staff will consider publishing an RFP to review options from other financial institutions (i.e. Zion Bank, Nevada State Bank, Bank of Nevada, etc.) for lower rates for the same products and services.
- Strategic Initiative – WIA – line item 8900 a decrease of \$55,000 to fund program contracts and these funds are available for future Board initiatives.

A motion was made to approve the PY2012 WIA Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative as presented by Dan Gouker and seconded by Bill Bruninga. Motion carried.

6. Review, Discuss, and Accept Reports:
 - a. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Carol reported on the PY2012 WIA Formula Expenses Administrative and Program Operating Budget on page 15 of the agenda packet. Line item 7080/7085 – Program Support Contracts for the One-Stop System/Center training and the NVTrac system maintenance is

exceeding projections. Carol further stated that the percentage of Program Year Concluded is 8.33% well within budget for one month on all line items.

b. PY2011/PY2012 Awards & Expenditures - Monthly Update

Carol presented the PY2011/PY2012 Awards and Expenditures for Adult/Dislocated Worker and Youth through August invoices on pages 16-18 of the agenda packet.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	58%	42%	49.58%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	37.42%
WIA PY2011-PY2012 Adult & DW Rural Services	56%	44%	40.24%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	5.17%
Total PY2011-PY2012 Adult & Dislocated Worker	62%	38%	40.86%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	47%	53%	31.23%
WIA PY2011 Youth Tri County	56%	44%	47.69%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	3.93%
Total PY2011 Youth	48%	52%	31.88%
Direct Grants PY2010/PY2011			% Spent
WIA PY2010/PY2011 Governor's Reserve Youth			71.54%
Direct Adult & DW Grants			70.17%

Carol stated staff is transitioning from the prior year contract amounts into the present year funding. Continuing contracts are broken down into two lines (for transparency purposes) for each contract. Carol further identified a new Service Provider to WIA as a replacement to Caliente – The Youth Re-Entry Advocate Program that services the In-School younger than 18 years of age group.

Councilwoman Gerri Schroder, Chair of the Budget & Finance Committee joined the meeting via telephone at 10:35 a.m.

Hannah Brown queried if the Department of Justice – Get Out program grant is automatically renewed or does *workforce*CONNECTIONS request renewal. Heather DeSart, Deputy Director responded that the Department of Justice has not released another opportunity to bid for those funds. If they do, staff will certainly pursue the funds.

*workforce*CONNECTIONS has a no-cost extension attached to this grant until December 31, 2012.

c. Adult/Dislocated Worker and Youth Funding Plans

Carol presented and identified each line item listed in the Adult/Dislocated Worker and Youth Funding Plan on page 19 and 20 of the agenda packet. Additional columns have been included since there is less quarters to reflect on the report: Budget; Remaining Available

Funds; Projections Based on Monthly Invoices (for four quarters); Projected PY2012 Total, and Remaining are in the construct of the report.

Dan Gouker queried the dollar amount for the One-Stop Operation. Ardell Galbreth responded that *workforce*CONNECTIONS would be opening a One-Stop Center/System with the associated operating costs:

- Lease agreement
- Operating costs (infrastructure-data automation, partners support services, utilities, furniture/equipment, etc.)
- Tenant improvements
- 3 Personnel have been hired to date

Ardell stated his anticipation to enter into a lease agreement for a specific location prior to the end of 2012. He further stated that the concern is to ensure that *workforce*CONNECTIONS is in full compliance in accordance with the Workforce Investment Act by the end of the year due to *workforce*CONNECTIONS' Board Recertification on or about December 31, 2012. If *workforce*CONNECTIONS has a fully executed lease agreement with the operating schedule and expenses outlined within, the request for Recertification should be sufficient to satisfy the U.S. DOL requirements. If *workforce*CONNECTIONS does not have this information outlined for the One-Stop requirement, it could be problematic and staff would work with the State on this issue.

d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – October 2012 Report

Carol presented the monthly report of Audit Findings for Program Year 2010 (Year Ended June 30, 2011) October 2012 Report updates on pages 21 – 24 of the agenda packet. The Schedule of Expenditures of Federal Awards (SEFA) report is due on October 29, 2012 to the auditors. Fiscal is wrapping up reconciliations and producing a new report for the Audit team. The audit will begin on November 13, 2012. The auditors completed preliminary work in September and provided a list of items to produce for their upcoming audit in November.

*workforce*CONNECTIONS staff will work diligently to ensure that the auditors “sample” documents versus 100%. *workforce*CONNECTIONS staff ran programs in-house so there will be additional Client Eligibility files to audit.

Carol stated that she anticipates 5-6 of the findings removed, that significant progress on the balance of the findings will occur with a probable balance of 4-5 findings (a significant reduction to the list) remaining. Whether the auditors will give *workforce*CONNECTIONS credit for having a CPA on board when he started on February 29, 2012 will depend on the auditors as well.

Ardell stated *workforce*CONNECTIONS is in a better position with regard to the Fiscal Department and audits that the majority of the findings certainly will disappear. Example of a finding that would reoccur: The manner in which *workforce*CONNECTIONS receives its cash from the State and the timeline to expend. Unless

*workforce*CONNECTIONS has some form of unrestricted reserve funding or have direct EFT access to draw the money down when needed, there is going to be a time lag when the drawn funds are expended after receipt. Ardell stated that the Board has an opportunity to explain a finding, why the finding exists, and the corrective action taken.

Commissioner William Kirby queried if the Service Providers were turning in their reports timely. The big contention was that the delay compromised the ability to get ready for the year-end when contributors are late. Carol responded that this was a much simpler year-end because the contracts ended on June 30, 2012. The Service Providers do not have the 60-day period for closeout it is considered a regular month (30 days) and the providers have submitted all of their invoices to date. Staff has issued inventory sheets and those are the only 'Pink Papers' issued in the last 3 months.

e. PBTk Scope of Work Update

Carol presented the executed Letter of Engagement with the appropriate estimated fee schedule attached on pages 25 – 27 of the agenda packet with a total fee amount of \$75,724.

f. DETR 2011 Final Report of Technical Assistance Review of *workforce*CONNECTIONS' Fiscal Operations

Carol presented the Nevada Department of Employment, Training and Rehabilitation 2011 Final Report of the Technical Assistance Review of NVWorkforce Connections' Fiscal Operations from the audit conducted in September 2011 for the prior year books with positive results.

Jim Kostecki stated that aside from PBTk auditors conducting audits, DETR Auditors (impressed with the function/detail of the FE system and the results that can be expected from the system), YouthBuild auditor from the Department of Labor, and U.S. DOL Auditor for SESP all audited all within the 2-3 week timeframe in September.

Councilwoman Schroder stated that some of the findings are administrative and wanted to confirm that staff is properly trained in the job duties as a result of the report findings. Ardell responded that the staff is "well qualified and well trained" and there is excellent oversight by Jim Kostecki, Finance Manager and Carol Turner, Finance staff with marked improvement in the fiscal department.

A motion was made to accept the reports as presented by Bill Bruninga and seconded by Dan Gouker. Motion carried.

7. Discussion and Possible Action: Professional Services Contract – Review and approve staff's recommendation to extend CST Project Consulting contract through January 31, 2014 in an additional amount of \$163,440.00 with a total amount not to exceed \$406,614.00 and an option to extend one additional year.

Ardell presented and read the recommendation from staff for the Professional Services Contract to extend CST Project Consulting and the associated Scope of Work. Discussion ensued and a thank you extended to Carol Turner for the work she has executed to date.

A motion was made to approve the recommendation from staff to extend the contract for CST Project Consulting through January 2014 as presented by Councilwoman Gerri Schroder and seconded by Commissioner William Kirby. Motion carried.

8. Discussion and Possible Action: Budget and Finance Committee 2013 Calendar of meeting dates/time.

Ardell presented the Budget & Finance Committee 2013 Calendar to the committee for review and consideration. As a result, the committee requested that staff modify the date for the July meeting (move it back another week was suggested) and forward the revised calendar to the Committee members.

A motion was made to accept the Budget & Finance Committee 2013 Calendar with the recommended suggestion, modify the calendar, and forward the modification to the Committee members by Dan Gouker and seconded by Councilwoman Gerri Schroder. Motion carried.

9. Public Comment and Discussion (2nd period).

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Committee. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

The Vice-Chair opened the meeting to Public Comment. No members of the public made comment and therefore the Public Comment Session was closed by Hannah Brown, Vice-Chair presiding.

10. Adjournment unanimously approved at 11:49 a.m.


Respectfully submitted,
Dianne Tracy, Recorder

BUDGET COMMITTEE 2013 CALENDAR - REVISED

Wednesday, January 16, 2013	10:00am
Wednesday, February 6, 2013	10:00am
Wednesday, March 6, 2013	10:00am
Wednesday, April 3, 2013	10:00am
Wednesday, May 1, 2013	10:00am
Wednesday, June 5, 2013	10:00am
Tuesday, July 9, 2013	11:30am -- (working lunch)
Wednesday, August 7, 2013	10:00am
Wednesday, September 4, 2013	10:00am
Wednesday, October 2, 2013	10:00am
Wednesday, November 6, 2013	10:00am
Wednesday, December 4, 2013	10:00am

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - November 2012)

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		TOTAL
				10% Admin	10% Program	
PY2012 Adult	6,316,715	6,316,715	-	631,672	631,672	6,316,715
PY2012 Dislocated Worker	6,847,926	6,847,926	-	684,793	684,793	6,847,926
PY2012 Youth	6,337,899	6,337,899	-	633,790	633,790	6,337,899
PY2011 Adult Carry Forward	1,000,000	1,000,000	-	100,000	100,000	1,000,000
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	-	100,000	100,000	1,000,000
PY2011 Youth Carry Forward	3,000,000	3,000,000	-	300,000	300,000	3,000,000
Other Revenues (Interest)	25	25	-		25	25
Governor's Reserve - Strategic Initiative			-		-	-
Total Revenue by Funding Stream	\$ 24,502,565	\$ 24,502,565	\$ -	\$ 2,450,255	\$ 2,450,280	\$ 24,502,565
				Subtotal Board Operations \$ 4,900,535		

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$19,502,540.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. These fund estimates will be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	TOTAL
Adult Services	5,853,371	5,853,371	-	5,853,371
Dislocated Worker Services	6,278,340	6,278,340	-	6,278,340
Youth Services	7,470,319	7,470,319	-	7,470,319
Subtotal Community Resource Allocations	\$ 19,602,030	\$ 19,602,030	\$ -	\$ 19,602,030

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	4,900,535	4,900,535	-	1,874,464	3,026,071	4,900,535
Total Expenditures	\$ 24,502,565	\$ 24,502,565		\$ 1,874,464	\$ 3,026,071	\$ 24,502,565
Fund Balance	\$ -	\$ -		\$ 575,791	\$ (575,791)	\$ -

NOTE: PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)
PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - November 2012)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	28.88	24.88	2,413,763	2,451,763	38,000	809,082	1,642,681	2,451,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			50,000	75,000	25,000	75,000	-	75,000
7010 Legal Publication Advertising			18,000	18,000	-	5,040	12,960	18,000
7020 Licenses and Permits			3,000	3,000	-	840	2,160	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,360	8,640	12,000
7030 Postage and Delivery			3,000	3,000	-	840	2,160	3,000
7035 Printing and Reproduction			12,000	12,000	-	3,360	8,640	12,000
7040 Office Supplies			15,000	15,000	-	4,200	10,800	15,000
7045 Systems Communications			50,000	50,000	-	14,000	36,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	11,200	28,800	40,000
7055 Travel and Mileage - Staff			30,000	30,000	-	8,400	21,600	30,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	8,400	21,600	30,000
7070 Rent (Offices)			365,348	365,348	-	102,297	263,051	365,348
7075 Equipment Repairs			-	-	-	-	-	-
7075 Facilities Maintenance			6,500	6,500	-	1,820	4,680	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			30,000	30,000	-	-	30,000	30,000
7085 Program Support Contracts - IT NVTrac/Web			70,000	137,000	67,000	-	137,000	137,000
7090 Non-Board Meetings and Outreach			30,000	30,000	-	8,400	21,600	30,000
7095 Board Meetings and Travel			8,000	18,000	10,000	-	18,000	18,000
7100 Insurance			40,000	40,000	-	11,200	28,800	40,000
7100-7120 Employee Fringe Benefits			809,818	823,818	14,000	271,860	551,958	823,818
7125 Employer Payroll Taxes			71,804	72,804	1,000	24,025	48,779	72,804
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,200	10,800	15,000
7600 Youth Program Activities			15,000	15,000	-	-	15,000	15,000
7605 Adult/DW Program Activities			15,000	15,000	-	-	15,000	15,000
8500 Capital - Equipment and Furniture			75,000	55,000	(20,000)	15,400	39,600	55,000
8510 Capital - Software NVTrac - Data System			100,000	-	(100,000)	-	-	-
8900 Strategic Initiative - WIA			86,302	51,302	(35,000)	-	51,302	51,302
Subtotal Board Operations			4,900,535	4,900,535	-	1,868,924	3,031,611	4,900,535

**Workforce Connections
Program Year 2012
WIA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Investment Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Investment 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 Investment Board.

Revenues:

Workforce Investment Act (WIA) Program Year PY 2012 allotted funds are in the amount of \$19,502,540 which is allocated among the three funding streams: Adult - \$6,316,715, Dislocated Worker - \$6,847,926, and Youth - \$6,337,899.

Overall funding for PY 2012 was increased by \$1,301,929 (7.15%), compared to the Program Year 2011 WIA allocation which was \$18,200,611.

Other anticipated funding includes operating carry forward funds from Program Year 2011 WIA allocation estimated at \$5,000,000 and interest at \$25.

Total budgeted revenues for PY 2012 are \$24,502,565.

Expenditures – Community Resource Allocation:

On May 22, 2012, the Board approved extension of the Adult and Dislocated Worker PY2011 contracts in the amount of \$9,100,000 and a new PY2012 contract for adult re-entry services in the amount of \$700,000. In May and June 2012, the Board approved Youth PY2012 contracts in the amount of \$1,750,000 for out-of-school, \$1,944,000 for in-school youth programs, and \$300,000 for the youth re-entry program. The Board also approved an extension for Lincoln County's youth program in the amount of \$100,000 and an extension for Nye Community Coalition youth program in the amount of \$150,000.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors had allocated 16% of the total budget allocation. Effective July 1, 2012, the Board of Directors elected to reduce the programmatic amount to 10%. 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: \$2,451,763 – an increase of \$38,000 – Allocated costs for administrative and program staff salaries. This increase will fund a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

7000 - Accounting and Auditing: \$350,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$175,000
Accounting Services	\$175,000

7005 Legal Fees: \$75,000 – an increase of \$25,000 – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies. This increase will fund unanticipated legal fees incurred for Board legal issues and the contract review and negotiations of the One-Stop Center lease agreement. Total contract award is \$100,000 with an additional \$25,000 to be budgeted in the One-Stop System budget.

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: \$12,000 – 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: \$3,000 – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

7035 Printing and Reproduction: \$12,000 – 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: \$15,000 – Allocated costs for various office supplies needed for every day operations.

7045 Systems Communications: \$50,000 – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.

7050 Tuition, Training, and Seminars (Staff): \$40,000 – Allocated costs for staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

- 7055 Travel and Mileage (Staff): \$30,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. This account line also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly lease agreement.
- 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): \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$6,500** – Allocated costs for equipment or facility repairs and maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 7080 Admin Support Contracts: \$120,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$30,000** – Allocated costs for program support agreements and temporary staffing to support program activities.
- 7085 Program Support Contracts – IT NVTrac and Web: \$137,000 – an increase of \$67,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities. This increase will provide funds for the training of the new Systems Programmer position on NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.
- 7090 Non-Board Meetings and Outreach: \$30,000** – 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: \$18,000 – an increase of \$10,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. This increase will fund additional Board members travel to workforce conferences.
- 7100 Insurance: \$40,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, and Board of Directors’ and officers’

omission and errors liability. This line also provides auto insurance for our green training vehicle.

7100-7120 Employee Fringe Benefits: \$823,818 – an increase of 14,000 – 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. This increase will fund the fringe benefits for a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

7125 - Employer Payroll Taxes: \$72,804 – an increase of \$1,000 – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. This increase will fund the payroll taxes for a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

7130-7135 Bank/Payroll Services: \$16,000 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$9,000
Payroll Services	\$7,000

7200 Equipment – Operating Leases: \$15,000 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

7600 Youth Program Activities: \$15,000 – Allocated costs for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.

7605 Adult/DW Program Activities: \$15,000 – Allocated costs for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.

8500 Capital – Equipment and Furniture: \$55,000 – a decrease of \$20,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. This decrease will fund additional Program Contracts that will support the training of the new Systems Programmer position who will then replace contractors currently providing NVTrac systems and data maintenance. The decrease is funded by equipment purchases postponed until the move into the new location in September 2013.

8510 Capital – Software NVTrac Data System: \$0 – a decrease of \$100,000 – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system. This decrease is based on an accounting reclassification from the capital software line item to the Program Contracts line item because NV Trac’s status is now maintenance instead of software development.

8900 Strategic Initiatives: \$51,302 – a decrease of \$35,000 – This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board. This decrease will fund unanticipated legal fees incurred for Board legal issues and the contract review and negotiations of the One-Stop Center lease agreement and to fund Board members travel to workforce conferences.

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
October 30, 2012

Amounts for Providers reflect invoiced allowable expenditures through September 2012. Starred lines only reflect expenditures through August 2012.

Amounts for Internal Programs reflect expenditures as of October 30, 2012.

All Contracts have an ending date of June 30, 2013 unless noted.

WIA PY11-PY12 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
Bridge Counseling Associates	\$ 500,000	\$ 250,000	\$ 245,832	\$ 495,832	99.17%	\$ 4,168	\$ 77,600	
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 79,503	\$ -	\$ 79,503	11.36%	\$ 620,497		See above line
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 33,000	
GNJ Family Life Center-PY12 extension	\$ 1,200,000	\$ 141,620	\$ 73,951	\$ 215,571	17.96%	\$ 984,429		See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 300,000	\$ 199,740	\$ 499,740	83.29%	\$ 100,260	\$ 48,171	
Goodwill of Southern Nevada-PY12 extension	\$ 1,200,000	\$ 248,973	\$ -	\$ 248,973	20.75%	\$ 951,027		See above line
Latin Chamber Foundation	\$ 600,000	\$ 302,970	\$ 200,091	\$ 503,062	83.84%	\$ 96,938	\$ 67,138	
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 40,472	
So. NV Regional Housing Authority	\$ 175,000	\$ 66,155	\$ 64,571	\$ 130,725	74.70%	\$ 44,275	\$ 8,848	
Total	\$ 6,175,000	\$ 1,989,222	\$ 1,384,185	\$ 3,373,406	54.63%	\$ 2,801,594	\$ 275,229	

59% 41%

WIA PY11-PY12 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
CCSD - Desert Rose (contract ends 12/31/2012)	\$ 500,000	\$ 231,755	\$ 119,906	\$ 351,661	70.33%	\$ 148,339	\$ -	
Foundation for an Independent Tomorrow	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 1,000	
Foundation for an Independent Tomorrow-PY12 extension	\$ 1,200,000	\$ 165,590	\$ 92,801	\$ 258,391	21.53%	\$ 941,609		See above line
Latin Chamber Foundation	\$ 600,000	\$ 300,000	\$ 245,351	\$ 545,351	90.89%	\$ 54,649		See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ 96,850	\$ -	\$ 96,850	8.07%	\$ 1,103,150		See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 26,789	\$ 596,789	99.46%	\$ 3,211	\$ -	
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 35,660	\$ -	\$ 35,660	3.96%	\$ 864,340		See above line
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 256,274	\$ 556,274	92.71%	\$ 43,726		See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 243,390	\$ -	\$ 243,390	20.28%	\$ 956,610		See Green Above
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -		See Green Above
So. NV Regional Housing Authority-PY12 extension	\$ 500,000	\$ 41,232	\$ 9,506	\$ 50,738	10.15%	\$ 449,262		See Green Above
Total	\$ 8,075,000	\$ 2,371,977	\$ 1,138,127	\$ 3,510,104	43.47%	\$ 4,564,896	\$ 1,000	

68% 32%

WIA PY11-PY12 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 341,430	\$ 716,430	95.52%	\$ 33,570	\$ 13,306	
Nye Communities Coalition-PY12 extension	\$ 1,000,000	\$ 40,941	\$ -	\$ 40,941	4.09%	\$ 959,059		See above line
Total	\$ 1,750,000	\$ 415,941	\$ 341,430	\$ 757,371	43.28%	\$ 992,629	\$ 13,306	

55% 45%

WIA PY12 Adult and Dislocated Worker Re-Entry Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow	\$ 700,000	\$ 62,962	\$ -	\$ 62,962	8.99%	\$ 637,038
Total	\$ 700,000	\$ 62,962	\$ -	\$ 62,962	8.99%	\$ 637,038

100% 0%

Total PY11-PY12 Adult/DW	\$ 16,700,000	\$ 4,840,101	\$ 2,863,742	\$ 7,703,843	46.13%	\$ 8,996,157
---------------------------------	----------------------	---------------------	---------------------	---------------------	---------------	---------------------

63% 37%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
October 30, 2012

Amounts for Providers reflect invoiced allowable expenditures through September 2012. Starred lines only reflect expenditures through August 2012.
Amounts for Internal Programs reflect expenditures as of October 30, 2012.

WIA PY11 Youth General							
Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD Desert Rose-PY11 Year Round	7/1/11-9/30/12	\$ 362,000.00	\$ 209,999	\$ 89,718	\$ 299,717	82.79%	\$ 62,283
HELP of So. Nevada-PY11 Year Round	7/1/11-9/30/12	\$ 713,000.00	\$ 120,253	\$ 221,313	\$ 341,565	47.91%	\$ 371,435
HELP of So. Nevada-PY11 Year Round (addl summer \$)	4/1/12-9/30/12	\$ 1,200,000.00	\$ 394,843	\$ 385,616	\$ 780,460	65.04%	\$ 419,540
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 108,003	\$ 47,509	\$ 155,513	62.21%	\$ 94,487
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 23,830	\$ 24,291	\$ 48,122	9.62%	\$ 451,878
Nevada Partners, Inc-PY11 Year Round	7/1/11-9/30/12	\$ 500,000.00	\$ 227,586	\$ 249,408	\$ 476,994	95.40%	\$ 23,006
Nevada Partners, Inc-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 677,909.00	\$ 197,869	\$ 480,040	\$ 677,909	100.00%	\$ -
Nevada Partners, Inc-PY11 Summer Component	6/1/12-6/30/13	\$ 500,000.00	\$ 124,299	\$ 17,758	\$ 142,057	28.41%	\$ 357,943
So. NV Children First-PY11 Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 49,684	\$ 75,316	\$ 125,000	100.00%	\$ -
So. NV Children First-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 97,020	\$ 5,073	\$ 102,093	40.84%	\$ 147,907
Total		\$ 5,077,909	\$ 1,553,386	\$ 1,596,043	\$ 3,149,429	62.02%	\$ 1,928,480

49% 51%

WIA PY12 Youth General							
Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	\$ 600,000.00		\$ 79,041	\$ 79,041	13.17%	\$ 520,959
HELP of So. Nevada-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000.00	\$ -		\$ -	0.00%	\$ 922,000
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	\$ 375,000.00		\$ -	\$ -	0.00%	\$ 375,000
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000.00		\$ 10,407	\$ 10,407	2.60%	\$ 389,593
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000.00	\$ 47,018		\$ 47,018	5.10%	\$ 874,982
So. NV Children First-PY12 Out of School	7/1/12-6/30/13	\$ 375,000.00		\$ 25,087	\$ 25,087	6.69%	\$ 349,913
Total		\$ 3,594,000	\$ 47,018	\$ 114,535	\$ 161,553	4.50%	\$ 3,432,447

29% 71%

WIA PY11-12 Youth Rural and Tri-County							
Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-6/30/13	\$ 100,000.00	\$ 34,375	\$ 56,795	\$ 91,170	91.17%	\$ 8,830
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	\$ 100,000
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	\$ 300,000.00	\$ 98,367	\$ 54,362	\$ 152,729	50.91%	\$ 147,271
Nye Communities Coalition-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 88,753.00	\$ 53,393	\$ 35,360	\$ 88,753	100.00%	\$ -
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	\$ 150,000.00	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Nye Communities Coalition-Tri-County	7/1/11-9/30/12	\$ 150,000.00	\$ 77,631	\$ 71,289	\$ 148,920	99.28%	\$ 1,080
Total		\$ 888,753	\$ 263,765	\$ 217,806	\$ 481,572	54.19%	\$ 407,181

55% 45%

WIA PY12 Youth Re-Entry							
Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-6/30/13	\$ 300,000.00	\$ -	\$ 20,958	\$ 20,958	6.99%	\$ 279,042
Total		\$ 300,000	\$ -	\$ 20,958	\$ 20,958	6.99%	\$ 279,042

0% 100%

Total Youth		\$ 9,860,662	\$ 1,864,170	\$ 1,949,341	\$ 3,813,511	38.67%	\$ 6,047,151
--------------------	--	---------------------	---------------------	---------------------	---------------------	---------------	---------------------

49% 51%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
October 30, 2012

Amounts for Providers reflect invoiced allowable expenditures through September 2012. Starred lines only reflect expenditures through August 2012.

Amounts for Internal Programs reflect expenditures as of October 30, 2012.

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute	5/1/12-9/30/12	75,000	\$ 74,698	99.60%	301.76
Total		75,000	\$ 74,698	99.60%	\$ 301.76

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 641,948	92.75%	50,148.09
Health Resources and Services Admin. (HRSA)	0	2/8/11-9/30/12	140,509	\$ 140,509	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 79,654	31.86%	170,346.24
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 2,889,414	82.48%	613,585.66
US Fish & Wildlife - WC	0	6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First	0	6/1/12-9/30/12	16,471	\$ 7,685	46.66%	8,785.33
Youth Build PY11 - CCSD Desert Rose	0	7/1/11-6/30/13	158,584	\$ 86,099	54.29%	72,484.70
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 435,970	46.31%	505,445.68
Total	9.50		5,713,105	\$ 4,292,309	75.13%	\$ 1,420,795.70

SEPTEMBER YTD 2012 REPORT-FINAL

For the Period : July 1, 2012 through June 30, 2013

workforce CONNECTIONS

PY2012 WIA Formula Expenses
Administrative and Program Operating Budget

% of Program Year Concluded 25.00%

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	796,542	1,617,221	2,413,763	117,227	293,505	410,732	679,315	1,323,716	2,003,031	14.72%	18.15%	17.02%
7000	Accounting and Auditing	350,000	0	350,000	52,936	0	52,936	297,064	0	297,064	15.12%	0.00%	15.12%
7005	Legal Fees	100,000	0	100,000	33,260	0	33,260	66,740	0	66,740	33.26%	0.00%	33.26%
7010	Legal Publication Advertising	5,040	12,960	18,000	96	241	337	4,944	12,719	17,663	1.90%	1.86%	1.87%
7020	Licenses and Permits	840	2,160	3,000	127	296	423	713	1,864	2,577	15.12%	13.70%	14.10%
7025	Dues and Subscriptions	3,360	8,640	12,000	621	1,453	2,074	2,739	7,187	9,926	18.48%	16.82%	17.28%
7030	Postage & Delivery	840	2,160	3,000	284	682	966	556	1,478	2,034	33.81%	31.57%	32.20%
7035	Printing and Reproduction	3,360	8,640	12,000	316	780	1,096	3,044	7,860	10,904	9.40%	9.03%	9.13%
7040	Office Supplies	4,200	10,800	15,000	714	1,706	2,420	3,486	9,094	12,580	17.00%	15.80%	16.13%
7045	System Communications	14,000	36,000	50,000	3,726	8,906	12,632	10,274	27,094	37,368	26.61%	24.74%	25.26%
7050	Tuition, Training and Seminars	11,200	28,800	40,000	2,101	5,253	7,354	9,099	23,547	32,646	18.76%	18.24%	18.39%
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	1,480	3,598	5,078	6,920	18,002	24,922	17.62%	16.66%	16.93%
7060	Utilities (Included in Rent)	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7065	Telephone	8,400	21,600	30,000	1,163	2,808	3,971	7,237	18,792	26,029	13.85%	13.00%	13.24%
7070	Rent	102,297	263,051	365,348	22,523	53,937	76,460	79,774	209,114	288,888	22.02%	20.50%	20.93%
7075	Facilities Maintenance	1,820	4,680	6,500	189	457	646	1,631	4,223	5,854	10.38%	9.76%	9.94%
7080/7085	Support Contracts	120,000	100,000	220,000	46,281	53,309	99,590	73,719	46,691	120,410	38.57%	53.31%	45.27%
7090	Non-Board Meetings & Outreach	16,800	43,200	60,000	2,494	5,893	8,387	14,306	37,307	51,613	14.85%	13.64%	13.98%
7095	Board Meetings and Travel	0	8,000	8,000	0	1,256	1,256	0	6,744	6,744	0.00%	15.70%	15.70%
7100	Insurance	11,200	28,800	40,000	2,219	5,245	7,464	8,981	23,555	32,536	19.81%	18.21%	18.66%
7120	Employee Fringe Benefits	267,240	542,578	809,818	44,990	107,454	152,444	222,250	435,124	657,374	16.84%	19.80%	18.82%
7125	Employer Payroll Taxes	23,695	48,109	71,804	2,022	4,841	6,863	21,673	43,268	64,941	8.53%	10.06%	9.56%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	882	0	882	15,118	0	15,118	5.51%	0.00%	5.51%
7200	Equipment - Operating Leases	4,200	10,800	15,000	1,028	2,476	3,504	3,172	8,324	11,496	24.48%	22.93%	23.36%
7600	Youth Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8500	Equipment and Furniture	21,000	54,000	75,000	3,790	9,146	12,936	17,210	44,854	62,064	18.05%	16.94%	17.25%
8510	Software - NV Trac Data System	0	100,000	100,000	-18	-41	-59	18	100,041	100,059	0.00%	-0.04%	-0.06%
8900	Strategic Initiative (Operations)	0	36,302	36,302	0	0	0	0	36,302	36,302	0.00%	0.00%	0.00%
	Total	1,890,434	3,010,101	4,900,535	340,451	563,201	903,652	1,549,983	2,446,900	3,996,883	18.01%	18.71%	18.44%

PROGRAM SUPPORT CONTRACTS AND LEGAL EXPENSES are higher than projected, due primarily to the One-Stop System Expenses; reclassifications will be made and the budget will be modified in October.

Legend	
	Correct Now
	Watch
	OK

workforce CONNECTIONS

**Audit Findings for PY2010
(Year Ended June 30, 2011)**

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures	August 2012	X	X	X	X	X	
		Status: A new financial system was implemented in January 2012. The system will improve the entry and reporting of financial data as well as assist in the implementation of more control and accountability.							
		Action: Sep 2011 - Completed configuration of the new financial system, began staff training, and determined original staff assignments.							
		Action: May 2012 - Document the final reconciliation of Financial Edge to QuickBooks for July through December.							
		Finding Status: Jun 2012 - QuickBooks policies were in place July 2011 and new policies for Financial Edge are in place July 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Aug 2012 - Written policies and procedures were updated for Financial Edge.							
		Status: The monthly closing processes will be assigned to specific fiscal staff wherein each staff has an assigned responsibility with a due date. Completion of the closing processes and the review/approval will be documented and retained.	August 2012						
		Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.							
		Finding Status: Jun 2012 - We received this audit finding on Feb 24, 2012. Reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Nov 2012 - The Finance Manager will prepare written documentation detailing the year-end/closeout process including staff assignments.							
		Action: Dec 2012 - The Finance Manager will prepare written documentation detailing the monthly close process including staff assignments.							
		Action: Nov 2012/Jan 2013 - Develop new monthly/quarterly financial status reports.							

workforce CONNECTIONS

**Audit Findings for PY2010
(Year Ended June 30, 2011)**

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit				
				PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement	May 2012	X	X	X	X	
		Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.						
		Action: Mar 2012 - New Finance Manager hired February 27, 2012.						
		Action: May 2012 - Extensive training on DOL fiscal regulations was provided to all administrative and program staff including Finance.						
		Finding Status: Jun 2012 - In addition to substantial interim audit services from Jul through Sep 2011, a new Finance Manager (Feb 2012), Financial Analyst (Jul 2011), and Financial Consultant (Aug 2011) were hired to expand the expertise of the finance staff. This finding should reflect substantial progress for the June 30, 2012 audit.						
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	November 2012	X	X	X	X	X
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.						
		Finding Status: Jun 2012 - Monthly reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.						
		Action: Oct/Nov 2012 - Continue to reconcile PY11 invoice and drawdown transactions in FE. Document monthly/quarterly procedure, review and approval.						
		Action: Nov 2012 - The Finance Manager will provide daily written reports on the status of the SEFA preparation, invoice, and drawdown reconciliations to the Executive Director.						
Action: Ongoing - Update and reconcile FE each month through year end.								
11-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown.	May 2012	X	X	X		
		Status: The SEFA has been kept up-to-date since April 2011. This resulted in improved drawdown calculations and reduces discrepancies.						
		Action: May 2012 - Continue to update the SEFA worksheet ensuring that discrepancies between the draw requests and the actual expenditures are identified.						
		Finding Status: Jun 2012 - Progress was made including Implementation of a working capital balance and weekly reimbursement draw process in Jan 2012. This finding should reflect substantial progress for the June 30, 2012 audit.						
		Action: Nov 2012 - Continue transition from the SEFA to FE report to ensure that discrepancies between drawdown requests and the actual expenditures are identified.						
Action: Nov 2012 - The Finance Manager will provide weekly written reports on the status of the drawdown reconciliations in FE to the Executive Director.								
Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.								

workforce CONNECTIONS

**Audit Findings for PY2010
(Year Ended June 30, 2011)**

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-5	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	March 2012	X	X				
		Status: It currently takes DETR one to three weeks to process a drawdown request. Because Workforce Connections does not have cash available to pay expenditures and then request reimbursements, cash management can be very difficult.							
		Action: Jan 2012 - Implemented a new working capital balance draw process that allows weekly reimbursement of expenses. Implement program draw percentages based on prior month's cost allocation.							
		Finding Status: Jun 2012 - Request for funds are reconciled to FE in the new monthly reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Nov 2012 - The Finance Manager will provide weekly written reports on the status of the invoice and drawdown reconciliations in FE to the Executive Director.							
		Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.							
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011						
		Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.							
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.							
		Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.							
		Action: Nov 2012 - The Finance Manager will provide weekly written reports on the timeliness of disbursements to the Executive Director.							
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.							
11-6	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X				
		Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.							
		Action: Aug 2011 - Two ARRA reports were due June 30, 2011 and submitted on time.							
		Action: Oct 2011 - One final ARRA report was submitted on time for Youthbuild.							
		Finding Status: Jun 2012 - All ARRA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							

workforce CONNECTIONS

**Audit Findings for PY2010
(Year Ended June 30, 2011)**

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	November 2012	X					
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: Apr/May 2012 - Program staff continue to provide technical assistance, oversight, and review of files for completion and accuracy.							
		Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Additional technical assistance was provided and informal monitoring was conducted for Youthbuild and reentry programs. This finding is expected to continue for the June 30,							
		Action: Nov 2012 - Workforce Connections' staff continue to evaluate participant records to determine compliance with WIA guidelines and regulations.							
		Action: Nov 2012 - The Deputy Director will provide monthly written reports regarding the status of the evaluation of the participant records to the Executive Director.							
		Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.							
11-8	Federal Grants	Sub-recipients awards did not contain the required information	July 2011	X	X	X		X	
		Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended.							
		Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected.							
		Action: May 2012 - Training was provided on contracts and procurement to WC staff and service providers.							
		Finding Status: Jun 2012 - All contracts for program year 2011 included the new template with the required information. This finding should not repeat for the June 30, 2012 audit.							
		Action: Ongoing - Ensure all future contracts contain data.							

workforce CONNECTIONS

**Audit Findings for PY2010
(Year Ended June 30, 2011)**

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions	July 2011	X	X				
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner.							
		Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines.							
		Finding Status: Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.									
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings	August 2011	X	X	X			
		Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.							
		Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews effective June 2011.							
		Action: May 2012 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							
		Finding Status: Jun 2012 - Annual monitoring will be completed by May 2012 and findings follow up will continue. This finding should not repeat for the June 30, 2012 audit.							
Action: Ongoing - Pink Paper monthly review of fiscal and program status.									



OCT 26 2012

Ardell Galbreth
Executive Director
Workforce Connections
7251 W. Lake Mead Blvd., Suite 250
Las Vegas, NV 89129

RE: YouthBuild Grant # YB-21884-11-60-A-32

Mr. Galbreth:

During the period of September 18 - 20, 2012, the U.S. Department of Labor, Employment and Training Administration conducted a review of your organization's YouthBuild grant #YB-21884-11-60-A-32. The purpose of the review was to determine if the grant is operating in accordance with Federal requirements and that progress is being made in meeting the grant's goals and objectives.

The enclosed report outlines the scope of the grant review and identifies compliance findings and required corrective actions and opportunities for improvement. This report is based on information provided as of the date of the review. Please submit your response to the findings outlined in the report to the Regional Office by November 30, 2012. I hope that our review has been helpful to you.

Please express my appreciation to your staff for their cooperation and assistance during the review. If you have any questions, please do not hesitate to call me at 415-625-7900 or Christine Chudd, Regional Director, at 415-625-7955.

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Hamilton".

Virginia Hamilton
Regional Administrator

**Monitoring Review Report
of the
WorkforceConnections
YouthBuild Grant**

Issued by the San Francisco Regional Office
October 2012

ETA

UNITED STATES DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

EXECUTIVE SUMMARY

The San Francisco Office of the U.S. Department of Labor, Employment and Training Administration (ETA) recently conducted a review of your organization's YouthBuild grant #YB-21884-11-60-A-32. The purpose of the review was to evaluate the management and administration of the grant, the quality of the grant program and services, and performance of the grant. Information obtained during the review is used to determine if the program is operating to ensure achievement of grant goals and is in compliance with the grant agreement and applicable laws and regulations. Compliance findings and opportunities for improvement are summarized as follows:

Compliance findings and required corrective actions:

- The grantee's record retention and access policy does not comply with Federal regulations.

Revise the record retention and access policy to incorporate the Federal requirement addressed in Assurance (2) of the grant agreement.

- The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.

Post the Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.

- The grantee is not reporting administrative expenditures on the ETA-9130 financial status report.

Report administrative expenditures charged to the grant on the ETA-9130 financial status report, on line 10 f. – Total Administrative Expenditures each quarter, as required.

- The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.

Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined.

- The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.

Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.

- The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.

Submit a modification request to the Regional Office to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant's statement of work and to replace it with "What's it Mean to be Green" certification.

- The grantee does not have accident insurance to cover the participants for activities performed at the construction worksites.

Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to the Regional Office.

- The grantee did not properly exit four participants from the YouthBuild program.

Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.

Opportunities for improvement and suggestions:

- The grantee did not specify the types of supportive services the participants are eligible for during the 9–12 month follow-up period in its policy and procedural manual.

Revise the follow-up policy and procedure to incorporate the supportive services the participants are eligible for during the 9 – 12 month follow-up phase.

- Participant file case notes were not thorough and did not provide detailed information regarding how participants were progressing through the YouthBuild program.

Provide thorough and detailed information in the case notes regarding participants progress through the program.

SCOPE OF THE REVIEW

Date of Review:

September 18 - 20, 2012

Site(s) Visited:

WorkforceConnections
7251 W. Lake Mead Blvd., Suite 200
Las Vegas, NV 89128

Date of Exit Conference:

October 2, 2012

In Attendance:

Ricardo Villalobos, YouthBuild Director
Jennifer Padilla, YouthBuild Program Manager
Faith Canella, Accountant
Tiffani Thomas, Federal Project Officer
Christine Chudd, Director for Office of Special Initiatives
and Demonstrations

This program review was conducted by Tiffani Thomas. The purposes of the review were to:

- Determine if the YouthBuild grant project is operating in accordance with the grant's Statement of Work, and with the laws and regulations that govern the program.
- Evaluate whether the grant program is likely to meet enrollment goals and performance outcomes.
- Assess whether the quality of the grant program or services is sufficient to meet performance goals.
- Determine if financial management systems operate in accordance with Uniform Administrative Requirements for Grants and Agreements with State and Local governmental entities.
- Identify any technical assistance needs.

In order to make the above assessments, managers and staff of WorkforceConnections and participants were interviewed. Participant data from the grantee's management information system, 16 participant files, program and financial policy and procedural manuals, and financial records were reviewed. Based on an examination of information extracted from the grantee's management information system and participant files that were randomly selected for review, all participants in the review sample were eligible for enrollment into the YouthBuild program. The reviewer used ETA's Core Monitoring Guide as the primary tool for conducting the review. A copy of the Core Monitoring Guide was provided to WorkforceConnections prior to the review. All sections of the Core Monitoring Guide were covered during the review.

Please note that the review did not cover any areas outside the defined scope. Although no material issues came to the reviewer's attention other than those contained in this report, there is no assurance that other issues may not exist.

BACKGROUND

On July 1, 2011, the U.S. Department of Labor, Employment and Training Administration (ETA), awarded \$1,100,000 to the WorkforceConnections organization to implement a YouthBuild grant. The grant period of performance for the grant award is June 1, 2011 through May 31, 2014.

WorkforceConnections received the YouthBuild grant to enable disadvantaged youth to obtain the education and employment skills necessary to achieve economic self-sufficiency in occupations in demand and post-secondary education and training opportunities. The program also provides disadvantaged youth with opportunities for meaningful employment and to serve their communities. The program also expands the supply of permanent affordable housing for homeless individuals and low-income families by utilizing the energies and talents of disadvantaged youth.

Project outcomes and accomplishments as of June 30, 2012:

- On track to achieve the 100 percent enrollment outcome. The grantee has enrolled 32 participants out of the required 32 individuals to be enrolled in the first year.
- On track to meet the 70 percent placement outcome.
- On track to achieve 50 percent participant attainment of a degree or certificate.
- On track to achieve 50 percent increase in literacy and numeracy gains by at least one educational functioning level.
- 75 percent retention rate is a long-term performance goal. Therefore, there is currently not enough data to determine the grantee's progress towards meeting the goal.
- On track to achieve 20 percent or less recidivism rate.

As of June 30, 2012, the grantee's expenditures are on track. The grantee has expended \$498,984 or 45 percent of the grant award, with 36 percent of the overall period of performance having expired.

COMPLIANCE FINDINGS AND RECOMMENDATIONS

Core Activity 2: Program and Grant Management Systems

Finding #1: Administrative Controls (Objective 2.1)

The grantee's record retention and access policy does not comply with Federal Regulations.

Grant Agreement, Part III – Assurances/Certifications, Assurance (2)

The grantee's record retention policy is missing assurance (2), which states that the organization will give the awarding agency, 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.

Corrective Action: Revise the record retention and access policy to incorporate the Federal requirement addressed in Assurance (2) of the grant agreement.

Finding #2: Civil Rights (Objective 2.3)

The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.

29 CFR Part 37.37 (a) requires that a minimum, the Equal Opportunity notice be posted prominently, in reasonable numbers and places.

The reviewer toured the grantee's facility and observed that the grantee did not have Workforce Investment Act Equal Employment Opportunity and Non-Discrimination notices posted in areas that YouthBuild staff and participants congregate.

Corrective Action: Post the Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.

Core Activity 3: Financial Management Systems

Finding #3: Financial Reporting (Objective 3.7)

The grantee is not reporting administrative expenditures on the ETA-9130 financial status report.

The ETA – 9130 financial status, Line 10 f. – Total Administrative Expenditures requires an entry for all grants subject to an administrative cost limitation. The YouthBuild regulations at 20 CFR 672.510 limit administrative cost to 15 percent.

The grantee is charging administrative expenses to the grant and is tracking these costs. However, they have not been reporting the administrative expenses on the ETA-9130 financial status report as required under line 10f. – Total Administrative Expenses.

Corrective Action: Report administrative expenditures charged to the grant on the ETA-9130 financial status report, on line 10 f. – Total Administrative Expenditures each quarter, as required.

Core Activity 4: Service and Product Delivery

Finding #4: Operating Systems (Objective 4.1)

The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.

As required by 29 CFR 95.51, grant recipients are responsible for managing the day-to-day operations of the grant and sub-recipient supported activities and to establish, implement, and maintain sufficient administrative controls to ensure overall grant integrity. The YouthBuild regulations at 20 CFR 672.300 provides guidance on eligibility for drop-outs.

The reviewer examined the grantee's enrollment and eligibility policy and procedures and determined that the policy needed additional clarification for establishing when an individual's high school drop-out status is determined. For example, interviews with grant staff revealed that high school drop-out status is determined at the time an individual receives and completes a YouthBuild application for enrollment into the program. However, the grantee's enrollment and eligibility policy and procedures did not address this requirement.

Corrective Action: Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined based on guidance provided in the YouthBuild regulations.

Finding #5: Operating Systems (Objective 4.1)

The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.

Grant Agreement, Part IV – Special Condition (1) requires that changes to the terms and conditions of the grant agreement be accomplished by the Grant Officer, by the use of a properly executed grant agreement modification.

The grantee had participants working on worksites that were not approved by the Grant Officer, which are located at 1313 Hart Avenue and 910 Miller Avenue in North Las Vegas, NV.

Corrective Action: Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.

Finding #6: Operating Systems (Objective 4.1)

The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.

Grant Agreement, Part IV – Special Condition (1) requires that changes to the terms and conditions of the grant agreement be accomplished by the Grant Officer by the use of a properly executed grant agreement modification.

The grantee revised the scope of work without prior Grant Officer Approval to provide the participants with a “What’s it Mean to be Green” certification which is not industry recognized, rather than Green Advantage Certification, which is industry recognized.

Corrective Action: Submit a modification request to the Regional Office to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant’s statement of work and to replace it with “What’s it Mean to be Green” certification.

Finding #7: Operating Systems (Objective 4.1)

The grantee does not have accident insurance to cover the participants for activities performed at the construction worksites.

20 CFR Part 667.274(b)(2) states, in part, that if State workers’ compensation law applies to a participant in work experience, workers’ compensation benefits must be available for injuries suffered by the participant in such work experience. If the grantee does not have insurance coverage, coverage must be secured.

The grantee does not have accident insurance to cover the participants for activities performed at the construction worksite. Habitat for Humanity has a waiver that was signed by the grantee that waives Habitat for Humanity against any law suits or claims that may result from injury or neglect at the worksites. Therefore, the participants are not covered while performing job training activities at the construction worksites.

Corrective Action: Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to the Regional Office.

Core Activity 5: Performance Accountability

Finding #8: Performance Data (Objective 5.4)

The grantee did not properly exit four participants from the YouthBuild program.

The DOL YouthBuild Management Information System Training Guide requires that Exit for Other Reasons such as death, health or medical reason, family care, reservist called to active duty or transferred or relocated be documented.

The grantee soft exited four participants for Other Reasons in the MIS system. However, the grantee was unable to provide documentation to substantiate why the participants were soft exited from the program based on the specified criteria for Other Reason. The names of the participants were provided to the grantee while onsite and during the exit conference.

Corrective Action: Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.

OPPORTUNITIES FOR IMPROVEMENT

Core Activity 2: Program and Grant Management Systems

Opportunity #1: Administrative Controls (Objective 2.1)

While reviewing the grantee's program policy and procedural manual, the reviewer observed the grantee did not specify the types of supportive services the participants are eligible for during the 9 – 12 month follow-up period.

Suggestion: Revise the follow-up policy and procedure to incorporate the supportive services the participants are eligible for during the 9 – 12 month follow-up phase.

Opportunity #2: Participant Files (Objective 4.2)

While reviewing the participant files, the reviewer observed that the case notes were not thorough and did not provide detailed information regarding how participants were progressing through the YouthBuild program. For example, it was unclear why some students received certain supportive services and others did not, like clothing vouchers during the follow-up phase.

Suggestion: Provide thorough and detailed information in the case notes regarding participants progress through the program.